

APPROVED Church Council Minutes

September 20, 2022

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

Excused: Stan Greene, David Geen.

Guests: Kathleen Mueller. Bob Kenny and Pat Denner attended via Zoom.

1. *Welcome and Introduction* – Pete welcomed Kathleen, Bob and Pat.
2. *Opening Prayer* – Pastor Sal opened the meeting with prayer at 6:05 pm.
3. *August 2022 Meeting Minutes* – Bev distributed the final draft prior to the meeting.
Motion: from Jim to approve the minutes. Stacy 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:
 - a) Our new UCC Michigan Conference Minister, Rev. Dr. Lillian Daniel made her first visit to Douglas UCC and was impressed with our worship, outreach, and extravagant welcome.
 - b) Church improvements continue to move forward with the installation of new wallpaper, the building of an A/V deck, and the refinishing of our historic front church doors.
 - c) The annual Saugatuck/Douglas CROP Hunger Walk raised a new record-breaking amount of more than \$10,000.
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 August, Budget vs. Actuals July-August 2022, and P&L YTD comparison. Stacy noted that a balance sheet will be provided at a later date.
 - a) Contributions for the month were on budget but slightly behind on a YTD basis.
 - b) Administrative costs include the annual fee for QuickBooks online.
 - c) Repair and Maintenance includes a \$33k payment to Sharp Roofing as well as \$1200 to Jeff Spangler.
6. *Trustee Report* – Kelly
 - a) The Spring St. AC unit was replaced and passed code inspection.
 - b) Power washing completed for the church, Friendship Hall (FH) and Retreat House (RH).
 - c) New gutters and downspouts were installed on the church, FH and RH thereby completing the re-roofing project.
 - d) The sanctuary candle was relocated to the right side of the altar after the wallpaper refresh was completed.
 - e) The church front doors professional re-finished is complete. New hardware that looks vintage was installed.

Action: Front door weatherstripping is pending.

- f) Preventive maintenance plan quote from Baumann & DeGroot for campus HVAC systems and water heaters is \$1474.00. Council in agreement that this should be done.

Action: Kelly will formalize the plan with Baumann & DeGroot and schedule fall service.

- g) Missing FH kitchen exhaust fan has left an 8” hole in the wall that is open to the elements. Repair to the 1950’s commercial unit costs \$300-\$400. Kelly suggests sealing up the opening and Council agrees.

Action: Kelly will seal, insulate and waterproof the opening.

- h) Scheduled contracted sprinkler system service will be done in October.

- i) Kelly will drain and put the outside hoses in storage in November.

- j) Kelly will explore snow removal options for the winter season.

7. *Committee/Group Updates* – Pete distributed three grant requests submitted from Tim Lemanski, Grant Proposal Committee (GPC) chair prior to the meeting.

- a) Christian Neighbors - \$2,500 to purchase and distribute new winter jackets for children and adults. Unanimous approval from the GPC.

Motion: from Bev to approve the \$2,500 request. Jim second. Motion approved.

- b) The ARC of Allegan County - \$5,000 to partially fund the small business “Beyond Bones.” Through this program the ARC provides employment opportunities for people with intellectual and developmental disabilities. Their product is a natural treat for dogs. Twenty-four individuals are currently employed part-time. Unanimous approval from the GPC.

Motion: from Pastor Sal to approve the \$5,000 request. Kelly second. Motion approved.

- c) Saugatuck Douglas Fennville Arts Initiative (SDFAI) - \$5,000 to partially fund the placement of a large (12 foot) sculpture at the Fennville library to honor the Latino population and celebrate their importance to our community. Unanimous approval from the GPC (Tim recused himself from the final vote).

Discussion: Questions raised regarding whether or not the request meets the criteria for receiving grant monies. Opinions were mixed.

Motion: from Bev to approve \$2,500. Stacy second. Motion approved.

Action: Pete and Jim will meet with Tim to tighten up the verbiage of GPC criteria for granting monies.

8. *Ongoing Business*

- a) August 23, 2022 “E” vote: Kelly requested Council approval for A/C replacement at the Spring St house. Three bids plus the history and relationship with the contractor and their responsiveness were submitted to Council.

Motion: from Stacy to accept and proceed with Baumann & DeGroot’s quote for \$3,335. Pastor Sal second. Motion approved with 7 aye/1 absent.

- b) September 9, 2022 “E” vote: Stacy requested approval for the east side of the church landscaping proposal for a cost of \$1,850 noting that the project is time sensitive because of laying the sod.

Motion: from Stacy to approve the landscaping proposal for \$1,850. Pastor Sal second. Motion approved with 7 aye/1 absent.

- c) Afghan Family Update: Bob and Pat updated Council on the status of finding affordable housing for the family in the Holland area. Several leads continue to be explored. The Task Force will keep Council apprised of their progress. It was also noted that the family has taken on more responsibility and initiative with this endeavor.

9. *New Business*

- a) Retreat House Update: Kathleen Mueller (RH coordinator) updated Council on her efforts to utilize the RH more fully on a year-round basis. Kathleen shared her vision of the RH usage living more fully into its 2021 updated mission statement. This will require that the RH no longer will be available to the Saugatuck Center for the Arts (SCA) interns or employees.

Motion: from Stacy that the RH no longer be available for SCA use. Jim second. Motion approved.

Action: Kathleen will notify the SCA. Kathleen will work on marketing strategies for RH usage that fulfills its mission.

Noted: Council gave support for Kathleen's RH efforts.

- b) Brainstorming: What's next for DUCC – Pete/Pastor Sal distributed “Focus on Our Future” January 2018 strategic planning document plus module and blueprint pages from the earlier facilities work prior to the meeting.

Interrelated items for consideration:

- 1) Existing facilities have been brought up to excellent shape.
- 2) Increasing RH use and visibility.
- 3) Increased need for improved office/counseling space for Pastor Sal and Julie.
- 4) Our guest family is preparing to move from 88 Spring St.

Action: Council members agreed that due to the time required for a productive brainstorming session, Council would meet off-site at a later date with no additional Council business scheduled at that meeting.

10. *Next Meeting Date* – October 18 @6 pm.

11. *Adjournment* – 8:35 pm.

Motion: from Stacy. Kelly second. Motion approved.