

# APPROVED Church Council Minutes

August 16, 2022

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Present: Pastor Sal Sapienza, Peter Mueller, Kelly Wright, Beverly Hawkes, Jim Kern, David Geen.

Excused: Stacy Honson, Stan Greene.

1. *Welcome and Introduction* – Pete
2. *Opening Prayer* – Pastor Sal opened the meeting with prayer at 6:00 pm.
3. *July 2022 Meeting Minutes* – Bev distributed the final draft prior to the meeting.  
**Motion:** from Jim to approve the minutes. Kelly second. Motion approved.  
**Action:** The minutes will be in the E-pistle and posted on the Friendship Hall bulletin board.
4. *Pastor's Report* – Pastor Sal distributed the report prior to the meeting.  
Highlights:
  - a) Thank you to Eric Lejeune for his many years as the Creation Justice Team facilitator and to Chris Clark for his willingness to step into that role.
  - b) Thank you to Chris Clark for his years as the annual CROP Hunger Walk facilitator and to Michael Mok for agreeing to take on this role.
  - c) Thank you to Doug Peterson for taking over as our church's liaison to Interfaith Action of Southwest Michigan.
  - d) Douglas UCC was recently recognized as the very first church, out of over 40 churches, to meet all of Interfaith Action's "All Are Welcome" criteria. The requirements include the completion of a list of Action Steps within three categories: Education that promotes awareness and education on LGBTQ inclusion; Involvement that supports all forms of LGBTQ participation in our community; Transformation that looks beyond integration and toward the transformation of systems of injustice. A certificate of recognition will be posted in the Friendship Hall.  
**Action:** The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed financial highlights for July; Budget vs. Actuals: 2022-2023 Budget-FY 23 P&L; and, P&L Comparison July 2021-2022.
  - a) Collections for July were under budget by \$3600.
  - b) Repair and Maintenance included \$15,000 for Sharp Construction (roof), however \$35K was budgeted to be spent in July for the roof, so we are under budget until the bill is paid in August.
  - c) Music supplies include a music license renewal. Most other expenses are at or near budget.
  - d) Mission/Social Action in under budget by \$4K as no grants were given/paid in July.  
In addition:

- Prior to our meeting, Pete, with Stacy in agreement, made the decision to accept the payroll reconciliation for FY 2023 regarding the 2 weeks of payroll made in FY 2022.
- Prior to our meeting, Pete and Pastor Sal made the decision to replace the old gutters (originally planned for replacement next year) that couldn't be salvaged by the roofers costing \$15,750.

6. *Trustee Report* – Kelly

- Roofing project complete. Issue of water ingress found behind the aluminum siding on the east side of the church (where Friendship Hall joins church building).  
**Action:** Kelly will open up the area next spring and determine the extent of the damage.
- Church, Friendship Hall (FH) and Retreat House will need pressure washing before the new gutters are installed. Quotes provided and discussed.  
**Motion:** from Jim to accept the quote from Patriots Power Washing totaling \$750.00 (church/FH \$450 + Retreat House \$300 = \$750.00). Pete second. Motion approved.  
**Action:** Kelly will notify Patriots Power Washing and schedule.
- The installation of the new gutters, screens (gutter guards), and downspouts will be completed after the pressure washing of the buildings.  
**Action:** Kelly will schedule.
- The campus sprinkling system service and repairs were completed by Port Sheldon Irrigation on July 26<sup>th</sup>. System is now on Port Sheldon Irrigation annual spring and fall schedule.
- The church inner vestibule door face was repaired by Doug Wierenga.
- Air filters and UV bulbs were replaced in the five church and FH air purification units.
- Kelly and Trustee Team members, Kathleen Mueller and Mike White finished cleaning up the west side of the church in addition to power washing the white fence and the kitchen window metal awning.
- Sagging FH kitchen ceiling tiles over island from recent re-roofing project were determined to not likely fall. Appropriate repair TBD at a later date.
- Suggestion from congregants to move the altar area back wall candle holder from the left to the right.  
**Action:** Kelly will complete.
- Spring St. house AC unit has failed and is beyond repair per several HVAC professionals. Two AC replacement quotes were provided and discussed. Baumann & DeGroot's quote for \$3335.00 (with ministry discount) includes upgrading the breaker, wiring and thermostat.  
**Action:** Kelly is waiting to hear back from Bremer & Bouman for a third quote and will request an "E" vote from Council at that time.
- Kelly provided a landscape renovation quote from Brookview Landscaping that addressed the area on the west side of the church. This includes the removal and disposal of the large Juniper and shrubs, shrub pruning, grading and topsoil and seeding; walkway; downspouts; plantings; and fencing by AC units.

**Action:** Discussion focused on the Juniper, shrubs, and stump roots removal and disposal; selective Rhododendron pruning; and, regrading, topsoil, seeding and mulch as needed. Kelly will request a quote from Tino who has done campus landscaping work in the past. The other options were tabled.

- l) A handrail on the FH kitchen back exit landing was suggested by Dick Bont for safety.

**Action:** Kelly will discuss with Chris Maitner.

- m) The church campus buildings have five furnaces and three water heaters of various ages and conditions.

**Action:** Kelly requested a preventative maintenance quote from Baumann & DeGroot and will notify Council of same.

7. *Committee/Group Updates* – none reported.

8. *Ongoing Business* – Pastor Sal/Pete.

- The sanctuary renovation has begun with wallpaper removal by Eckhoff-DeVies. Writing, including a biblical quote, was found on the wall from the last renovation in 1998. Pastor Sal suggested we also leave a message.
- Water damage was found under the old wallpaper above the main entrance to the church.

**Action:** Kelly will address.

9. *New Business*

10. *Next Meeting Date* – September 20 @6 pm.

11. *Adjournment* – 7:36 pm.

**Motion:** from Jim. Pete second. Motion approved.