

APPROVED Church Council Minutes

July 19, 2022

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

1. *Welcome and Introduction* – Pete
2. *Opening Prayer* – Pastor Sal opened the meeting with prayer at 6:00 pm.
3. *June 2022 Meeting Minutes* – Bev distributed the final draft prior to the meeting.
Motion: from Jim to approve the minutes. David 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 report prior to the meeting.
Highlights: Pastor Sal represented our church at The Human Rights Campaign event held in Douglas on June 23. This event, that stresses the importance of voter registration, has been held in the Friendship Hall in the past. Church member Hannah Huggett also took part. Kudos to Aase Munk for weeding the Memorial Garden this past week.
Action: The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed financial highlights for June, Budget vs. Actuals FY 2021-2022, and FY22 P&L.
Noted: It was another good month. Mission/Social Action included: Christian Neighbors \$9500; Pastoral Benevolences \$500; Sylvia's Place \$4000; and, Mediation Services \$3000. Repairs and Maintenance included: Wallpaper \$6662 and AV platform materials \$1418. There was an operating "loss" for June of \$17,742 but we ended up with income for the year of \$32,831.
6. *Trustee Report* – Kelly
 - a) Replaced defective GFCI (Ground Fault Circuit Interrupt) outlet in the Friendship Hall north bathroom.
 - b) Repaired lock attachment of the church's front inner door. The wood around the vertical lock mechanism splintered due to age and dryness. Door is fully operational but recommend not using the lock. Long term solution to minor door surface damage to be determined.
Action: Will follow up with church member Dick Bont if further repair is warranted.
 - c) Natural gas meter for church/Friendship Hall was replaced by the gas company on June 28 as part of the gas company's maintenance program.
 - d) The campus sprinkling system was serviced by Port Sheldon Irrigation on June 29. The system was reactivated, 3 line breaks were repaired, and verification that the booster pump was indeed seized. A new booster pump, remaining line repairs and the installation of several new risers will take place within the next 2 weeks. The system is basically working but until the booster pump is replaced, the water pressure will be a bit low.
 - e) Documented the current status of the sprinkling system including a station zone map of all sprinkler heads (map shared with Council members); water timer

settings; timer programming instructions; and, Port Sheldon Irrigation contact information. The documents will be posted inside the cabinet access door for the timer and booster pump.

- f) The white pine tree behind the church was removed without incident on July 12. Basic clean-up was completed but the area will need grading, topsoil and plantings in the future.

Action: A committee will be developed to address the landscaping needs of this space.

- g) The new roofs for the church and steeple, Friendship Hall, Retreat House and Retreat House garage is scheduled for July 26 and will take 3 days to complete (weather dependent). Dumpsters will be on-site and parking restricted. Retreat House tenants have been notified and Julie Ridl has dealt with church use scheduling.

Action: Kelly will remind congregants at this Sunday's service of the scheduled roofing project.

- h) Update on Memorial Garden fencing – waiting for return call from Chris Maitner.
- i) An energy saving program offer from Consumers Energy came in the mail.

Action: Kelly will review and report back to Council.

7. *Committee/Group Updates* – none reported.

8. *Ongoing Business* – Pete/Pastor Sal

- a) C-19 issues and planning: Julie Ridl continues to send weekly Covid information updates to Pete and Pastor Sal. Allegan County's community level is currently low. Safety measures for church remain in place. These include access to masks and hand sanitizer, active air filtration system, and social distancing availability for Sunday services in the Friendship Hall.

- b) Facility Plan B: Eckhoff-DeVies will begin the Sanctuary wallcovering removal, repair and installation on August 8, as well as the pews and wainscot touch up stain and polyurethane project.

- c) AV Strategy Review:

- 1) The newly established AV Advisory Team continues to encourage anyone interested to join the group. The team would like to meet monthly and advise on sound and other Sunday service AV issues.

Noted that until the AV Advisory Team gets established, there are immediate sound issues with Sunday service streaming.

Action: Stan will meet with Mike White from the AV Committee and offer some possible solutions.

- 2) Jeff Spangler continues to work with the Design Team. Jeff sent a photo to Council of the AV platform front panel. All agreed the design will match well and maintain the church's historical integrity. Question was asked if Jeff's stain will match the renovation stain for the pews and wainscot.

Action: Pastor Sal will verify with Jeff that the panel stain matches.

9. *New Business* – Pete

- a) Grant Proposal Committee (GPC) procedural additions:

- 1) Financial Procedure Handbook – Third sentence addition to page 41 V. (Discernment and approval/denial of grant proposals) to read:
“A member of Church Council will contact the Chair of the Grant Proposal Committee and share the Council’s final decision. The Chair of the Grant Proposal Committee will send a check request to the church Bookkeeper. The request will include the amount of the award, information on how the check should be written, and the organization’s mailing address.”
- 2) Grant application “Agreement to Terms and Conditions” will now include the statement, “If funds are awarded, a brief report shall be emailed to committee.grants@douglasucc.org within six months after receiving the funds. The report shall include information of how funds were spent and their impact. Occasionally, additional funds may be awarded in the month of June. Your report will allow you to be considered for these additional funds.”
- 3) Grant application form will now include the statement, “If you have received funds previously and have not filed a report on how these funds were spent, please provide a brief description of how the funds were used.”

Noted: Wording from GPC procedural addition request to “Agreement to Terms and Conditions” changed from should to shall.

Motion: from Stacy to include these three additions as stated above. David second. Motion approved.

Action: Pete will notify Karen Clark/Tim Lemanski of approval with word change.

- b) Animals at church during Sunday services – Pete shared that there have been complaints from congregants. Discussion without a clear resolution at this time.

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

11. *Adjournment* – 7:05 pm.

Motion: from Jim. Stacy second. Motion approved.