

Council Meeting Minutes

March 17, 2024

Call to Order

The meeting was called to order at 11:40 AM by President Steve. Present were Pastor Charlane Lines, Steve Bennett, Lisa Achen, Georgia Ordonez, Amanda Hawkins, Tom Elmore, John Van Auker, Becky Stonestreet, Janis Kern, Karen Idler, and Betty Noreen.

Opening Prayer by Pastor

Ministry Focus

Janine Dexter gave a thorough report on the music ministry in church today. We excused her from attending our meeting.

Minutes

The minutes from February were distributed by email prior to the meeting. Janis noted that her name was misspelled on page 2. Upon motion by John and second by Amanda, the minutes as corrected were approved unanimously. Welcome and Happy Birthday to Janis.

Executive Reports

President: None.

Treasurer: Lisa's reports were distributed by email prior to the meeting. One of the attachments did not open the first time. Reports will be checked before sending them next time. Giving was down a bit from expected, but expenses were also less than budgeted. We were asked to pay attention to the excel sheet which includes the loan balance report and indicates the balances we have in each account. There were no other questions.

Pastor: Pastor's report was distributed by email prior to the meeting. There were no questions.

Old Business

Property updates

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Door: Ken Pense has ordered the Sanctuary double door for a total of \$5,900.00, which includes installation. As soon as the door is ready, the contractor will paint it with semi-gloss paint. We agreed on a brown-based light green called Cypress. The project should be completed within the next two weeks.

Kitchen Repair: We are holding a special congregational meeting on March 24 after church to seek approval for funding the project. The attached summary was

distributed and published in the weekly newsletter. The interview team drafted the attached summary of recommendations. Kevin Anielski, of Foothill Custom Craftsman, has been recommended as the project contractor. His estimate includes putting in a new waste system. He will work with the cabinet subcontractor Mike Tuft. Counter tops are not included in the bid. A recommended material is "Corian," and Janis will check on this product. Estimated additional countertop cost and installation is around \$9,000. Because we are not seeking permits, we need to be aware that we might get "red-flagged." However most of the remodel is considered "like for like." We will not be licensed for food preparation. To date the insurance company has submitted approximately \$40,000.00. We are seeking additional reimbursement, and they are reviewing all of the bids. These funds have been deposited into the Capital Fund. Remediation costs exceeded insurance reimbursement, but we have signed off with the remediation company, who is working directly with the insurance company for any additional reimbursement. The recommended bid estimate is \$105,000.00 plus approximately \$10,000.00 for the countertops. Capital Fund is approximately \$80,500.00, plus \$15,000.00 from a donor's IRA distribution, less \$6,000.00 for the door project, which equals \$89,500.00. Monthly payments are sufficient for the loan, so we can safely use up to \$45,000 of the Reserve Account earmarked for the loan. We have moved funds from the Operating Account to the Reserve Account to ensure that we have three-months' of estimated expenses on hand. The balance of \$52,000 in the Operating Account is sufficient. A summary of what we will present to the congregation is as follows:

- Approve as presented \$130,000 for kitchen project (includes countertops and contingency funds)
- The Capital Fund of \$89,000 is available
- \$41,000 of the Reserve Fund of \$78,500 can be used
- How to replenish the Reserve Funds, ideas and proposals

Pastor will draft the notice to the congregation, and the council members will give feedback by Monday. Meeting will be conducted by either Lisa or Betty. A written vote will be taken to approve funds. An option to participate and vote by Zoom will be provided.

Synod Conference and Assembly: The Assembly is June 7-9, 2024, in Fresno. Matt Stonestreet and Michelle Hamil are attending as voting members. Karen Idler is going as a retired rostered member, and Janis Kern is going as a volunteer coordinator.

Property Evaluation Team: Tabled until the next meeting. However, Jack Harris and Rick Brown have agreed to participate. We will continue to explore other potential team members.

New Business

Office Administrator: Shelly has given notice that she is leaving the position, but she is willing to stay until a new administrator can be located and trained. The position will be filled either in-house or advertised. We are not announcing the change until a replacement is located. An exit interview would be helpful. Also Shelly has created a

handbook. The executive council has agreed that Pastor will have the full authority to hire a replacement.

Council Conversations with Parishioners: We will assign to council members parishioners who are actively involved and stay connected. The conversations will be focused check-ins, perhaps quarterly beginning in June. This is meant to be informal to get a general tone of what is happening in the congregation and to ensure we are meeting their needs.

Prayer requests for the Prayer and Healing Ministry: Betty will pass the following requests to the prayer and healing ministers:

- Discernment regarding the kitchen remodel
- Gathering volunteers for the property evaluation team
- Preparation time during Lent to give thanks for our community
- Thanksgiving for the campus clean-up volunteers coordinated by Becky Stonestreet and Michelle Hamil.

Closing Prayer by Karen Idler.

Adjourn

Upon motion by Lisa and second by Tom and with unanimous agreement, the meeting was adjourned at 12:58 PM.

Respectfully submitted
Betty Noreen