

APPROVED January 2021 Mid-year Congregational Meeting Minutes

January 10, 2021

1. *Call to Order* – Moderator Pete Mueller called the meeting to order at 11:06 am (via Zoom video conference) with 52 participants.
2. *Welcome and Prayer* – Pastor Sal Sapienza thanked Council and the Financial Oversight Committee (FOC) for organizing today’s meeting noting that people are joining in from around the nation. He then shared a prayer from UCC’s national prayer vigil held via Zoom on Wednesday due to the riots at the U.S. Capital. It ended with, “We pray, oh God, to heal your land...be with us, oh God, we need your love.”
3. *Appreciation* – Pastor Sal’s 2020 end of year video was shown and will be available in the E-pistle.
4. *Financial Update* – Pete
Finances remain good and stable.
 - Income YTD \$14,406, 18% over budget.
 - Expenses YTD \$13,454, 17% under budget.
5. *“Return to Church” Planning* – Pete
There is no target date for returning to in-person services at this time but when we do return it will be as safe as possible and follow SOM laws and guidelines. Council has been exploring the procedures, materials and hardware that will be necessary to facilitate best practices for in-house services.
 - a. “Surgically Clean Air”, a company in Toronto, Canada offers mobile units with HEPA filters that meet or exceed the guidelines for general surgery applications. The system includes six stages of air purification. These units are mobile and plug into wall sockets. The company offers product support services such as how many units we would need, placement etc.
 - b. “BAC STOP GEL” hand sanitizer stations will be available with touchless automatic dispensers. These sanitizers are registered with the FDA and are given a national drug code number for quality assurance.
 - c. Non-contact medical grade digital thermometers will be in use.
 - d. “True Vine Cups” – Prefilled disposable juice cups with wheat wafers will be utilized for communion.

Noted: Disposable masks will be available.
6. *Capital Campaign* – Pete/Mary
Remains on hold since the church services went virtual and Covid-19 health concerns continue. It was noted that when we do resume, the original facility plan may have to be tweaked or changed to accommodate our new reality.
7. *FOC*– Bob Kenny/Will Gervais
Procedures and Policy Manuals: Church finances were getting more involved (growing congregation, expanding online presence, capital campaign etc.) necessitating the restructuring of current policies and procedures.
 - a. Goal: identify and adapt best financial procedures, appropriate financial controls and other pertinent financial related matters.
 - b. End Product:

- DUCC Constitution
 - Policy Manual
 - Financial Procedures Manual
- c. Topics addressed in documents:
- Legal status
 - Banking
 - DUCC fiscal year
 - Managing legal and financial risks
 - Financial officers and financial committees
 - Tax status
 - Tax reporting requirements
 - Non compensation payments to employees
- d. Exhibits:
- Table of Insurance Coverages
 - Written Information/Data security plan
 - Request for Payment
 - Grant Fund Administration Procedure
 - Sample Format for a Housing Allowance Resolution

Noted: Council has approved the documents. The Manuals are available upon request for review.

8. *Questions/Closing Comments* – Pete

Noted: Slides and/or a Zoom link for the entire meeting are available upon request.

9. *Adjournment* – 12:14 pm.

Motion: from Pam Chappell. Second Dan Mack. Motion approved.