



## Council Meeting Minutes

Date: August 15, 2017

Time: 7:00 pm

Place: Chapel

- Members:**
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Kelly Pollock, Moderator | <input checked="" type="checkbox"/> Barbara Metric, Clerk |
| <input checked="" type="checkbox"/> Matt Aeschleman          | <input type="checkbox"/> Adam Alonso (E)                  |
| <input type="checkbox"/> Lily Alter (E)                      | <input checked="" type="checkbox"/> Gene Armstrong        |
| <input checked="" type="checkbox"/> Marcia Ashton            | <input checked="" type="checkbox"/> Cathy Cerniglia       |
| <input checked="" type="checkbox"/> Melinda Haag             | <input type="checkbox"/> Steve Pederson (E)               |
| <input checked="" type="checkbox"/> Janet Haisman            | <input checked="" type="checkbox"/> Cate Readling         |
| <input checked="" type="checkbox"/> Shanti Kulkarni          | <input type="checkbox"/> Priscilla Sibley (E)             |

- Staff:**
- Rev. Steve Pierce
  - Rev. Britt Cox
  - Lydia Mulkey, Director of Christian Education
  - Donna Montgomery, Church Administrator

**Guests:** Sallie Smylie, Mark Burkland, Doug Sorenson, Mary Anderson

**Moderator Kelly Pollock called the meeting to order at 7:05 pm with a quorum present.**

### I. Opening Devotion and Prayer – Barbara Metric

Barbara’s meditation was reading the letter from the Illinois Conference of the United Church of Christ/ Conference Minister Rev. Dr. Jorge L. Morales. Dr. Morales’ letter focused on the occurrences of white supremacy and extremist rhetoric in Charlottesville Virginia. “If we are not outraged, we are not paying attention”. Barbara quoted another member of the UCC who said “we must remain steadfast in love and pursue the values of our faith: the love of God, love of neighbor, and love of creation.”

### II. Joys, Concerns, and Remembrances

Gene Armstrong had a wonderful visit with his Grandson. Cathy Cerniglia stated a small but mighty contingency attended Family camp this August.

### III. Omnibus Motion

Action: A motion by the clerk to accept the following meeting minutes and membership report was seconded.

- Council meeting minutes – July 18, 2017
- Special Council meeting minutes – July 31, 2017 (personnel issue)
- Membership report July 2017 – New Member (Sarah Lineberry) and Members removed by Death of Rosemary “Pat” Godfrey and Nancy Hanson

#### IV. Staff Reports

**Steve** – Working with the Staff on 4 key areas: completing all Staff reviews, reviewing Church protocols with the hope of introducing ‘best practices’, working on improving the health of the working culture among Staff, and reviewing position descriptions.

**Britt** – Saturday before Gathering Day will be Clean Up Day, information coming soon. Summer vesper services continue to be wonderful.

**Lydia** – In full swing for Gathering Day! Recruiting for church school, 4 remaining needs for adult leaders. Need 1 for 2<sup>nd</sup>, 2 for 7<sup>th</sup>, and 1 for 8<sup>th</sup>. August 19<sup>th</sup> is a storytelling workshop for teachers. Boundary training (required for adult leaders) is being offered 3 times, leaders attend one session. Church School Leader Orientation will occur Aug 26 from 11:30am–3:30pm. Adult Education is planned through the end of 2017!

#### V. Financial Update

Gene Armstrong shared a financial update. The Finance Committee is working on a new format for giving Council financial updates. Not yet convinced they are sharing the information that is most pertinent and will be meeting Thursday August 17 to finalize.

Action: The Council received the finance report and was asked to review the handout and give feedback to Finance about the report

It’s been a perfect storm between the Boiler, AC and FIA expenses and possible issue between General and Payroll Accounts (question regarding payroll being pulled from Payroll or General). There is concern the Operating account may be overdrawn and working to make sure that does not happen. No assumption of impropriety. The Finance committee believes it’s important to pull scheduled draws slightly earlier than originally planned due to cash flow issues. Not spending more than budgeted, purely pulling early. If the market goes up, there is a slight loss of interest from pulling draws early.

Action: Gene Armstrong moved that, subject to the concurrence of the Finance Committee, Council consent to the acceleration from September 2017 to August 2017, the scheduled draw from the General Endowment Fund. The motion was seconded and unanimously approved.

