



## Council Meeting Minutes

Date: June 19, 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 type="checkbox"/> Steve Pederson (E)               |
| <input checked="" type="checkbox"/> Janet Haisman            | <input checked="" type="checkbox"/> Cate Readling         |
| <input checked="" type="checkbox"/> Shanti Kulkarni          | <input checked="" type="checkbox"/> Chase Gentile         |
| <input checked="" type="checkbox"/> Alissa Lonergan          | <input type="checkbox"/> Paul Raducha (E)                 |
| <input checked="" type="checkbox"/> Jamie Shamhart           | <input checked="" type="checkbox"/> Mike Espinoza         |
| <input checked="" type="checkbox"/> Dan Pietrini             | <input checked="" type="checkbox"/> Carl Nauert           |
- Staff:**
- |   |  |
|---|--|
| <input type="checkbox"/> Rev. Deborah Kapp (E)        | <input checked="" type="checkbox"/> Alicia Reese   |
| <input checked="" type="checkbox"/> Rev. Lydia Mulkey | <input checked="" type="checkbox"/> Amanda Swanson |

**Guests:** Mary Anderson, John Zaruba

**Moderator Kelly Pollock called the meeting to order at 7:04 pm with a quorum present.**

### I. Opening Devotion – Cate Readling

Cate shared her thoughts on the concept of showing up. She talked about how she shows up: with many hard challenging things in her life, she works hard to show up for others. Be there. Stand up. Support. All lives don't matter yet and we need to keep showing up until they do.

### II. Joys, Concerns, and Remembrances

All current and new Council members, Staff, and Guests introduced themselves. Alicia and Lydia are heading out to Seattle with 24 youth and 3 other adults (Sara Lineberry, Rick Pollock, Jamie Shamhart) to the FUSH summer work camp. Jim Morrison is working to get back to up and about. Cate shared her joy at Chip receiving a scouting award from the Church and that her troop is the color guard marching at the Pride parade. She shared that she and Mary Anderson were instrumental in getting the Boy Scouts to change stance on this issue. Priscilla shared her joy that we have new Council members willing to show up and participate. She shared her grandson Jordan and Emily Kopke are halfway through their summer exchange program in Japan. Gene shared his grave concern about the southern border and the issue of separating parents from children, and his joy that Americans are stepping up. Barbara shared her Mom is moving into a retirement village and her happiness at Hannah's baptism. Cate shared her Mom stopped smoking!

### 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 - May 15, 2018
- Council Executive Session minutes – May 15, 2018
- Council Special Meeting minutes (Confirmands) – May 20, 2018
- Congregational Meeting minutes (Elders/Deacons/Nominating/PNC, Lydia Mulkey settled call) – May 20, 2018
- Membership Report –April/May 2018

### IV. Quarterly Strategic Plan Update – Mary Anderson

Mary shared we are moving with intent, but not actually getting tasks done. There seems to be too much on people's plates. She requested Council review plan and create 2<sup>nd</sup> year implementation plan. There were quite a few items in red, meaning they need more attention. Mary shared some committees are gung-ho and others not too interested in engaging. Kelly suggested meeting with chairs to move forward. Jamie asked why lack of engagement, answers from committees varied from "too much to do" to "this isn't what our committee does and we weren't a part of the plan". She was hoping for a culture shift and not seeing it. Mary suggested there needs to be more guidance between Council and the congregation. Kelly stated she is optimistic, that this was a busy year and maybe now we can focus. Suggestions were to send update to chairs, get message from Council leadership, Council liaisons need to be more active. The SPA team recommended a very simple year-two implementation plan. Committees and Governance Task forces are two major projects for Council. Suggested that creation of the year 2 implementation plan should occur before budgeting begins as implementation plans help with budgeting. Reminder: SPA team doesn't create implementation plan, it reports progress. Recommendation of some sort of update regarding completion of year one and all the hard work people have done. Would be powerful if both SPA team and Council shared update with Congregation.

