



Council Meeting Minutes

Date: November 21, 2017

Time: 7:00 pm

Place: Chapel

Members: Kelly Pollock, Moderator Barbara Metric, Clerk
 Matt Aeschleman Adam Alonso
 Lily Alter (E) Gene Armstrong
 Marcia Ashton Cathy Cerniglia
 Melinda Haag Steve Pederson
 Janet Haisman (E) Cate Readling
 Shanti Kulkarni Priscilla Sibley

Staff: Rev. Deborah Kapp
 Rev. Britt Cox (E)
 Rev. Lydia Mulkey

Guests: Jackie Eckholm, James Babcock

Moderator Kelly Pollock called the meeting to order at 7:06 pm with a quorum present.

I. Opening Devotion and Prayer – Kelly Pollock (for Lily Alter, sick)

Kelly shared a lovely reflection from Anne Lamott that Lily picked out. Melinda led Council in an opening prayer.

II. Joys, Concerns, and Remembrances

Steve shared his gratitude for all the well wishes he received, and that he is doing well. Prayers for Rev. Jorge Morales were requested as he was going through emergency heart surgery. Kelly asked for prayers for Donna, the mother of dear family friends battling a terminal breast cancer diagnosis. Marcia shared a joy that her son and his girlfriend were flying in for Thanksgiving! Cate shared a joy that her Boy Scout pack reached over 60 kids! “We could be a super pack!”

III. Environmental Justice Team

Jim Babcock shared the history and goals of the Environmental Justice team in getting the PC(USA) through an overture to direct its pension board to divest from fossil fuels and instead invest in renewable energy funds. If Council endorses, the overture goes to the Presbytery; if they approve, it goes to the General Assembly for approval. (2 years ago the same overture passed at the Presbytery but failed at the assembly).

IV. Omnibus Motion

Action: A motion by Shanti Kulkarni to accept the following meeting minutes, motions, and membership report was seconded. Motion was approved unanimously.

- Council Meeting minutes - Oct 17, 2017
- Council –Special Meeting minutes Oct 23, 2017 (Syrian Overture)

- Council – Special Meeting minutes Oct 29 (Additional repairs exterior masonry)
- Council- Special Meeting minutes Nov 19 (New Members)
- Motion from FIA: “James Babcock, on behalf of FIA/Environmental Justice team, moves that Council approve the Overture to the Presbyterian General Assembly to divest from fossil fuels“
- Motion from Clerk: “The Interim Lead Pastor position provides for a Housing Allowance. Rev. Deborah Kapp has confirmed her request for \$10,000 for calendar year 2017 and \$30,000 for calendar year 2018 and future years until changed.”
- Motion from FIA: “Lois Thiessen Love on behalf of FIA/Waging Peace team, moves that as hosts for the National Vigil to #End Gun Violence here at First United on the evening of Dec 7, 7 pm, First United participates with other local churches on 12/14/2017 at 9:35 am to ring our bells 26 times remembering the 26 lives lost at Sandy Hook. The Vigil focuses on all gun violence, but was initiated in commemoration of the Sandy Hook Tragedy of 12/14/2012. 2017 is the 5th anniversary of the Sandy Hook tragedy.

V. Staff Reports

Deborah – Discussed current staffing, and shared we received letter from LynToya after her resignation, effective Oct 31.

Lydia – Children’s Ministry is moving forward, exciting time. HOG practice and Advent workshop coming on Dec 2, including a book fair. Adult Education has a successful series going, White Privilege. Incredible response. Lydia spent some time in other faith communities working on how to engage them on sexual and domestic violence.

VI. Financial Reports

Jackie Eckholm shared that the Finance department is fully operational! Maureen Wheeler (CPA) is solid, made good process changes so far. Maureen has been doing both consultant and bookkeeping with understanding part time bookkeeper is to be hired quickly. She is looking to publicize financials and generate usable reports to promote transparency. Accounting errors with current reports have been fixed, operating loss in neighborhood of \$50K (and not \$128K as earlier reported). She shared the way we were able to handle all the unknown expenses in 2017 (boiler, AC, Bridgebuilder) was due to having \$95K in checking account as cash asset. Our cash asset is now reduced to \$65K. Jackie stated Finance would like to hear from Council before the budget is finalized.

VII. Budget

Kelly shared everyone has copy of budget and thanked Finance committee for doing a great job. It is not a balanced budget, so now Council has work to do to get it balanced. Melinda asked Council to set expectations of the budget process. Kelly asked Council to attend Dec 9 meeting to review budget and attempt to balance. Each Council member is expected to know their committee’s requests and be the expert for their committee at this meeting as Chairs of committees will not be at the meeting. Kelly will communicate with committee chairs what the budgeting process is. At this time 2018 pledges are projected at \$690,000 +/- \$15,000. Jackie shared information on how specific items in the budget were estimated, she

discussed possible items to cut, and how some projects were ranked in importance. In the end, the budget depends on stewardship and if we can continue to gather pledges.