Action: Gene Armstrong moved that, subject to the concurrence of the Finance Committee, Council consent to the acceleration from September 2017 to August 2017, the scheduled draw from the Special Mission Endowment Fund. The motion was seconded and unanimously

Action: Gene Armstrong moved that, subject to the concurrence of the Finance Committee, Council consent to the acceleration from December 2017 to September 2017, the scheduled draw from the Special Mission Endowment Fund. The motion was seconded and unanimously

## VI. Strategic Planning Update

The Transition team (Mary Anderson, Marcia Ashton, Laurie Jolicoeur, Tom Wolford, Gene Armstrong, Cathy Cerniglia) has integrated many of the Action Plan Report suggestions into the Strategic plan. Some recommendations from the Action Plan were more appropriate for the first-year Implementation Plan and they have been recommended to the Implementation Planning Team to be integrated into the first-year Implementation Plan. On August 22<sup>nd</sup> 36 members of the Implementation team will attend training.

Action: Gene Armstrong moved that Council accept the Integrated Strategic Plan presented by Mary Anderson. The motion was seconded and unanimously approved.

## VII. Moderator Updates

1. IPNC: the IPNC has introduced a final candidate to Staff and will introduce the candidate to Council Leadership. A specially called meeting will occur in late August for the entire Council to meet candidate and ideally vote on candidate. Art Spooner, Chair of the IPNC, asked Council to approve the job description for the Interim Lead Pastor. Lydia Mulkey asked for clarity on Point 10, as she is the leader of the adult education program. Clarification is Interim would help Lydia where needed.

Action: Melinda Hagg moved that Council approve the job description for the position of Interim Lead Pastor as presented by the IPNC. The motion was seconded and unanimously approved.

2. PNC: Discussion occurred regarding the timing of the creation of a Pastor Nominating committee. Consensus was to get the Interim in, then create a PNC. The top 5 bullet points of the Interim job description need to be worked on with the Interim so there is 'healthy soil' for the Lead Pastor to start in.

3. Personnel Committee: At the called Council meeting in late August, Council will ask someone from Personnel to walk Council through the changes to the Personnel Manual. Mimi Burkland and Sallie Smylie are the current points of contact for the Personnel Committee.

4. Vice Moderator: Council needs one. Succession planning is critical. Council members consider volunteering.

## VIII. Buildings and Grounds

Janet Haisman gave an update on Buildings and Grounds. Bids were solicited and should be coming in within 2 weeks for the roof. At the September Council meeting Rick Ashton will have funding scenario information to go along with the bids. Concern was raised regarding losing John Zaruba from Buildings and Grounds at this critical juncture.

Action: Kelly Pollock with speak with Nominating Committee regarding John Zaruba's status on the Buildings and Grounds committee.

## IX. Executive Session

Action: Janet Haisman moved to enter executive session to discuss a Personnel issue. The motion was seconded and unanimously approved. Council entered executive session at 8:14pm.

Action: Mark Burkland recommended Exhibit B becomes the structure and responsibilities of the Personnel committee. It should override the existing Personnel manual until Council approves a new personnel manual.

Action: Cate Readling moved to return to Open session. The motion was seconded and unanimously approved. Council left executive session at 8:29 pm.

## **X. Personnel**

Action: Barbara Metric moved Council accept the revised list of roles and responsibilities and description of the Personnel Committee in Exhibit B of the April 27 personnel memo to Council. The motion was seconded and unanimously approved. Cate Readling apologized this got pushed to the back burner.

## **XI. Executive Session**

Action: Cathy Cerniglia moved to enter executive session to continue discussing a Personnel issue. The motion was seconded and unanimously approved, Council entered executive session at 8:35p.m.

Action: Clerk Barbara Metric became Moderator Pro Tem with a quorum of 7 Council Members

Action: It was recommended by Counsel that Personnel committee and Council receive harassment training. Also recommended that Council request Personnel summarize and present recommendations and changes in the proposed updated Personnel Manual at next Council meeting

Action: Gene Armstrong moved to return to Open session. The motion was seconded and unanimously approved. Council left executive session at 10:19 pm.

## **XII. Adjournment and Closing Prayer**

Shanti Kulkarni moved to adjourn at 10:20 pm. The motion was seconded and approved. Steve Pierce led the closing prayer.

**Next scheduled Council meeting: August 29, 2017 at 7:00 pm in the Chapel**

Respectfully submitted,  
Barbara Metric, Clerk