

APPROVED Church Council Minutes

June 21, 2022

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

1. *Welcome and Introduction* – Pete
2. *Opening Prayer* – Pastor Sal opened the meeting with prayer at 6:02 pm.
3. *May 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: The church's 140th Anniversary celebration on June 5 was a great success with over 125 people in attendance including former pastors and former church leaders. The Afghan Family are grateful for the baby shower held for them last week as well as the "community garden" established by church members that is adjacent to their Spring St. home. The June 4 Douglas "Pride in the Park" was attended by more than 1,500 people. The event was featured in the local paper with DUCC highlighted as a "Silver Sponsor" for the Community Pride event.
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 May, P&L YTD comparison, Budget vs. Actuals FY 2021-2022, and 2023 Budget prior to the meeting.
Noted: Income is over for the month by \$8,000. YTD is over by \$64,000 (which includes \$15,000 for the Afghan family, \$9,000 of which has been spent). Housekeeping includes \$1,500 for the new exterior lighting. Worship includes \$500 honorarium for the pianist and harpist during Peter's absence. Total expenses are under budget by \$5,000 for the month. Net income is \$10,663 for the month and YTD \$50,598.
Annual Financial Audit: Pastor Sal shared a suggestion from a recent meeting with the Grand West UCC Association, that due to financial and other concerns, individual churches consider having person-to-person exchanges for the completion of required financial audits.
6. *Trustee Report* – Kelly
 - a) **Roofing:** The new 50-year green roof shingle sample was shared. The green color is very close to the current shingle color. The work is scheduled to begin on July 26 (weather dependent) for the campus including the church and steeple, Friendship Hall, Retreat House (RH) and RH garage with plans for completion in 3 days. A 2% contingency has been built into the cost for possible unknowns such as sheathing repairs.
Action: Kelly will work with Julie Ridl to notify interested parties if there will be disruptions to building use, parking etc.
 - b) **White Pine Tree Removal** on the west side of the church to be scheduled, if possible, before the new roofing install. A quote of \$900 for tree removal and \$100 for remaining stump removal was obtained. Job can be completed in 1 day.

No permit is required by The City of the Village of Douglas since work is within church property.

Action: Kelly will schedule and notify Council.

- c) Sprinkling system is currently offline due to “frozen” (“burned out” per electrician) booster pump. Contacted reputable irrigation companies and found only Port Sheldon Irrigation was available to come out this summer. They will investigate the issue next week and repair when practical.
- d) Memorial Garden Fence needs replacement. Chris Maitner is reviewing options and obtaining quotes.
Action: Kelly will share the results with Council.
- e) Spring Street house repairs include the installation of a new combination CO2 and smoke detector in the hall; replacement of washing machine hoses; and, repaired and reattached a kitchen cabinet to the wall.
- f) Miscellaneous: The gas company is replacing the gas meter at the back of the church (at gas company expense) next Wednesday. RH shower drain needed to be snaked out. Work done by Rapid Flush.

Noted: Kudos from Kelly to the Trustee Team for their help and expertise.

7. *Committee/Group Updates* – Pete

Grant Proposal Committee (GPC) submitted a grant request from Christian Neighbors “Back-to-School” clothing project for \$5,000. GPC committee members were in agreement that the amount could be increased depending on the monies that remain for FY22.

Motion: from Bev that the remaining \$9,500 for FY22 be granted to Christian Neighbors. David second. Motion approved.

Action: Pete will notify Karen Clark (GPC) of Council’s decision.

In Addition: Discussion regarding a 6-9 month follow-up Impact Report from grant recipients should be included as part of the original grant application.

Action: Bev will notify Karen Clark of Council’s recommendation.

8. *Old/Ongoing Business* - Pete/Pastor Sal

- a) “E” vote June 7, 2022: follow-up vote regarding the discussion of the roof situation at May’s meeting and the subsequent comprehensive bid packet sent by Kelly to Council. Kelly’s recommendation is to consider the bid from Sharp Construction of Holland, which totals \$42,391 for the church and steeple, Friendship Hall, Retreat House and Retreat House garage. A 2% contingency is included.

Motion: from Stacy to accept and move forward with the \$42,391 roofing bid from Sharp Construction. Pastor Sal second. Motion approved 7 yeas, 1 absent.

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

Noted: If the work is still ongoing on August 14, Sunday services could be held outside with the use of a large tent and chairs.

Action: Pastor Sal will ask Greg Plowe for the use of his tent if needed.

- c) AV strategy review: AV meeting is scheduled for tomorrow morning to discuss and brain storm strategies to improve the Sunday service sound quality for streaming.

Discussion: Sound equipment seems adequate at this time for DUCC's streaming needs. The sound board is complicated and AV volunteers get frustrated. Council member suggested immediate solutions that may improve the sound quality. It was also recommended that protocols be established as well as the proper training of AV volunteers to carry them out.

Action: Pastor Sal will share the recommendations with the AV committee at tomorrow's meeting.

- d) FY 2023 Annual Meeting: Agenda and designated presenter's responsibilities reviewed. Additional updates will include a review of Facility Plan A and Plan B decision process; Afghan Family update; Security measures in place; and, current Methods for Giving.

Noted: Discussion of security measures included the need for another Greeter Training class.

Action: Pete, Pastor Sal and Julie Ridl will finalize the slide presentation. Pastor Sal will contact Mike VerMerris regarding the Greeter Training class.

9. *New Business* – Jim had sent Council, prior to the meeting, a detailed proposal to produce and perform “Relativity” in the sanctuary this fall. Jim is still flushing out if this project is feasible but before proceeding further, Jim is asking Council's permission to move forward.

Discussion included the effect this production would have on the Creation Justice sanctuary décor that would be in place at that time; lighting and sound requirements etc.

Action: Jim will talk with Jim Bailey regarding sanctuary décor. Jim will meet with Kelly about sanctuary feasibility concerns. Jim will report findings back to Council.

10. *Next Meeting Date* – July 19 @6pm.

11. *Adjournment* – 7:45pm.

Motion: from Bev. Stan second. Motion approved.