



## Council Meeting Minutes

Date: May 15, 2018

Time: 7:00 pm

Place: Chapel

- Members:**
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Kelly Pollock, Moderator | <input checked="" type="checkbox"/> Barbara Metric, Clerk |
| <input type="checkbox"/> Matt Aeschleman                     | <input type="checkbox"/> Lily Alter (E)                   |
| <input checked="" type="checkbox"/> Gene Armstrong           | <input checked="" type="checkbox"/> Priscilla Sibley      |
| <input checked="" type="checkbox"/> Marcia Ashton            | <input checked="" type="checkbox"/> Cathy Cerniglia       |
| <input checked="" type="checkbox"/> Melinda Haag             | <input checked="" type="checkbox"/> Steve Pederson        |
| <input checked="" type="checkbox"/> Janet Haisman            | <input checked="" type="checkbox"/> Cate Readling         |
| <input checked="" type="checkbox"/> Shanti Kulkarni          | <input checked="" type="checkbox"/> Chase Gentile         |
- Staff:**
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Rev. Deborah Kapp | <input checked="" type="checkbox"/> Alicia Reese   |
| <input checked="" type="checkbox"/> Rev. Lydia Mulkey | <input checked="" type="checkbox"/> Amanda Swanson |

**Guest:** Jackie Eckholm, Cindy Palombi, Charlie Morris, Bobbie Kmiec, Hank Bode, and John Zaruba

**Moderator Kelly Pollock called the meeting to order at 7:03 pm with a quorum present.**

### I. Opening Devotion and Prayer – Janet Haisman

Janet shared a devotion about Trust. How to build trust, and trust is a belief in others. It's a choice. Not without doubts, trust but verify. Trust that we are not alone. Take a leap of faith. Janet led Council in an opening prayer.

### II. Joys, Concerns, and Remembrances

Priscilla shared about her grandsons: Jordan got his drivers license and Jonathan got his orange belt. Marcia shared Mother's Day joy and gratitude for Hogan Porter's participation in Sunday's service. Deborah shared Jim Morrison is doing ok, has ups and downs. Mary Ellen Withers is doing well. Thoughts are with Chris Damon. Barbara shared joy about daughter Hannah's upcoming baptism and confirmation and confirmation of 9 other youth.

### III. Omnibus Motion

Action: A motion by Barbara Metric to accept the following meeting minutes and membership report was seconded. Motion was approved unanimously.

- Council Meeting minutes - April 17, 2018
- Council Executive session minutes - April 17, 2018
- Council Special Meeting minutes (e-vote CRLN) - April 24, 2018
- Council Special Meeting minutes (e-vote Housing Forward) - April 28, 2018

### IV. Financial Reports – Jackie Eckholm

Reported \$34K pledge shortage in March was not a real deficit, just misplaced in reports due to outdated template. Pledge fulfillment is on target. Marcia noticed 4<sup>th</sup> Sunday offerings were off. Actually \$4700 has been collected and distributed ytd (FIA determines who), just shows in restricted acct and not 4<sup>th</sup> Sunday. Deborah asked if this could change and could restricted be shown in better way, told yes. Heating bill is high due to long cold winter.

Action: Barbara Metric on behalf of Finance moves that Council approve the reformation of an Audit Subcommittee to verify compliance with the internal control recommendations in the Wolf & Company report, write a request for proposal, evaluate different accounting firms and make a recommendation regarding the accounting firm to perform the audit for the Church. The motion was seconded and approved unanimously.

Action: Barbara Metric on behalf of Finance moves that the Jim and Lynn McClure planned gift (\$15,000) be allocated one half (\$7500) to the General Endowment Fund, and one half (\$7500) to the Special Mission Endowment Fund (SMEF). This allocation would be consistent with the terms of the First United Gift Policy. The motion was seconded and approved unanimously.

Action: A motion by Barbara Metric on behalf of Finance to approve the extension of Maureen Wheeler's Financial Consultant contract from May 1, 2018 through December 21, 2018. The fee for consulting services is \$3,000 per month (note: this monthly fee represents a \$300/month raise from the previous contract fee) was seconded. Motion was approved unanimously.

Discussion of this third motion included: are we getting new receivables and new services/deliverables, what is the impact to the Personnel budget, how will we pay for this, and does Maureen have a role in budgeting going forward? Yes, Maureen will be working on new items including preparing to move towards an audit. The impact to the budget is \$9300, which can be covered by one month and a half of Britt's salary. On a high level Maureen will help with the budget, and the Financial Assistant will put the budget together. One focus of Finance at this time is "let's get the numbers right".

Action: A motion by Barbara Metric on behalf of Finance to approve the revised Job Description for Financial Assistant (Part Time, Salaried) was seconded. Motion was approved unanimously.

Quarterly statements should go out over the next week.

## V. Building and Grounds

John Zaruba on behalf of B&G came to talk about additional items needed for the roof repair. Highest priority is \$19,960 for tuck-pointing and roofing for the sanctuary, and an additional \$22,000 for more tuck pointing and scaffolding near the chimney for a total of \$41,960. Additional tuck pointing, roof work, and gutter repair (but not as high a priority) was estimated at \$42,680 for a total request of \$84,640. One last small item on Chapel roof of \$2,400 brings total request to \$87,040. With a \$1,600 discount and roofers not charging for Chapel the total request is \$83,040. The biggest question mark at this time is whether the rafter tails that protrude are rotting and do they need to be repaired?

