

Church Council Minutes - Approved

June 11, 2024

Present: Mark Johnston, Stacy Honson, Jim Kern, Kelly Wright, Mike Mok, Bernice Lopata, Jody Betten, Mike VerMerris

Excused: Stan Greene

Guest: Max Brown, Kathleen Mueller, Lynne Snyder

1. *Welcome and Introduction* – Mark called the meeting to order at 6:00 pm and welcomed our Council candidate guests, Max Brown, Kathleen Mueller and Lynne Snyder. They, along with Larry Fuerst, will be joining Council July 1 following approval at the June Congregational Meeting.
2. *Opening Prayer* – Jody opened the meeting sharing poetry as prayer.
3. *May 2024 Meeting Minutes* – Mike V. distributed the final draft of May meeting minutes prior to this meeting.
Motion: from Jim to approve the minutes. Mike M. 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 May report prior to this meeting.
Highlights:
 - a) I believe we have progressed through the history phase. The clue is when people say things like, “are we going to talk about Sal again?” meaning they have processed the change and want to move on. Another clue is when people can say not only what they miss about Sal, but also what is available since Sal’s departure.
 - b) For the Identity Phase we’ll be creating an Asset Map. We’ll seek to find out where people live and how many churches they pass to come to DUCC. We’ll find out where the organizations are that you gift with a grant. We’ll ask where there are other needs in the community and who else you might connect with. In preparation, you might read through the DUCC Profile again and ask, “Who is DUCC?” “Who am I in this organization?” “How does the community see us?” “How do we know?”
 - c) Coming up; gather the Transition Team a second time, officiate the Mason committal, officiate the Maver memorial service, plan New Member Class.**Action:** The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed May’s financial reports prior to this meeting: Profit and Loss Comparison; Monthly Balance Sheet; Budget vs. Actual FY24 P&L.
Highlights:
 - a) May collections under budget by about \$5000 and YTD under by \$20,000.
 - b) May expenses higher by \$5000 but this includes Mission/Social Action of:
 - Ladders of Hope - \$4500
 - Mediation Services - \$4000

c) Summary, net of Campaign Income and Expense:

| | May, 2024 | | YTD May, 2024 | |
|------------|---------------|---------------|---------------|---------------|
| | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| Income | 21,736 | 26,640 | 306,762 | 326,448 |
| Expenses | 33,628 | 29,049 | 271,609 | 319,550 |
| Net Income | (11,892) | (2,409) | 35,153 | 6,898 |

Motion: from Jim to approve the financial reports as presented. Bernie second. Motion approved.

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

Previous Business & Recent Activities:

- a) Kelly completed a walk-through of the facilities with Kathleen Mueller and a potential handyman candidate. This candidate would assist Kathleen with day-to-day maintenance requirements. Kathleen will share further information regarding this concept.
- b) Chris Maitner expects to have the new middle handrail of the church front steps installed by the end of June.
- c) The replacement of the church south side flower bed sprinkler drip line, with elevated spray heads, and the replacement of two spray heads in a second sprinkler zone were completed.
- d) Completed several miscellaneous items; replaced light bulbs, batteries, adjusted air purifiers, etc.

Upcoming Activities & New Business:

- e) The city building permit application to replace/widen the Isabel Graham Center concrete drive was submitted on June 10. Kelly expects the concrete project to be complete in June or possibly early July.
- f) The Isabel Graham Center exterior repaint is expected to be complete in July. The DUCC Design Team has requested to be involved in deciding the color. Once the painting is complete and has adequate time to cure, at least a week, the new external building signage will be installed.
- g) Complete the transition of information and processes to Kathleen Mueller.

Sanctuary Sound System:

The A/V team (Lewis Corbin) received a project quote to improve the sound system in the Church sanctuary, which was a follow up to a conversation Stan Greene had with Parkway Electric last summer. The project includes two new re-positioned ceiling-mounted speakers and cleaning up the wiring and replacing equipment on the stage. The project quote was discussed, and a summary is listed below.

- New speaker system: \$12,378.00
- Stage wiring and equipment: \$6,572.00
- Total: \$18,950.00

The Council supports making improvements to the sanctuary sound system but is tabling this item for further investigation and discussion.