### V. Financial Reports – Gene Armstrong

Update on Nursery school: they agree to integrate with Church on financials. Sources and Uses report includes data from Nursery school, accounts starting with 4 are Nursery school items. 2<sup>nd</sup> Sources and Uses report details Operating funds, but the data currently only reflects 1/2 of the Nursery school. Working to integrate completely. Pledge receipts are up, we are achieving results that are very positive. Percentage of people fulfilling pledges is high. Staffing is set: we have a part time Financial assistant, an Independent CPA contractor who is helping prep for an audit, a solid Finance committee and Treasurer Doug Sorenson. 2 items questioned, Gene will get back to Council on both items. 1- Pledge and pledge receipts have a difference of \$35K. Principle reason for that is we are trying to determine accurate way to manage pledges that are paid in a time frame different than what member initially stated (monthly pledge, paid quarterly). Melinda voiced concern if we wait too late to think there is a problem. 2- Jamie pointed out loss of \$13K from investment earnings. (\*follow up by Gene: 1-ACS software shows pledge as behind if paid quarterly instead of monthly as originally stated even if it isn't behind, financial staff will watch this but currently do not see cause for alarm. 2- yes our investment portfolio has lost \$13K. Markets have been volatile but we have a regularly scheduled meeting with Bernstein advisors after the end of Q2. Our allocation is appropriately conservative and we will adjust in accordance with advice received from Bernstein.

## VI. Staff Reports

**Amanda** – First United was not renewed for a few insurance plans, we are working with them to make sure we have coverage. Lost Commercial package policy, Commercial auto, and Workers Comp.

**Lydia** – Lydia was selected for a leadership development program within the UCC: Next Generation Leadership. 15 people selected annually nationally. Will attend program 2 weeks out of year for 4 years, last 2 years are self-directed. Begins with an orientation in Cleveland, then 6 months later in Arizona.

## VII. Building & Grounds

Tuck pointing is 97% done. Roof is coming along well. Tom has 10-12 visits scheduled, B&G doesn't think it's necessary for all of those. Request to put pictures on Facebook, so people stay up to date. Not possible to save slate.

Roof and Masonry/tuck pointing was financed by taking a margin loan against our endowment, that's why it's important to track. We don't want a margin call so important to stay on top of expenses. 84,640 in additional work (masonry) has been discovered, Council is working with Finance/Treasurer and B&G to determine if we can do it. Last month Council approved about half the amount (\$41,960) and we are working with Finance to determine if we can do remainder. (Determined after meeting by Moderator that this was manageable and painting contract will move forward). At this time: Council has approved \$300K for Tuck Pointing, \$775 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. \$41,960 was approved, so remaining amount is \$11K. Finance, B&G, and Moderator determined our loan does allow us to use an additional \$42,680 without concern of Bernstein calling our loan in. We are \$31K over our approved loan, for a total of \$1.25M loan. Sanctuary plaster and repair is starting – paid with insurance funds. July 1 is goal to close Sanctuary for repairs and painting, reopen for Gathering Day, September 9 2018.

## VIII. Moderator Update

Kelly shared: Rev. John Cole update: he is an Interim in Princeton IL, now going to Florida for a teaching position. We did confirm with the Presbytery that Rev Cole still owes First United an apology, and he has submitted a draft apology to the Presbytery to which they have requested changes. Kelly stated important to share with the congregation.

Montgomery Lawsuit: no update since May.

## IX. Personnel

Brief discussion of costs of 3 full time vs 3 full time plus 1 part time pastoral staffing. There will be a \$48K savings in 2018, but not ongoing. Lydia will receive a pay increase due to settled call in 2019, consultants will be utilized in 2019 for things our staff is not knowledgeable about, and we don't currently pay for medical for Interim and will need to for new Lead Pastor (about \$20K).

Action: Gene Armstrong moved that Council approve the "Job Description for Pastoral Associate for Youth Ministry & Congregational Care" dated June 8, 2018, recommended by the Interim Lead Pastor, after consultation with the Personnel Committee, and directs that a copy of that job description be attached to the minutes of this meeting. The motion was seconded and passed unanimously.

Action: Gene Armstrong moved that Council approve the “Job Description for Associate Pastor for Education” dated June 8, 2018, recommended by the Interim Lead Pastor, after consultation with the Personnel Committee, and directs that a copy of that job description be attached to the minutes of this meeting. The motion was seconded and passed unanimously.

Action: Gene Armstrong moved that Council approve the “Job Description for Interim Lead Pastor” dated June 8, 2018, recommended by the Personnel Committee, and directs that a copy of that job description be attached to the minutes of this meeting. The motion was seconded and passed unanimously.

Action: Gene Armstrong moved that Council approve the “Employment Agreement between Alicia Reese and First United Church of Oak Park” dated June 8, 2018, and directs that a copy of that agreement be attached to the minutes of this meeting. The motion was seconded and passed unanimously. There was applause following the motion for Alicia Reese.

