

APPROVED Church Council Minutes

December 20, 2022

Present: Pastor Sal Sapienza, Peter Mueller, Kelly Wright, Jim Kern, Stan Greene, David Geen, Beverly Hawkes. Stacy Honson attended via Zoom.

1. *Welcome and Introduction*
2. *Opening Prayer* – Pastor Sal opened the meeting with prayer at 6:30 pm.
3. *November 2022 Meeting Minutes* – Bev distributed the final draft prior to the meeting.
Motion: from Jim to approve. Stan 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 December report prior to the meeting.
Highlights:
 - a) Last month, Pastor Sal led 15 retreatants from our church on a week-long spiritual journey to Sedona and the Grand Canyon.
 - b) On December 9, Pete, Mike VerMerris and Kelly attended a workshop on the topic of “Church Safety” facilitated by the Allegan County Sheriff’s Department. More information will be shared during tonight’s ongoing business.
 - c) December 8, Pastor Sal and 2 congregants represented our church at the Ecclesiastical Council for Rev. Shannon Jammal-Hollemans, who was granted Privilege of Call in the United Church of Christ.
Action: The detailed report will be in the E-pistle and posted on the Friendship Hall Bulletin Board.
5. *Financial Report* – Stacy distributed the Balance Sheet; P&L Comparison (July-Nov. 2021 vs. July-Nov. 2022); and, Budget vs. Actuals: 2022-23 Budget FY23 P&L prior to the meeting.
Observations:
 - a) Isabel Graham Fund investments have made a bit of a comeback by about \$73,000 as was reflected on the balance sheet.
 - b) Collections are under budget by \$7,800 for the month and \$10,800 YTD which is comparable to last year. In total, we are doing better on a net basis of about \$7,000.
 - c) The cash balance is lower than last year due to the campus improvements (new roof etc.). Funds may need to be transferred from the Cornerstone account.
 - d) Mission/Social Action spending includes \$6,045 for the Crop Walk.
6. *Trustee Report* – Kelly
 - a) Both snowblowers were repaired and returned to service.
 - b) New Friendship Hall kitchen sink faucet and Spring St. master bath vanity faucet were replaced due to leaking.

- c) Friendship Hall storm door latch replaced.
- d) Replaced one broken flag pole rope and snaps. Other two flag pole ropes and snaps will be replaced in the spring.
- e) Spring St. front door lock access code was changed. Lock power unit battery contacts were cleaned and batteries replaced.
- f) Church water heater pilot light required relighting.
- g) Withdrawal from the Michigan Lead Safe Home Program (LSHP) was completed with Bob Kenny's assistance.
- h) HVAC campus winter preventative maintenance service on the (5) furnaces and (3) water heaters was completed on December 8th.
- i) The failing east church furnace blower was replaced December 20th.
- j) Requested from Baumann & DeGroot estimate for (4) HVAC thermostats (excluding the Retreat House) to allow for better HVAC control and programming flexibility.
- k) Completed bypassing (3) light switches at the Spring St. house for the Dark Sky lighting project.
- l) Retreat House leaking toilet repair is pending.

7. *Committee/Group Updates- Pete*

Grant Proposal Committee (GPC) vetted and approved 70X7 Life Recovery grant request for \$2500.

Motion: from Jim to approve the \$2500 grant request for 70X7 Life Recovery. Kelly second. Motion approved.

8. *Ongoing Business*

- a) Campus Structural Professional Engineering Assessment – Kelly and Jeff Spangler suggested that a structural engineering evaluation of the campus buildings be obtained to facilitate long-term planning of campus buildings usage. **Action:** Kelly and Jeff will search for the appropriate engineering firm, obtain cost estimates and notify Council of same.
- b) 88 Spring St.Refresh Project Ideas – Pastor Sal, Kelly
 - Pastor Sal distributed, prior to the meeting, suggestions that would meet the needs identified at the previous brainstorming session. The three areas identified include: meeting spaces; administrative offices; and, storage.
 - Kelly distributed, prior to the meeting, an estimate from Terry Schull Construction for between \$8,000 - \$10,100 that included: interior repaint; replace bedroom doors w/glass vs. w/o glass; and, (3) bedrooms carpet replacement. Not included: drywell repair; door locks; signage; furnishings; landscaping; technology setup etc. Kelly suggested there could be a cost savings if one sub-contractor is engaged for the inside work verses several individual sub-contractors.
 - Kelly also distributed prior to the meeting a draft of the Project Plan that included recruiting (4) volunteer sub-team leaders for each area to be completed in phases:
 - 1) Inside Refresh.
 - 2) Office Move and Technology needs.

- 3) Campus-Wide Storage.
- 4) Exterior including landscaping.

Motion: from Jim that \$30,000 be allocated for the 88 Spring St. Project Plan described above that will satisfy the identified needs for meeting spaces, administrative offices and storage. David second. Motion approved.

Action: Kelly will continue researching the Project Plan cost estimates and the recruitment of sub-team volunteers.

- c) Afghan Family Remaining Funds – Pete
Pete spoke with UCC’s General Counsel and the Michigan Council Minister regarding Council’s decision in November to disperse to the guest Afghan family the remaining funds donated on their behalf. Both, General Counsel and the Michigan Council Minister were in agreement that our decision was correct in honoring the intent of the donors by giving the remaining monies to the family. A suggestion was made that the funds could be dispersed in the form of gift cards if deemed more appropriate.
Action: The Afghan Task Force organizing leaders requested to meet with Council in January. Following the meeting, Council will complete the transfer of the remaining monies to the Afghan family in whatever manner is deemed best (gift cards or check).
- d) Church Security Awareness Training: Allegan County Sheriff’s Department:
Pete, Kelly and Mike VerMerris attended a workshop on December 9th on the topic of “Church Safety.” Pete also completed an on-line safety course from Homeland Security.
Action: DUCC’s safety initiatives will be presented at January’s Mid-Year Congregational Meeting. Mike VerMerris will share safety information at the next volunteer greeter training session.
- e) Mid-Year Meeting Planning – Pete, Pastor Sal.
A zoom option will be available for attendees. Topics will include: Pastor Sal’s appreciation video; YouTube analytics; Afghan family update; 88 Spring St. Project Plan vision; Financial update; Grant Proposal Committee Report; and Church Safety initiative update. Pete asked Council members to notify him if there are additional topics to be included.

9. *New Business*

10. *Next Meeting Dates* – January 8 @11:30 AM, Mid-Year Congregational Meeting.
January 17 @ 6 PM

11. *Adjournment* – 8:45 PM.

Motion: from Jim to adjourn. David second. Motion approved.