VIII. Stewardship

Melinda discussed number of pledges and dollars associated. We have 74 un-renewed pledges and are going to work on following up and trying to renew those 74 pledges. Melinda asked Council to consider helping call un-renewed pledges. Deborah and Lydia are going to brainstorm on how to reach parents of kids who only attend Sunday school and don't stay for Church.

IX. Administration/Staff Structure Workgroup Update

Kelly shared what the *ad hoc* Committee on Organization of Administrative Staff recommends for the overall employee organization within the Church along with job descriptions and salaries. Personnel was involved in creating the job descriptions. It was shared that overall financial resources would be less than previously dedicated, as well as better distribution of responsibilities.

Action: Gene Armstrong moved that Council approves the job description for Director of Operations (Full-Time) recommended by the *ad hoc* Committee on Organization of Administrative Staff on November 7, 2017, a copy of which is attached to the minutes of this meeting of Council, and declares that the Personnel Policies and Procedures of the Church shall apply to this position. Further, Council declares that the annual salary for this position shall be \$55,000, unless subsequently changed by action of Council, and that this salary be effective as of November 1, 2017. The motion was seconded.

Shanti Kulkarni moved to amend the motion to say “**Manager of Operations**”. The motion to amend was seconded, and passed unanimously.

The amended motion was called to a vote, and passed unanimously.

Action: Gene Armstrong moved that Council approves the job description for Manager of Building & Grounds (Full-Time) recommended by the *ad hoc* Committee on Organization of Administrative Staff on November 7, 2017, a copy of which is attached to the minutes of this meeting of Council, and declares that the Personnel Policies and Procedures of the Church shall apply to this position. Further, Council declares that the annual salary for this position shall be \$40,000, unless subsequently changed by action of Council, and that this salary be effective as of November 1, 2017. The motion was seconded and passed unanimously.

Action: Gene Armstrong moved that Council approves the job description for Administrative Assistant (Part-Time) recommended by the *ad hoc* Committee on Organization of Administrative Staff on November 7, 2017, a copy of which is attached to the minutes of this meeting of Council, and declares that the Personnel Policies and Procedures of the Church shall apply to this position. Further, Council declares that the hourly wage for this position be \$20.00 per hour. The motion was seconded and passed unanimously.

IX. Moderator Update

Kelly invited Council to her home on Friday December 15 at 7pm for a Holiday Party.

X. Committee Actions

100 Year Team: Marcia shared this is the 100 year anniversary of our Church building. There is a desire to celebrate this and so a committee is needed to lead this celebration to honor our history, affirm we are present and paying attention, and to show we are leading the church to the next 100 years. Suggestions included a Holy week 2018 where we plant the seed and rededicate, and then ideally a celebration in the fall.

Finance: Gene shared three motions brought forth by Finance regarding our relationship and signatories at Bernstein.

Action: Gene Armstrong moves that at the request and upon the recommendation of the Finance Committee, Council directs the Clerk to advise Bernstein, in writing, that Mark Smylie is no longer an authorized signatory on the First United Church of Oak Park investment account at Bernstein because his term as Moderator of Church Council has expired; and that Kelly Pollock, as the current Moderator of Council, remains a signatory on this account. The motion was seconded and unanimously approved.

Action: Gene Armstrong moves that Council approves and adopts the “Corporate Resolution” in the form provided and required by Bernstein for use in connection with the type of investment account the Church maintains at Bernstein. A copy of said Corporate Resolution is attached to and is hereby made a part of this motion. Council designates as signatory in respect to the Church Investment Account at Bernstein each of the following:

1. The Church Moderator
2. The Church Treasurer
3. Chair of the Endowment Committee
4. The Chair of the Church Finance Committee

Further, Council authorizes and directs each of the individuals who currently serve in these capacities to sign said Corporate Resolution in the place provided therein, and also directs and authorizes the Clerk to complete the Certification required as shown therein and to provide the completed Corporate Resolution to Bernstein. All prior designations of signatory are superseded by this designation of signatories.

Further, Council authorizes the Moderator and/or the Clerk to provide any further information Bernstein may request in order to be assured of the identity of each person authorized to act on behalf of the Church in respect to the Church Investment Account at Bernstein.

The motion was seconded and unanimously approved.

Action: Gene Armstrong moves that at the request and upon the recommendation of the Finance Committee, Council agrees with and approves the proposal to designate as signatory in respect to the Margin Loan at Bernstein each of the following:

5. The Church Moderator
6. The Church Treasurer
7. Chair of the Endowment Committee
8. The Chair of the Church Finance Committee

Further, Council directs the Clerk to provide to Bernstein a copy of this motion and to also advise Bernstein of the names of the individuals who currently serve in these capacities.

Further, Council authorizes the Moderator and/or the Clerk to provide any further information Bernstein may request in order to be assured of the identity of each person authorized to act on behalf of the Church in respect to the Margin Loan at Bernstein.

The motion was seconded and unanimously approved.

XI. Adjournment and Closing Prayer

Cathy Cerniglia moved to adjourn at 10:11pm. The motion was seconded and unanimously approved. Council circled and joined hands and Deborah Kapp led the closing prayer.

Next scheduled Council meeting: December 19, 2017 at 7:00 pm in the Chapel

Respectfully submitted,
Barbara Metric, Clerk