#### **X. Gebhard Fund**

Gene shared that a committee appointed by Kelly Pollock (Gene Armstrong, Marteki Reed, Barbara Metric, Priscilla Sibley, Jim Callahan) approved funds being distributed to both Vickie Englehard and Pauline Coffman for a trip to Lebanon in the fall of 2018. It is expected both recipients will give a presentation to the congregation.

#### **XI. Dismissal of Outgoing Elders**

Kelly Pollock dismissed outgoing Council members Cathy Cerniglia, Shanti Kulkarni, and Matt Aeschleman with gratitude for their service to Council. Barbara Metric thanked outgoing Chair and Moderator Kelly Pollock.

Action: Barbara Metric moved that Council recognize and thank Kelly Pollock for her years of service on Council as Vice Moderator and Moderator, for all of her energy, time, enthusiasm and love for this church. Her dedication towards helping First United move forward is second to none. The motion was seconded and passed unanimously, followed by heartfelt applause.

#### **XII. Election of Council Officers**

Action: Barbara Metric moved to elect Gene Armstrong as Chair of Council. The motion was seconded and there were no further nominations. The motion passed unanimously.

Action: Jamie Shamhart moved to elect Barbara Metric as Church Clerk. The motion was seconded and there were no further nominations. The motion passed unanimously.

Election of a Vice Chair was postponed. Target is to elect one around October.

## **XII. Personnel –PTO Days**

Brief discussion of Paid Time Off (PTO) concept for non pastoral staff. Personnel is not pushing this plan, just giving it as an option. Gene requested Council read over the plan, compare to plan currently in place, and at July meeting there will be a more thorough discussion.

## **XIII. Moderator Update**

Gene shared within the first year of the Strategic plan, Council is responsible for two items: Committee reviews and Government/Policies and Procedures. He is going to put together two task forces to work on these topics, and he requested suggestions for both.

The PNC has to create denominational Church profiles. Deborah recommended the profiles be written by the PNC with input from Council. Gene will select 2 Council members to support the PNC as they create the profiles. The goal is to have a real partnership with the PNC and to have a good background of who and what our Church is. Council is not responsible for approving or editing what PNC does.

Action: Barbara Metric moved on behalf of Finance that the Connie Henderson-Damon planned gift (\$10,000) be allocated one half (\$5,000) to the General Endowment Fund, and one half (\$5,000) 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 passed unanimously.

Gene requested all Council members consider which committee they would like to help with as liaison and to let him know of any specific interest in a committee.

## **XIV. Centennial Celebration**

Marcia Ashton gave a detailed update of the Centennial Celebration, saying the tours were a big success. 4 people were on the open housing panel and did an awesome job. A fun collaboration with First United Nursery School has begun. The week after Gathering day, the committee is looking for parents of children to help with event. Poetry writing event and other great ideas are taking shape! Talent Showcase will be Nov 9, they already have 10 groups! Jamie recommended kid acts in the talent show.

## **XV. Committee Actions**

Special request by Janet Haisman on behalf of Bob Haisman for our congregation to do something about the issue occurring on our southern border, the separation of children from their parents. Zero Tolerance. Bob requested a table be set up on Sunday, an announcement made by Charlie Morris during the service, and contacting the community of Congregations. Marcia requested FIA be involved. Council agreed to the table and to speaking with FIA (Gene will contact FIA).

Action: Barbara Metric moved on behalf of Finance that Council approve the Credit Card Agreement and Credit card policy for inclusion in the Finance Policy and Procedures manual. The motion was seconded and passed unanimously.

Action: Barbara Metric moved on behalf of Finance that the Moderator of Council sign the “Letter of Interest in exploring Solar Energy Purchasing” and direct the Financial Assistant to send copies of one year’s worth of electric bills and provide details on our agreement with Constellation Energy”. The motion was seconded and passed unanimously.

**XVI. Adjournment and Closing Prayer**

Melinda Haag moved to adjourn at 10:07pm. The motion was seconded and unanimously approved. Alicia Reese led the closing prayer.

**Next scheduled Council meeting: July 17, 2018 at 7:00 pm in the Chapel, New Council members meet at 6pm.**

**Additional upcoming dates:**

|                              |   |
|------------------------------|---|
| Sunday July 22:              | New members breakfast                                 |
| Saturday December 8, 9am-12: | Council Budget Workshop                               |
| Sunday January 27:           | Annual Meeting and Lunch                              |
| Sunday May 19:               | Congregational Meeting for election and church picnic |

Respectfully submitted,  
Barbara Metric, Clerk