

# APPROVED Church Council Minutes

February 16, 2021

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Present: Pastor Sal Sapienza, Peter Mueller, Gemina Petruzelli, Beverly Hawkes, Mary Fechtig, David Geen, Stan Greene, Marty Coffin (via Zoom video conference).

Guests: Will Gervais, Bob Kenny

1. *Welcome* – Pete welcomed Will Gervais and Bob Kenny from the Financial Oversight Committee (FOC).
2. *Opening Prayer* – Pastor Sal opened with prayer at 6:00 pm.
3. *January 2021 Meeting Minutes* – Bev distributed the final draft prior to the meeting.  
**Motion:** from Stan to approve. Pastor Sal second. Motion approved.  
**Action:** Julie will post in the E-pistle.
4. *Pastor's Report* – Pastor Sal distributed prior to the meeting. See attached.  
**In addition:** Thank you from Pastor Sal to Council for the cash bonus awarded to him last month for FY 2021.  
**Action:** Julie will post Pastor Sal's detailed report in the E-pistle.
5. *Financial Report* – Gemina. Narrative report distributed prior to the meeting. See attached.  
**Highlights:**
  - a) Revenue for the month - favorable by 9%. YTD income - 25% over budget.
  - b) Expenses for the month – unfavorable by 5%. YTD expenses favorable to budget by 12%.Thank you to Mary for the distribution of 2020 donation tax receipts.
6. *Trustee Report* – Marty
  - a) Marty and David continue to do snow shoveling. Patrick not consistent in providing service.  
**Action:** Marty will follow-up with Patrick.
  - b) Marty had to repair the Retreat House 30 year old furnace again last week. Met with Don McGee (who is familiar with the furnace) about replacement which would include central air conditioning.  
**Action:** Marty will move forward with getting a bid for a new Retreat House HVAC system from Don and one other contractor. Council agreed.
7. *Committee/Group Updates* – FOC - Will Gervais, Bob Kenny.  
Capital/Major Repairs five year budget flow chart first draft distributed prior to meeting.
  - a) **Background:** FOC determined that to plan responsibly for ongoing repairs of the ageing campus facilities, a capital needs tool needed to be developed that would assess the needs and subsequent costs on an ongoing basis.
    - 1) Flow chart includes the Church Building, Retreat House/Garage, and Spring Street with exterior and interior needs broken down into categories (i.e. HVAC, plumbing, electrical etc.).
    - 2) Chart is not complete but offers an idea of what to assess so there are no major future expense surprises (Must Do's, Should Do's, Wish List).
  - b) **Discussion:**

- 1) Rather than develop a flow chart of major repairs and expenses perhaps just budget a percentage each year for contingencies. Fortunate to also have cash reserves for emergency purposes if repair costs exceeded the annual contingency percentage.
- 2) Flow chart and annual budgeted repair contingency percentage are not mutually exclusive. Could do both.
- 3) Form a Committee that would take a proactive approach and:
  - Continue to assess major repair needs and costs.
  - Look at life span of current appliances, HVAC, roofs, etc. Review warranties on file.
  - Determine repairs to be included in annual budget allowing Trustee to acquire bids and move forward.
  - Note: Factor in that the underpinning of the Capital Campaign will weigh in and impact the maintenance schedule.

**Action:** Will is setting up the first zoom meeting to include: Marty and Will with invites to former Trustees Larry Fuerst and Dick Lucier, as well as Chris Maitner, and Jeff Spangler.

8. *Ongoing Business* – Pete/Pastor Sal

Covid – 19 Updates:

- a) Some Grand West Association Churches have returned to in-house services at 25 % occupancy with live streaming. The small size of our sanctuary would limit the number of attendees significantly. Congregants have not pressured to return to in-house at this time.
- b) “Surgically Clean Air” units are being offered at a discount to congregants during February. Information in the E-pistle.

9. *New Business* – Pastor Sal

Small group of congregants (who wish to remain anonymous) delivered Valentine Day candy and roses to church members while wearing costumes (Mr. Potato Head, a Minion, and a dinosaur) that brought surprise, joy and fun to all.

10. *Next Meeting Date* – March 16 @ 6pm.

11. *Adjournment* – 6:35 pm.

**Motion:** from David. Pastor Sal second. Motion approved.