

# Church Council Minutes - Approved

July 18, 2023

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Present: Pastor Sal Sapienza, Mark Johnston, Stacy Honson, Jim Kern, Kelly Wright, Stan Greene, Mike Mok, Mike VerMerris.

Guest: Jeff Spangler

1. *Welcome and Introduction* – Mark welcomed Jeff Spangler who has information to share on the Spring Street and Friendship Hall properties.
2. *Opening Prayer*- Pastor Sal opened the meeting with prayer at 6:03 pm.
3. *June 2023 Meeting Minutes* – Bev distributed the final draft prior to the meeting.  
**Motion:** from Stacy to approve. Mike M. 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 July report prior to the meeting.  
Highlights:
  - a) More than 60 people attended our church's Annual Meeting on June 25, where we approved the 23/24 fiscal year budget; received updates from church leaders and committee members; affirmed new Church Council members; and presented gifts to those whose terms had ended. Thank you to all who made presentations at the meeting.
  - b) On June 25, we officially welcomed 16 new members to our church. Each was presented with a certificate and pin from the United Church of Christ.
  - c) Pastor Sal was honored to serve as an elected delegate at the 34<sup>th</sup> General Synod of the United Church of Christ, which took place June 29 to July 5 in Indianapolis, Indiana. He was grateful to work together with UCC'ers from across the country on several important resolutions.  
**Action:** The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed July's financial reports prior to the meeting: YTD Profit and Loss Comparison; Balance Sheet as of June 30, 2023 (updated 7/15/23); Budgets vs. Actuals FY22/23 P&L.  
July Highlights:
  - a) June income is under budget slightly by \$1,500. YTD, we are over budget by \$25,000.
  - b) Mission/Social action includes the grants for Sylvia's Place, Center for Dispute Resolution and Rotary Boys and Girls Club – totaling \$15,000. The \$4,000 that we are "over" budget YTD in this category is for funds that were paid in benefit for the Afghan family.

c) On the balance sheet, cash is lower than last year by about \$60,000. This is due to the operating loss that we had because of the expenditures made for the campus improvements.

d) Also, the Isabel Graham Fund Balance is lower by about \$30,000 due to the transfers that were made to the operating fund and investment performance.

Note: Cash-on-hand for July is lower than usual; we may want to, if possible, delay any unexpected capital expenditures.

**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.

Completed:

a) Renewed annual HVAC preventative maintenance contract.

b) Retreat House:

- Installed six new smoke/CO2 detectors.
- Installed new Wi-Fi enabled digital lock on front door.
- Moved original digital front door lock to mud room entrance.
- Repaired bi-fold closet door in mud room.
- Team decided not to fasten down the bike rack on the concrete pad.

c) Spring Street:

- Assembled a basic campus tool kit that will be kept in the storage closet (old laundry room).
- Repaired landscaping bricks.

d) Church:

- Re-caulked and painted exterior arched windows.
- Performed mid-season maintenance on sprinkler system.
- Refreshed sprinkler system documentation.
- North wall water damage inspected and repaired on July 12-13.

Pending:

a) Retreat House:

- Notified of state mandated water line lead inspection. The date will be set by the city, possibly later this fall.

b) Friendship Hall:

- Entry refresh project scheduled for early in the week of July 24.
- Install new sign on right side of entry door.

c) Spring Street:

- Gathering quotes for west-side grade reduction; then decide on contractor. Current firm estimates (2) are \$2,200 and \$2,500. A Miss Dig has been initiated.

**Motion:** from Jim to approve up to \$2,500 so work on grade reduction can proceed. Stan second. Motion approved.

7. *Committee/Group Updates* – Jim sent an email prior to the meeting with a brief update on the Afghan family:

a) There are remaining funds available to assist the family in emergencies. The Church's and Committee's priorities are Education, Health, Safety, and

Independence. Costs relating to these priorities are shared, 50-50, between the family and the Church. Their current needs include: dental work, ESL classes, GED classes, and pre-school costs. The family expresses their gratitude for the assistance from the Church and Committee, and at some point, will speak to the Church members to express their gratitude.

8. *Ongoing Business*- Jeff handed out information which included: '88 Spring Street Exterior Concept Study – 7/18/23', 88 Spring Street property survey, and 'Church Roof Tie' schematic drawing.

Survey results and 88 Spring St. exterior concept drawings

- a) Jeff's concept study configures the house into more of what it looked like originally and would help better tie in with the church's appearance.
- b) Changes include removal of the front deck, redesign/addition to the front entry, reconfiguring the roof line on the south elevation, improved access walkways including a handicap accessible ramp.
- c) A rough cost estimate would be around \$70,000.

Friendship Hall structure analysis:

- a) Jeff had talked with Fred Hamlin, who believes the structure was built by the parishioners in the 1940's.
- b) The main two exterior walls are bowed out, and can not be corrected without major construction, which would be cost prohibitive.
- c) The recommendation is to keep the bowed walls from worsening by adding steel rods with turnbuckles to tie the walls together, as shown in the provided drawing.
- d) The engineer would need to evaluate the structure by removing sections of the walls and floors. The best time to do this examination would be during the kitchen remodel, while the walls and floors are already opened.
- e) The soonest the Engineer could start would be later this fall. Engineering costs are estimated to be between \$5,000 and \$10,000, which does not include construction costs.

Service security training:

- a) Mike V. gave an update - Pete has completed the PowerPoint training presentation. A date in August, after Sunday worship, will be selected for training of our worship service volunteers.

9. *New Business* – Stacy, Jim, and Mark

Sound System in Friendship Hall:

- a) Stacy brought forward concerns from the congregation of the inconsistency in our sound feed during the worship service.
- b) We believe we have the proper equipment. A professional sound engineer has been in to set levels and work with the team. There doesn't seem to be a consensus on what the problem might be.

**Action:** Stan has experience with sound equipment and has volunteered to evaluate the situation, and then make recommendations at the next council meeting.

Capital Campaign:

- a) Jim and Mark gave a PowerPoint presentation, 'Capital Campaign – Proposed Next Steps'.

- b) The proposals included:
- Add a current Council member to work as co-chair with Pete Mueller to lead the capital campaign efforts (Jim volunteered for this spot).
  - Gather a comprehensive list of campus projects, together with estimates, to present a full picture of the total costs (with phasing) which will allow people to commit to the entire campaign.
  - Detailed explanations of how to give, options for named gifts, education around the “why” of a campaign and how the funds are above and beyond regular giving – all these elements should be presented.
  - Address the Isabel Graham real estate transaction and repayment discussion – as these topics are somewhat linked.

**Motion:** from Stacy to move forward with the capital campaign proposals as presented. Stan second. Motion approved.

10. *Next Meeting Dates* – Council – August 15 at 6 pm.

- a) The traditional ‘third Tuesday’ of the month meeting date causes conflicts for some new members. A suggestion was made to move the meeting date to the ‘second Tuesday’ of the month, starting in September.

**Motion:** from Mike M. to move the meeting date as suggested. Jim second. Motion approved.

11. *Adjournment* - 7:40 pm.

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