

# Church Council Minutes - Approved

January 9, 2024

---

Present: Mark Johnston, Stacy Honson, Jim Kern, Kelly Wright, Stan Greene, Mike Mok, Bernice Lopata, Mike VerMerris.

Excused:

1. *Welcome and Introduction* – Mark called the meeting to order at 6:06 pm.
2. *Opening Prayer* – Stan opened the meeting with prayer.
3. *December 2023 Meeting Minutes* – Mike V. distributed the final draft of December 12 council minutes prior to the meeting.  
**Motion:** from Kelly to approve. Bernie second. Motion approved.  
**Action:** The meeting minutes will be in the E-pistle and posted on the Friendship Hall bulletin board.

4. *Pastor's Report*

5. *Financial Report* – Stacy distributed December's financial reports prior to the meeting: Profit and Loss Comparison; Monthly Balance Sheet; Budgets vs. Actual FY23 P&L.

Highlights:

- a) G&A over budget due to extra mailing expenses associated with capital campaign.
- b) General Insurance - UCC decided to bill us in total for our annual costs, rather than quarterly payments. - Julie to investigate this.
- c) Our P&L without the capital income and expense looks like this:

	December, 2023		YTD December, 2023	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Income	43,186	26,640	170,029	176,544
Expense	30,723	29,049	164,327	174,301
Net Income	12,463	(2,409)	5,702	2,243

**Motion:** from Stan to approve the financial reports as presented. Kelly second. Motion approved.

6. *Trustee Report* – Kelly distributed the report prior to the meeting.

Previous Business & Recent Activities:

- a) Three planned electrical projects were completed by Haveman Electric on Dec 29 – Installed motion-activated lights along front of Isabel Graham Center entry,

added a three-way-switch next to garage service door and installed a motion-activated light in Retreat House entry vestibule.

- b) Recruited potential leader for Safety & Security team. The candidate and the rest of the steering team, Kelly Wright, Wendy Hamlin, Mike VerMerris, and Peter Mueller will meet in mid-January to review roles, expectations and finalize the potential candidate's interest in leading this important group.
- c) Contacted the professional engineer to schedule review and further discussion regarding project to reinforce the Friendship Hall walls (have not heard back from him).
- d) Contracted with VandenBerg Pest Control to implement a pest mitigation plan for the church/Friendship Hall. On January 03, the initial site survey was completed, and the first steps taken to address pest issue; closing off as many entry points as possible and placement of bait traps in church basement. They will return quarterly to check the bait traps and effectiveness of initial steps and adjust accordingly. We've contracted for one year, which includes four follow-up site visits.
- e) Lettering for exterior of Isabel Graham Center received by Corbin Lewis. Installation pending, being weather dependent.
- f) Laurie VanDenBeldt touched up baseboard paint in Friendship Hall and repainted the interior side of north bathroom door.
- g) Inspected the Pastor's computer. It is in good condition and only contains files belonging to the church. It was shut down and placed into storage until needed. Julie is intercepting all [pastor@douglasucc.org](mailto:pastor@douglasucc.org) emails.
- h) For the winter months, the flags have been removed from the flag poles. The poles are located too close together, causing winter winds to shred and tangle them.
- i) Numerous small items addressed: repaired loose wheel on church/Friendship Hall vacuum, light bulbs replaced, batteries changed, etc.

Upcoming Activities & New Business:

- a) Safety & Wellness steering team meeting, mid-January.
- b) Cover pastor name on display board next to front door of church. Solution to be determined.
- c) Schedule time with the professional engineer, as soon he's available.
- d) Request quote from Haveman Electric for updating the balance of the Retreat House electrical service to current standards (the main floor dining/living space).
- e) Carpenter to review siding repairs on Isabel Graham Center, sometime this winter.
- f) Refresh Isabel Graham Center exterior repaint estimate, sometime this winter.

7. *Committee/Group Updates* – Prior to the meeting, Mark distributed copies of the following grant applications reviewed by the DUCC Grant Committee. The committee recommends \$5,000 be awarded to both organizations.

Allegan Community Foundation, Pride Fund:

- a) The Allegan County Community Foundation (ACCF) PRIDE Fund promotes safe, healthy, affirming environments for LGBTQIA+ communities within Allegan County by increasing visibility, allyship, multigenerational support, access to resources and promoting physical and mental health.

- b) The ACCF PRIDE Fund is the first and currently the only funding source established for the sole benefit of LGBTQIA+ friends and neighbors of Allegan County. In the past this marginalized demographic had to find resources and support in surrounding counties such as Ottawa, Kalamazoo, or Kent.
- c) The PRIDE fund has not yet opened to accept grant proposals, although it is intending to do so in 2024. Awards will exclusively go towards support, resources, and program development for LGBTQIA+ residents of Allegan County.

Red Horse Center for Collaborative Leadership:

- a) Horses Empowering Youth (H.E.Y.!) is a program which offers workshops and retreats that benefit Allegan County middle and high school-aged youth, as well as school faculty and staff who support them.
- b) All the experiences within H.E.Y. support positive or improved mental health, personal growth, and leadership development. These facilitated experiences are preventative and proactive wellness initiatives, that educate youth in gaining resilience and coping skills. They support the collaborative goal of increasing high school graduation rates, college, and career readiness, while also assisting in the development of healthy social and emotional skills in adolescents.

**Motion:** from Mark to commit \$5000 to each organization. Mike M. second. Motion approved.

**Action:** Mike M. will inform the Grant Committee, allowing them to disburse the grant awards.

8. *Ongoing Business* – (note: This section was moved to follow ‘New Business’ to facilitate focus).

Interim Pastor Planning:

- a) Discussion began with council members listing responsibilities of a part-time interim pastor.
- b) During this discussion, it became evident that the church would be better served by a full-time interim pastor.
- c) Now with a better understanding of our expectations, interview process details, and our timeline, Stan will continue to work with Rev. Burke to receive applications.

9. *New Business*

Retreat House Reservations:

- a) Due to the possibility of the Retreat House being offered as a parsonage, Kathleen Mueller is requesting guidance on taking retreat reservations and scheduling the spiritual small groups.
- b) Currently there are no plans to offer an interim pastor the retreat house as a parsonage. Offering this to a permanent pastor is farther out in the timeline.
- c) The current reservation requested for May 23-27 is acceptable. Mark will be in communication with Kathleen as requests begin to pick-up this Spring.

DUCC Video Camera:

- a) The Canon video camera used to record the services has a faulty zoom function. This is an issue Canon has been dealing with for a while, and one the company can't guarantee to resolve with this model.
- b) The cost of repair is not much less than the cost of a new camera. Any new camera would be three generations advanced, which means the reproduction and features would be much better.
- c) After extensively researching new cameras, the AV team recommends replacing the existing camera with a Panasonic HC-X1500. List price varies, but averages around \$1,700.

**Motion:** from Kelly to approve the amount of \$1,700, for purchasing a replacement video camera. Bernie second. Motion approved.

10. *Next Meeting Date* – Council Meeting, February 13, at 6 pm

11. *Adjournment* – 7:24 pm.

**Motion:** from Bernie to adjourn. Kelly second. Motion approved.