Friendship Hall Walls:

Three structural engineering companies have submitted proposals for assessing the Friendship Hall. The proposals were reviewed and after discussion a consensus was reached. JDH Engineering's proposal of \$4000-6000 was selected. The amount is inline with what has been budgeted for an assessment. JDH has a good reputation, is relatively local (Grandville), and has experience with churches. It is important to note that the proposal does not include construction costs but will provide analysis to a future contractor.

Motion: from Jim to approve JDH Engineering to provide a structural analysis of the Friendship Hall. Bernie second. Motion approved.

Action: Kelly will contact JDH Engineering to set a date for an assessment.

Church Campus Handyman/person:

With Kelly's departure and with Kathleen taking on the Trustee role, having a 'handyman' to assist her with day-to-day maintenance requirements will be needed. The candidate would earn \$30/hour and be on call to provide service with guidance from the Trustee (Campus Steward). A 'Service Description' will be created to define the individual's responsibilities. No one within the congregation has shown interest in this position. Kelly, Kathleen and Council have identified a potential candidate.

Motion: from Stacy to approve the position as described. Mike M. second. Motion approved.

Action: Kelly and Kathleen will make this offer to the potential candidate.

7. *Committee/Group Updates* – Prior to the meeting, Mark distributed the DUCC Grant Committee's application from The Arc of Allegan County. The committee recommends \$5000 be awarded.

The Arc of Allegan County:

- a) The Arc of Allegan County advocates for the inclusion and dignity of people with intellectual and developmental disabilities (I/DDs) throughout Allegan County. Funding from Douglas Congregational United Church of Christ will help support the three broad areas of Arc of Allegan's work: in-school advocacy, recreation programming, and employment opportunities.
- b) The program to be funded: Beyond Bones, an initiative of The Arc of Allegan County, is a pet-focused business that employs individuals with a variety of disabilities and support needs in the creation of all-natural dog treats. They began baking their treats and selling them to the community at the Allegan Farmers Market in July 2021. In July 2022, they opened their brick-and-mortar store in an Arc-owned building in downtown Allegan, MI.

Motion: from Kelly to commit \$5000 to The Arc of Allegan County. Jim second. Motion approved.

Action: Mike M. will inform the Grant Committee, allowing them to proceed with this grant award.

Grant Proposal Committee:

- a) Currently the committee members include Leader – Tim Lemanski, and Members – Sue Fleming, Beverly Hawkes, Barbara Lucier, and Mike Mok.
- b) Sue Fleming is stepping down, and Barb Witt has volunteered to fill Sue's spot on the committee.

Motion: from Jim, to appoint Barb Witt to the Grant Proposal Committee. Bernie second. Motion approved.

Action: Mike M. will inform the Grant Committee.

8. *Ongoing Business*

Campus Stewardship Drive Update:

Prior to the meeting, Jim distributed an update on our stewardship drive.

a) As of June 9, 2024:

- Goal = \$275,000
- Pledges = \$229,500
- Pledge Fulfillment = \$159,564
- Percent of Goal Received = 70%

b) Next steps:

- The committee will discuss strategies for the successful completion of our goal.

9. *New Business*

Finalizing 2024-25 Church Budget:

Stacy distributed the 2024-25 proposed budget prior to this meeting.

a) Council members reviewed the proposed budget line by line.

b) Stacy answered all questions.

Motion: from Mike M. to approve the proposed budget as put forward. Kelly second. Motion approved.

Action: A copy of the proposed budget will be made available upon request to the Administrative Assistant, Julie Ridl, and will be shared at the Church's annual meeting on June 23.

Staff Job Descriptions:

Mark distributed draft copies of the staff job descriptions prior to this meeting.

a) Council members discussed each of the job/role descriptions and agreed they were a good starting point.

b) Mark and Jim will review the descriptions with each staff member and get their input.

c) After receiving input, the descriptions will be finalized at the July council meeting.

10. *Next Meeting Dates* – Congregational meeting June 23 at 11:30 am.

Council – July 9 at 6 pm.

11. *Adjournment* – 8:02 pm.

Motion: from Stacy to adjourn. Jim second. Motion approved.