Kelly reminded Council in the Fall we approved \$300K for tuck pointing, \$775K for roof and \$30K for cleaning and a contingency of \$110K. In the Fall we used \$57K of the contingency, so we have \$53K remaining in our approved contingency. Finance confirmed \$41,960 could and should be done without affecting our loan or rate, which will leave us with \$11K contingency and not consider \$42,680 (or Chapel of \$2400) at this time. Finance will look before next meeting about whether our loan allows us to do the \$42,680.

Action: John Zaruba on behalf of Building & Grounds moves that Council approve the minimal supplemental financing request from Building and Grounds of \$41,960. Motion was seconded and approved unanimously.

Hank Bode, Co-Chair of Building & Grounds, complimented John Zaruba on all he's done.

### **VI. Pastoral Staff Workgroup (aka Ad Hoc Committee on Future Staffing)**

Pastoral Staff Workgroup presented their findings and recommendations on how our Pastoral Staff should look and operate going forward after Britt Cox's departure and prior to calling of a new Lead Pastor. After much thought and careful deliberation, decision to recommend 3 full time pastoral staff instead of 3 ½ full time pastoral staff. Instead of replacing Britt, recommendation is to increase Alicia to full time and spread Britt's responsibilities to the three full time pastoral employees. Alicia would add Pastoral Care, Lydia would add Small Group and Newcomers, and Deborah would add Staff Support, Nomination, and Leadership Development. The goal is to add stability prior to the PNC getting started, as well as add some savings. Pastoral Care is a goal for Alicia and she is eager to take a page out of Britt's book and get to know people through 1-1 meetings. Feels this will allow her to be a bigger part of the Church, not just with the Youth. Lydia believes her increased responsibilities are a natural expansion of Adult Education and are very doable. Suggestion is to ask Finance with all due haste to let us know how these recommendations will affect us financially.

Action: Gene Armstrong moves that Council endorse the 4 recommendations submitted by the Ad Hoc Committee on Future Staffing and direct the Personnel and Finance committees to review and submit findings of how these recommendations will affect First United financially. Motion was seconded and approved unanimously.

Four Recommendations:

1. Alicia Reese's employment agreement be renewed as full time, exempt position with a new position description.
2. Revise position descriptions for three pastoral staff, including for all three accountability for fellowship, adult education and routine pastoral care.
3. Current practices of Associate Pastor remuneration be reviewed to align closer to denominational norms.
4. Designate \$5000 for retreat and training leadership for areas of congregational life and ministry in which we could use additional expertise.

### **VII. Staff Reports**

*Amanda* –Dennis had an informal check-in, he is enjoying work and things are going well.

*Lydia* – Outings this summer, first one is June 12 at 2pm.

*Deborah* –Preparing for the PNC. Looking forward to a smooth transition!

### **VIII. Executive Session**

Action: Marcia Ashton moved to enter Executive Session. The motion was seconded and approved unanimously. Council entered Executive Session at 8:37pm.

Action: Shanti Kulkarni moved to send the slate selected for the Lead PNC to the Congregation for approval. The motion was seconded and approved unanimously. The slate includes: Rick Ashton, Cathy Cerniglia, Gabriel Chapman-Rienstra, Rick Pollock, Melanie Jakupovic, Adam Raducha, Marteki Reed, Caitlin Zinsser and Marsha Hubbuch.

Action: Gene Armstrong moved to return to Open Session. The motion was seconded and approved unanimously. Council left Executive Session at 10:06 pm.

### **IX. Moderator Update – Kelly Pollock**

Kelly will follow up with PNC nominees as well as those not selected to the PNC. Council should read the Personnel memo regarding PTO days as it will be discussed at the June Council meeting. Personnel’s memo regarding Rev. Lydia Mulkey was discussed.

Action: Barbara Metric on behalf of the Personnel committee moved that Council (a) approve a call for Lydia Mulkey to serve as a Settled Pastor for First United Church of Oak Park effective July 1, 2018, under the terms and conditions set forth in the Call Agreement and (b) recommend congregational approval of the Call Agreement at the called May 20, 2018 congregational meeting. The Motion was seconded and approved unanimously.

Barbara shared an update from Mark Burkland regarding the Montgomery lawsuit. Her lawyer submitted a settlement offer, which according to our lawyer was less than expected but significantly higher than amount at which we are willing to settle. The Church’s attorney will make a counteroffer. The next status hearing is still set for May 15, and it is likely a settlement conference with the magistrate judge will be requested.

### **XI. Adjournment and Closing Prayer**

Janet Haisman moved to adjourn at 10:16pm. The motion was seconded and unanimously approved. Deborah Kapp led the closing prayer.

**Next scheduled Council meeting: June 19, 2018 at 7:00 pm in the Chapel**

Respectfully submitted,  
Barbara Metric, Clerk