

APPROVED Church Council Minutes

July 21, 2020

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

Guests: Will Gervais, Bob Kenny

1. *Opening Prayer* – Pastor Sal opened with prayer at 6:00 pm.
2. *Welcome and Introduction* – Pete welcomed Stan Greene to his new position on Council and Will Gervais and Bob Kenny from the Financial Oversight Committee (FOC).
3. *June 2020 Minutes* – Bev distributed prior to meeting.
Motion: from David to approve. Pastor Sal second. Motion approved.
Action: Julie Ridl will post in the E-pistle.
4. *Pastor’s Report* – Pastor Sal distributed prior to meeting. SEE ATTACHED.
Highlights:
 - New church leaders include: Betsy York and David Miedema – Pastoral Relations Committee; Stan Greene – Church Council; Lynne Snyder – Congregational Care Team facilitator.
 - DUCC welcomed 17 new members.
 - DUCC hosted an online concert, “A Summer Celebration” on July 3 that helped raise money for the Rotary Club of Saugatuck/Douglas with performances by our musicians and viewed by more than 550 people.
 - Pastor Sal and Greg Smith installed a new Peace Pole in front of the church.
 - Online viewership continues to grow with close to 120,000 views on YouTube and 900 new subscribers to our channel.
 - Pastor Sal officiated a small wedding in the church on July 18. Covid-19 laws were followed.
Noted: Another couple have requested a small wedding be held in the church the end of August.
5. *Financial Report* – Gemina. SEE ATTACHED.
 - Income for the month of June was favorable to budget by \$3,338 or 20%.
 - Changes will need to be made to QuickBooks that would include new categories (i.e. donor monies via Facebook).
 - Will Gervais noted that it has been suggested that in the future, the new FOC Financial Policies and Procedures Manual (currently in process of being developed) has designated the responsibility of all incoming monies be that of the Financial Secretary.
Action: Mary will work with Mike Boston and Gemina to set up identifying accounts for all incoming donations that will include Facebook monies.
 - Pete asked for best practice suggestions of how to meet the church’s obligation of sharing the past FY financials with the congregation in a confidential manner.

Action: Information will be posted in the E-pistle stating that the past FY financial information is available upon request.

6. *Trustee Report – Marty*

- Retreat House: storm window repaired and screen door shock replaced.
- Friendship Hall: outdoor spigot replaced and toilet repaired. Ceiling spot painting pending.
- Church building furnace filters changed.

Noted: Gemina – Juan Garcia will replace shrubs in the front and side of church.

7. *Committee/Group Updates*

- Financial Oversight Committee (FOC) – Will Gervais, Bob Kenny
Development of Financial Policies and Procedures Manual Proposal so as to capture and bring together in a single, organized and concise document DUCC’s financial matters.
 - a) A brief history was shared of how the Isabel Graham Investment Fund (formerly the DUCC Fund) evolved into the current FOC in response to DUCC’s rapid and continual church growth and subsequent increase in revenues.
 - b) A review of FOC’s current Role and Responsibilities include:
 - ❖ FOC’s Role is to “provide the Church Council with oversight and support in matters related to church finances.”
 - ❖ FOC’s Responsibilities include:
 - 1) Monitor church operating finances on a regular basis.
 - 2) Advise the Church Council on financial transactions.
 - 3) Provide support to the Church Treasurer and United Church Fund Liaison as needed.
 - 4) Serve the role of Investment Advisory Committee as described in church documents.
 - 5) Establish spending approval guidelines.
 - 6) Develop a 3-5 year operational budget plan/projection.
 - 7) Develop a 5 year major repairs and capital needs plan.
 - 8) Report regularly to both Church Council and the congregation on matters related to church finances.
 - 9) Meet quarterly or as needed, record minutes and report to the Council within 30 days after meeting.
In addition: FOC is currently meeting monthly. Advice and oversight is also being provided to the Financial Secretary. FOC is keeping the church “on track with the necessary outside forces” including audits.
 - c) Review of Manual’s Table of Contents (draft):
 - ❖ Developed with the underpinning of UCC’s Financial Manual as reference.
 - ❖ Manual captures DUCC’s financial matters into one document.
 - ❖ Document will articulate and formalize what DUCC is currently doing (i.e. procedures such as auditing, roles and responsibilities of financial officers, management of legal and financial risks etc.).

❖ Manual provides for additional controls that will reduce financial risks for DUCC and individuals.

Action: Council agrees that FOC should move forward with the development of the Financial Policies and Procedures Manual building on the presented Table of Contents. Council requests that the contents reflect what best fits DUCC now and 5 years into the future. Council asks that FOC keep us apprised of the process.

- Grant Proposal Committee - Karen Clark (GPC) via Pete.
 - a) Resilience – GPC recommends \$2,000 award per their request.
 - b) Christian Neighbors – GPC recommends \$3,500 award per their request.
 - c) Sundance – GPC members split 2/2 on \$2,000 award Sundance requested due to the unspent \$2,000 award from the last FY due to the pandemic.
Motion: from David that \$2,000 be awarded to Resilience, \$3,500 be awarded to Christian Neighbors and the Sundance request be placed on hold. Stan second. Motion approved.
- 8. *Ongoing Business* – Pastor Sal
Jim Lemmons memorial service is tentatively scheduled to be held at Jim’s Saugatuck home in August rather than in the church due to Covid-19 indoor rules limiting capacity and safety concerns.
- 9. *New Business* - Pete
 - Non-pastoral employee structure.
Action: Council will defer until after reviewing the recommendations of FOC’s Financial Policies and Procedures Manual.
- 10. *Next Meeting Date:* August 18 @ 6pm.
- 11. *Adjournment* – 7:23pm.
Motion: from Pastor Sal. Marty second. Motion approved.