

Church Council Minutes - Approved

September 12, 2023

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

Excused: Stan Greene

1. *Welcome and Introduction*
2. *Opening Prayer-* Pastor Sal opened the meeting with prayer at 6:00 pm.
3. *August 2023 Meeting Minutes* – Mike V. distributed the final draft prior to the meeting.
Motion: from Jim 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 August report prior to the meeting.
Highlights:
 - a) On Sunday, August 27, the Afghan family we sponsored in the Spring Street house last year returned to give us an update on how well they are doing. More than 50 church members gathered in the Friendship Hall to welcome the family and to ask questions. Thank you to Bob Kenny and our social Justice Team for facilitating.
 - b) An Open House took place at the Retreat House & Spiritual Center on September 3, as we began a monthly series of spiritual programming at our newly christened Spiritual Center. We are thankful to Rev. Marchiene Rienstra, Barbara Flynn, and Rev. Ginny Mikita for kicking off the series and for sharing their wisdom and gifts with our community.
 - c) We will be kicking off a Campus Stewardship Drive on Sunday, September 24, from 11:30 am to 12:30 pm in the Friendship Hall. In preparation, we have heard powerful stewardship talks the past few Sundays. We are grateful to the speakers and the Stewardship Team for facilitating the Drive.
Action: The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed September's financial reports prior to the meeting: Profit and Loss Comparison – July-August 2023; Balance Sheet as of August 31, 2023; Budgets vs. Actuals FY24 P&L July-August 2023.
August Highlights:
 - a) Collections income for August and YTD is under budget by \$5,000. However, total income is on target excluding the funds budgeted for campus improvements. YTD campus improvements income budgeted at \$13,000 and actual is \$3,000.

b) General and Administrative are over budget due to annual Quick Books fee of \$2,100. All other expenses are close to or under budget. Campus improvement expense budgeted at \$13,000 YTD and actual is \$8,000.

c) In summary, for Net Income: August actual (-\$372), August budget (-\$2,410). YTD actual \$5,898, YTD budget \$3,532.

Motion: from Pastor Sal to approve the financial reports as presented. Mike M. second. Motion approved.

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

Completed:

a) Friendship Hall:

- Repainted interior of vestibule.
- Assembled two bookcases for use on north wall.

b) Spring Street:

- Repaired leaking vacuum breaker on external hose connection faucet. Vacuum breakers prevent water in the hose from siphoning back into the building and contaminating the building's water supply (*also completed at the Church, see below).
- Had a 'no charge' service call to repair non-working LAN (wired) internet connection in Administration office.

c) Retreat House & Spiritual Center:

- Internal water lines inspected by city on August 28.

d) Church:

- Repaired leaking vacuum breaker on external hose connection faucet (*see above).
- Had service call on lawn sprinkling drip irrigation zone due to suspected inadequate coverage. Several line kinks discovered, lines have been cut and patched numerous times so checked for leaks and routing. Determined best approach is to remove current lines and replace with new updated layout and supply lines next spring.
- Replaced basement smoke detector with new combination CO2/smoke alarm which has a ten-year sealed battery (same model used in the Retreat House & Spiritual Center earlier this year). Previous unit expired eight years ago (2015).
- Larry Fuerst and Kelly cleaned and organized the basement. A big thank you for helping get this task done.

e) Miscellaneous:

- Numerous small items addressed: batteries changed, light bulbs replaced, etc.

Pending:

a) Church:

- Water line inspection, date is determined by city.

b) Spring Street:

- Trim tree limb overhanging and touching roof on back side of garage.

c) Retreat House & Spiritual Center:

- Kalamazoo Water Authority inspection of street side water line, date TBD.
- Solicit quotes on replacing galvanized water supply lines, date TBD.

- d) All Properties:
 - Furnace and water heater preventive maintenance is scheduled for October 23.
 - Winterize sprinkler systems in mid-October.
 - Preventive maintenance for the air conditioners will be scheduled in Spring.

7. *Committee/Group Updates*

8. *Ongoing Business* – Prior to the meeting, Jim distributed a list for review with updates on the stewardship drive.

Campus Stewardship Drive:

- a) Highlights from Jim’s list:
 - The pre-meeting mailing will be sent September 13.
 - Campus Stewardship Drive meeting is set for September 24.
 - Pledge Sunday is set for October 15.
 - Cost for printing the brochures and pledge cards will go slightly over budget.
- b) The September 24 meeting agenda was reviewed and finalized.
Action: Pre-meeting mailing will be sent September 13 and Campus Stewardship Drive meeting will be held September 24.

Isabel Graham Fund Repayment - final decision and vote:

In the past months Council has reviewed information concerning the purchase of the Spring Street property (ex: 4-1 Organizational Policy on the Isabel Graham Fund; Special Congregational Meeting Minutes July 5, 2017; Financial Oversight Committee Minutes November 18, 2020; Financial Oversight Committee Minutes March 17, 2021).

Moderator, Mark Johnston, has met in person, by phone, and by correspondence with individuals who had concerns, walking them through Council’s finding. The following motions were made to make updates, changes, and clarifications to our policy handbook and communicate these during our September 24th congregational meeting.

- a) Rename the Spring Street house the “Isabel Graham Center” to honor her and the spirit of the fund.
Motion: from Mike M. to approve the motion. Kelly second. Motion approved.
- b) Put in writing into the church policy guidelines that the 2023-24 Council voted and affirms that the 2017 property purchase met the 2016 updated policy guidelines for the IG fund and was a capital expenditure that also furthered the mission of the church (Spring Street is used often for church meetings and ministry as well as church office space), and thus does not need to be repaid into the IG fund.
Motion: from Kelly to approve the motion as presented. Jim second. Motion approved.

9. *New Business* – During the meeting Kelly shared information about the Retreat House & Spiritual Center.

- a) Lead survey results
 - Internal water lines inspected by city on August 28. Galvanized lead-based water lines were discovered inside structure. External water supply yet to be inspected by Kalamazoo Water Authority. Remediation to be determined based on external line inspection and city/water authority plan. Note: Church

& Friendship Hall will eventually be evaluated for lead-based water supply lines also.

b) Parking signage

- 'Reserved Parking' signs would help keep the public from using up the parking spaces at the Retreat House & Spiritual Center. Cost for purchase and installation is estimated between \$100-\$200.

✓ *The council agrees with the need of signs and approves Kelly to move forward with purchase and installation.*

10. *Next Meeting Date* – Council Meeting, October 10, at 6 pm

11. *Adjournment* – 7:11 pm.

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