

# Church Council Minutes - Approved

July 16, 2024

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Present: Mark Johnston, Stacy Honson, Jim Kern, Mike Mok, Bernice Lopata, Max Brown, Kathleen Mueller, Lynne Snyder, Larry Fuerst, Jody Betten, Mike VerMerris

Guest: Pete Mueller

1. *Welcome and Introduction* – Mark called the meeting to order at 6:31 pm and offered a special welcome to our new council members marking their first official meeting. A welcome was also extended to guest, Pete Mueller. Our church is hosting the UCC Michigan Conference board meeting on Saturday, July 20, 10:00-12:00 pm. Pete invited all council members to join the board following the meeting for lunch.

2. *Opening Prayer* – Jody opened the meeting sharing poetry as prayer.

3. *June 2024 Meeting Minutes* – Mike V. distributed the final draft of May's meeting minutes prior to this meeting.

**Motion:** from Jim to approve the minutes. Lynne second. Motion approved.

**Action:** Meeting minutes will be in the E-pistle and posted on the Friendship Hall bulletin board.

4. *Pastor's Report* – Jody distributed the July report prior to this meeting.

Highlights:

a) The Transition Team met twice this month. First to look at the identity of DUCC as described in the Local Church Profile. It contains self-identified awarenesses about who we are. Second, to discuss what other info we are going to capture. Where do people live (how far do they travel and how many churches do they pass to get here – there might be a prize for the highest number)? Where are the churches in the community and what about them might we want to know? Where are the nonprofits in the community – who do we already support and what are the other needs? And what religious tradition do members come from? We will capture this info on maps with push pins; an activity that gets people engaged once again.

b) The Congregation Care Team met twice as well. They have raised many questions covering how care happens currently, best practices, filling the gaps, prioritizing for the new pastor, connecting people less formally for exchanging care, etc. Watch for details to come out as their ideas become more formalized.

**Action:** The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.

5. *Financial Report* – Following this meeting on July 24, Stacy distributed June's financial reports: Profit and Loss Comparison; Monthly Balance Sheet; Budget vs. Actual FY24 P&L.

Highlights:

a) The only significant expenditure was a \$5,000 grant to ARC of Allegan County.

b) Tim Farmer will start working with Julie on July 29, to take over her bookkeeping responsibilities.

c) Summary, net of Campaign Income and Expense:

	June, 2024		YTD June, 2024	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Income	34,756	26,640	341,618	353,088
Expenses	20,861	29,050	295,270	348,600
Net Income	13,895	(2,410)	46,348	4,488

6. *Campus Steward Report* – Kathleen distributed the report prior to this meeting.

Previous Business & Recent Activities (per Kelly):

- a) Waiting for concrete contractor to schedule the work on Isabel Graham Center (IGC) driveway and sidewalk. The project is expected to be complete by July 19.
  - It is a weather-dependent, three-day project.
  - Kelly will let everyone know the plan for entry/exit of the facility while work is being completed.
- b) IGC exterior repaint is complete.
  - The Design Committee decided a third coat was not needed.
  - The new external building signage was installed on July 8.
- c) The new center railing for the sanctuary steps is planned to be installed in July by Chris Maitner.
- d) Kelly completed the mid-season sprinkler check.
- e) Previously identified Retreat House lead pipes:
  - The city will replace the lead pipes in the street, and eighteen inches inside the facility.
  - A new notice was received from the City of Douglas on June 28, however no date for this work has been requested. Final compliance date for the city is 2041.

Upcoming Activities & New Business:

- f) All door locks and thermostats are now monitored by Kathleen.
- g) Kathleen has requested a credit card in her name for the purchase of supplies.
- h) Craig Tamlyn of JDH Engineering was onsite Friday, July 12, for inspection of the Friendship Hall walls.
  - The news is good. The two exterior walls are about seven inches out of true, which can be corrected by installing rods to tie the walls together. Ballpark estimate of this repair is \$55,000, plus engineering costs.
  - An initial report will be issued within two weeks.
    - Depending on the findings, we may need to engage JDH to provide a final repair solution that can be used by a contractor for renovations. This 'Phase 2' of JDH's involvement would include sketches or drawings and would require a separate contract and fee for time and materials.
- i) During the mid-season sprinkler check, Kelly discussed the benefits of adding a wireless/adjustable rain sensor to the system. Cost would be \$250.
  - The benefit is better conservation of water following a soaking rain.
  - As this is a small cost, Kathleen will contact West Coast Irrigation to complete the installation.
- j) A request was made for adding paint striping to the Church and Retreat House parking spots.
  - Inspection shows that the asphalt has worn away in spots, making it impossible to fully paint stripes.

- Ace Parking was contacted to advise on what is needed to bring the parking asphalt up to standard before painting. It may be wise to postpone this until after stabilization of the Friendship Hall walls are complete.
- k) Sections of the sidewalk near the Church and Friendship Hall show significant ‘heaving’ from the large trees. Some of the gaps are quite large and are trip hazards.
- Once the Friendship Hall repairs are determined, it is recommended replacement of these sections be considered.
  - Until replacement can be considered, the gaps will be filled and ramped.

Assigned Work List:

- Remove algae from Retreat House with ‘Wet & Forget’ and gentle pressure cleaning
- Repaint the lighted sign housing at the Sanctuary door (white)
- Dig out window well near AC units at back of church
- Remove mulch and replace with pea gravel around sanctuary AC units for improved drainage
- Clean out gutters at the rear of the IGC. Check other building gutters.
- Clean debris from the church building’s roof valley, near the Friendship Hall door
- Fill sidewalk gaps caused by heaving on the Church/Friendship Hall side of the building, if Council approves
- Following asphalt check, paint parking lines, if possible

Please notify Kathleen of any needed work or concerns you see around campus, and she will add them to the work list for the Church Campus Handyman, Nick Jurries. Kathleen will keep The Church Council apprised of his monthly hours and pay.

7. *Committee/Group Updates*

8. *Ongoing Business*

Staff Role/Responsibilities:

Mark and Jim met with staff members in June. All staff members supplied input to their Role/Responsibilities Documents. Mark will send out copies of the updated documents for Council members to approve by email.

9. *New Business*

Church Administrator:

Julie has requested her hours be reduced back to the original twenty hours a week, along with dropping the additional bookkeeping responsibilities.

- a) A six-hour-a-week position will be posted in an upcoming E-pistle, looking for someone to cover the bookkeeping duties.
- b) Stacy will interview the new person and train them on the required QuickBooks software.

10. *Next Meeting Dates* – Council, August 27 at 5:30 pm.  
Council, September 24 at 6:30 pm.

11. *Adjournment* – 8:04 pm.

**Motion:** from Stacy to adjourn. Lynne second. Motion approved.