

APPROVED Church Council Minutes

August 17, 2021

Present: Pastor Sal Sapienza, Peter Mueller, Stan Greene, Stacy Honson, Jim Kern, Beverly Hawkes.

Excused: Marty Coffin, David Geen.

Guests: Bob Kenny, Dick Lucier

1. *Welcome and Introduction* – Physical Plant Task Force members Bob Kenny and Dick Lucier.
2. *Opening Prayer* – Pastor Sal opened with prayer at 6:08 pm.
3. *July 2021 Meeting Minutes* – Bev distributed the final draft prior to the meeting.
Motion: from Jim to approve. Stan second. Motion approved.
Action: Julie Ridl will post in the E-pistle and Friendship Hall bulletin board.
4. *Pastor's Report* – Pastor Sal distributed report prior to the meeting.
Highlights and Updates:
 - a) The yard sale held on August 14th and 15th on the Retreat House lawn for the possessions gifted to DUCC from the estate of Myron Freund generated over \$700 in donations. Remaining items will be donated and picked up by the Community Action House.
 - b) DUCC has been invited to take part in the Douglas Summer Social at Berry Field on Thursday, September 9th with our hot dog booth. Council agrees that we participate.
 - c) Comcast internet installation is scheduled to be completed next week. This will enable live streaming our Sunday services.
 - d) Our YouTube channel has more than 3,000 subscribers and more than 465,000 views surpassing our other 25 Grand West Association churches combined.
Action: The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed “Budget vs. Actuals Report” for July prior to the meeting.
 - a) Revenues for July remained strong and favorable to budget. Repair and Maintenance monthly expenses are high due to the campus building inspection costs. Expenditures remained within budget.
 - b) Reconciliation with the bank discrepancy was resolved.
 - c) Stacy recommended that the Financial Oversight Committee (FOC) reconvene meeting twice per year or more if necessary. Council in agreement.
Action: Stacy will discuss with Bob Kenny reconvening FOC, familiarize herself with FOC's Policy and Procedure Manuals and begin recruiting members.
6. *Trustee Report* - Pete/Pastor Sal
 - a) Two additional Retreat House HVAC bids pending.
 - b) Suggestion that an entry door touch pad be installed for Pastor Sal's office.
 - c) Fall cleanup is scheduled for Saturday October 16th.

Action: Pastor Sal will announce the fall cleanup date in the E-pistle and church bulletin. A signup sheet will be available in the Friendship Hall.

7. *Committee/Group Updates*

a) Physical Plant Task Force (PPTF) final report – Bob Kenny and Dick Lucier

1) ABI Inspection Services repair summaries of Church/Friendship Hall, 88 Spring St., and the Retreat House were shared with Council. Repairs were broken down into three components:

- Dangerous and needing immediate attention.
- Major Repairs (costs expected to be over \$1000).
- Minor Repairs (costs expected to be under \$1000).

Noted: Dining/kitchen deck at 88 Spring St. is the only repair cited as dangerous and needing immediate attention.

2) PPTF developed and shared a “Spring DUCC Work Day for Trustee and Congregants Maintenance Checklist” for the campus. A similar work day maintenance checklist for the fall is forthcoming.

Suggestions/Discussion:

- Restore spring and fall outside clean-up days. Schedule to correspond with the maintenance work day checklist.
- Assign a leader from the volunteers for each campus building with each leader working under the direction of Marty (Trustee).

3) Trustee position:

Suggestions/Discussion:

Because the Trustee’s responsibilities have increased with the three buildings to manage, consider transitioning the Trustee position from worker to worker/organizer/manager:

- Consider crafting the position so that some, if not all, of the worker responsibilities could be met with a work crew thereby alleviating the Trustee’s workload.
- Create an advisory team the Trustee could contact for advice and suggestions i.e. Facilities Committee.
- Could the position be crafted so that a Trustee without maintenance skills, but with organizational and management skills, still complete the responsibilities with a work crew?

b) Grant Proposal Committee (GPC) grant requests (vetted and approved by the GPC) distributed prior to the meeting.

1) Christian Neighbors “Back-to-School” Fund that provides backpacks, school supplies, and back-to-school clothes for more than 250 children in need is requesting a \$4500 grant.

Motion: from Bev to approve the \$4500 grant to Christian Neighbors. Stacy second. Motion approved.

2) Rotary Club of Saugatuck-Douglas (RCSD) is requesting a \$3000 grant that will go towards the funding of afterschool and summer educational programs for local schoolchildren, in partnership with the Boys and Girls Clubs of Greater Holland and the Saugatuck Public Schools.

Motion: from Jim to approve the \$3000 grant to RCSD. Pastor Sal second. Motion approved.

8. *Ongoing Business* – Pete

Capital Campaign strategy review:

Pete provided a brief review and slide presentation to update new members of Council with background information of the facilities expansion and Capital Campaign including:

- a) Challenges of expanding the space due to the rapid growth in membership while remaining at the same location.
- b) Development of a business plan to address the need for additional space and setting up a Facilities Committee. This committee met for over 18 months. After exploring several options for expansion, three concepts developed by Architects S2 and Mayotte Group were settled on (construction drawings were completed by Buildings by Holmes).
- c) Concept #3 was accepted by Council at the September 2019 meeting. A video presentation was given to the congregation in January 2020 at which time the congregation gave support to Council to initiate a feasibility study and to move forward with the capital campaign.
- d) Best practice for financing, fund raising, lead donors etc. was explored.
- e) Closing the church in March of 2020 due to the Covid-19 pandemic resulted in our virtual expansion through our YouTube channel, social media presence etc. in addition to implementing several additional ways of giving.
- f) The Capital Campaign was put on hold.
- g) At the June 2021 Annual Congregational Meeting members were updated that Council would be reviewing the overall plan including strategies and designs over the next six months with the goal of presenting them at the January 2022 Mid-year Congregational Meeting.

Discussion:

- a) It is time to re-examine the expansion plans of our physical space.
- b) Perhaps we should broaden our virtual church presence and support doubling down on spreading our message that way. By broadcasting our message virtually, we now have a different kind of investment in church growth.
- c) Should we do both? Continue with the physical expansion while at the same time continue to grow virtually?
- d) Live Sunday services will soon be available virtually with the Wi-Fi installation. How many congregants will prefer to participate from home rather than return to in-house?

Action: Council will continue to discuss and assess ideas and strategies.

9. *Next Meeting Date* – September 21 @ 6pm.

10. *Adjournment* – 7:40pm.

Motion: from Stacy. Jim second. Motion approved.