

APPROVED Church Council Minutes

October 20, 2020

Present: Pastor Sal, Peter Mueller, Beverly Hawkes, David Geen, Mary Fechtig, Stan Greene, Marty Coffin (via ZOOM video conference).

Excused: Gemina Petruzelli

Guests: Will Gervais, Mike Boston, Bob Kenny

1. *Welcome & Introduction*– Pete Mueller
2. *Opening Prayer* – Pastor Sal opened with a prayer reading from Chris Clark’s book, *Blessings for the Backpack of the Soul* at 6:03 pm.
3. *September 2020 Minutes* – Bev distributed the final draft prior to the 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 the meeting. SEE ATTACHED.
Highlights:
 - Officiated:
 - The ribbon-cutting ceremony on September 19th for the new “Pride Celebration Garden” in Douglas which is a gift from 2 church members, Larry Gammons and the late Carl Jennings.
 - The wedding of DUCC’s Director of Music, Peter Black to Robert Trenary on September 25th.
 - The baptism of the daughter of 2 church members on September 26th.
 - The “Blessing of the Animals” at Beery Field in Douglas on October 4th.
 - Thank you:
 - To Stan Greene and the volunteers for DUCC’s “Voter Shuttle” that made news locally in the “Commercial Record” and “Holland Sentinel” newspapers as well as the “Deseret News” out of Utah.
Update: DUCC was invited to submit a video about the “Voter Shuttle” to the National UCC’s “Our Faith, Our Vote, Our Voice” initiative that is being featured in a CBS special October 29th on the importance of voting. Video approval to date is unknown.
 - To the congregation for the \$255 “Neighbors in Need” collection which will be matched by DUCC.
 - To the 12 DUCC members and their sponsors for the CROP Hunger Walk that raised \$7,500.
 - For the cards, emails and phone calls in recognition of “National Pastor’s Appreciation Day.”
 - Upcoming:
 - Grand West Association fall meeting November 1st and UCC Michigan Conference Annual Meeting on November 14th. Both meetings will be via Zoom and all are invited.

- Centering Prayer Group led by Pastor Sal will be held on Wednesdays via Zoom for the months of November and December.
Action: Julie Ridl will post in the E-pistle.
5. *Financial Report* – Mike Boston
- Collections are strong with 80% of monies coming in electronically.
 - Expenses are down.
 - Mission work spending remains high.
 - Excess cash continues to be generated. Future consideration will be necessary with regard to the use of these monies.
6. *Trustee Report* – Marty
- Retreat House furnace repair was needed last week. Furnace is over 20 years old. Suggestion that furnace replacement be done at the time of the central air conditioning installation.
Action: Marty will research new furnace options.
 - Outdoor water spigots will be shut off next week.
 - Sprinkler company blew out the system for the season. Noted that 2 sprinkler heads will need replacement in the spring.
 - Leaves will be raked prior to the Douglas pick up deadline on November 3rd.
7. *Committee/Group Updates* – Will Gervais and Bob Kenny distributed the Financial Procedures Handbook, Exhibits and Memo of key decision/discussion topics prior to the meeting.
- Financial Oversight Committee (FOC) Financial Procedural Handbook.
 - Developed over last several months by FOC and smaller working group.
 - Recommendations for Council to consider:
 - a. Hiring a bookkeeper to interface with the Treasurer and provide more oversight and treasury control.
 - b. Policy Manual and Financial Procedural Handbook review to verify that the location of the corresponding documents is correct. (Reminder from Stan: policies describe what must happen and must not happen. Procedures describe how things are done).
 - c. Development of a Human Resources Manual to provide accurate information and guidance relating to personnel issues.
 - Additional considerations:
 - a. Property insurance coverage needs to be reviewed to determine if coverage is adequate. DUCC's agent (Chris Vanderwal at Worgess Agency) will come out and evaluate if desired.
 - b. Amendment to the Articles of Incorporation to include an exemption for officers from liability.
Noted: an immunity clause for officers already exists in DUCC's Constitution.
 - Discussion: Employing a bookkeeper.
 - a. Goal: Support the functionality of the Treasurer and provide additional financial oversight.
 - b. Where does the bookkeeper's role fit in with the current Financial Officers' duties?

- c. How do we transition the Treasurer’s position with the bookkeeper’s role?
- d. Will the bookkeeper be a paid employee?

Action:

- ❖ Mike Boston, Gemina and Julie Ridl will work on the segregation of Financial Officers’ duties including the bookkeeping position, and design a framework for the transition.
- ❖ Pete will continue to engage with congregants who identify with bookkeeping skills and determine if there is interest in the position.

Noted: Mike Boston kindly offered to continue helping with banking reconciliation and financial reports. Gemina’s role as Treasurer continues until June 2021.

8. *Ongoing Business* – Pete

- Church service Covid-19 protocols:

Discussion:

- Noted: None of the 26 churches in the Grand West Association are open to in-house services at this time.
- Threshold for return to in-house services will need to be established and protocols put into place at that time such as seating capacity etc.
- Future in-house service considerations:
 - a. Survey congregation to consider comfort level for return to in-house services.
 - b. Consider usage of a scheduling Eventbrite app for congregants.
 - c. Internet access will be necessary for the sanctuary to enable livestream services that reach participants beyond our walls.
 - d. Purchase of air cleaning system to include the Friendship Hall. Cost estimate for 6 units is \$11,000-\$12,000.

Action: Pete/Pastor Sal/Julie Ridl (E-pistle, “coffee hour”) will update the congregation regarding the current status of Covid-19 concerns and the return to in-house services is not known at this time.

- Capital Campaign:
 - Covid – 19 cases are on the rise. With future concerns and financial needs unknown the capital campaign is temporarily on hold.

9. *New Business*- Pete

- Establish a donation matching policy for the 4 special collections and the Crop Walk.

Motion: from David. Matching fund amounts for the 4 special collections and Crop Walk will each receive a 100% match up to and not to exceed 10% of the Isabel Graham Mission Grant Fund allocated for the corresponding FY. Stan second. Motion approved.

Action: Notify Karen Clark (Grant Proposal Committee) of council’s decision.

- FY 2021 Q1 report distribution: Noted in the E-pistle that the report is available on request from Julie Ridl.

- Mid-year Congregational Meeting: January 10, 2021 at 11am.
10. *Next Meeting Date:* November 17 @ 6pm.
 11. *Adjournment* – 7:43 pm.
Motion: from David. Stan second. Motion approved.