



## Council Meeting Minutes

Date: August 20, 2019

Time: 7:00 pm

Place: Chapel

**Members:**  Gene Armstong, Moderator  Carl Nauert, Clerk  
 Megan Lewis  Carol Ingram  
 Sallie Smylie (E)  Priscilla Sibley  
 Sue Saliny  Dan Pietrini  
 Melinda Haag  Samantha Duwe (E)  
 Janet Haisman  Paul Raducha  
 Jamie Shamhart (E)  Chase Gentile (E)  
 Alissa Lonergan

### Visiting Ex-Elders

Marcia Ashton, Cathy Cerniglia

**Staff:**  Rev. Deborah Kapp  Alicia Reese  
 Rev. Lydia Mulkey  Amanda Swanson

**Guests:** Jackie Eckholm, Bob Giles

**Moderator Gene Armstrong called the meeting to order at 7:11 pm with a quorum present.**

### I. Opening Devotion and Prayer – Gene Armstrong

Gene shared a letter written by Harold Speck to his wife, who then gave a copy to Gene's parents. Gene's hope is that this letter will evoke in all of us to be ever vigilant. He finished the devotional reading the Serenity Prayer and Angela Davis's "We the People".

### II. Joys and Concerns

Concerns included a mom diagnosed with Alzheimer's and sending children off to school.

Joys included a birthday, parents sending children off to school, a brother-in-law recovered from surgery, "Meet and Greet" with John Edgerton, the program year coming together, summer, wonderful volunteers, a trip to Australia, and big milestone birthdays. We are thankful for the ministry of Deborah Kapp and the upcoming ministry of John Edgerton.

**III. Council Resolution – Priscilla Sibley**

Priscilla Sibley moved that we adopt the following resolution, which was seconded and passed unanimously.

Rev. Deborah Kapp  
Interim Lead Pastor  
First United Church of Oak Park  
September 10, 2017 to August 30, 2019

In 2017, First United Church was in the midst of turmoil and uncertainty. We needed shepherding and leadership to calm us, focus us, and help us rediscover who we are as a church.

God brought us Deborah.

With great skill and energy, she has ushered us to a new day. She has accomplished this through:

**LEADERSHIP**

Never controlling. Actively listening.  
Insightful. Wise. Analytical. Productive.  
A calming presence.  
Thoughtfully building a cohesive staff and congregation.

**SPIRITUAL GUIDANCE**

Centered. Grounded in Scripture.  
Non-judgmental. Vulnerable. Challenging by example.

**A GENTLE SPIRIT**

Supportive. Empathetic. Humble. Self-effacing.

**FRIENDSHIP**

Personable. Warm. Caring.  
Actively participating in all aspects of church life.  
Demonstrating keen relational intelligence.

**In August 2019**, First United Church of Oak Park is hope-filled, forward-looking and anticipating a bright future.

We thank God for the impact Deborah has had on our church family. We are deeply and forever indebted to Rev. Deborah Kapp for the timely and significant role she has played in leading us to refocus on First United's mission and to reinvigorate appreciation for our unique identity.

#### IV. Omnibus Motion

Motion by Carl Nauert to accept the following meeting minutes and membership report was seconded and was approved unanimously.

- Council Meeting minutes – June 19, 2019
- Congregational Meeting minutes – June 23, 2019
- Evote (Middle East Task Force endorsement) – July 1, 2019
- Evote (Gym Roof) – July 3, 2019
- Evote (Nursery School Tiles) – August 12, 2019
- Membership Report (July and August 2019)

#### V. Financial Reports – Jackie Eckholm & Bob Giles

Jackie and Bob shared that they have had a preliminary meeting with the Audit firm. They will get the final report soon and plan to share it with Council in the September meeting. Gene thanked them for their impressive job.

New fiscal year planning has begun. The books for the first six months 2019 are closed. We have now begun the fiscal year: July 1, 2019 – June 30, 2020.

#### VI. Personnel Handbook Update and Job Description Updates – Carl Nauert

**Carl Nauert moved that we adopt the following motion from the Personnel Committee:** Council approves changing the “EARNED AND UNUSED SICK LEAVE” section of the Personnel Handbook, as recommended by the Personnel Committee, to eliminate redundancies in language. Council approves correcting the typo on page 17 from “Affordance” to “Affordable.”

Council approves the updated job descriptions for the following positions:

- Pastoral Associate of Youth Ministry & Congregational Care
- Organist
- Director of Music
- Manager of Operations
- Manager of Building and Grounds
- Custodian

Recommended by the Personnel Committee on August 13, 2019

**The motion was seconded and passed unanimously.**

## **VII. Senior High Ministry Update – Alicia Reese**

See Alicia's staff report in the August Council packet. The FUSH task force is progressing well. Alicia also highlighted her plans for the upcoming program year.

## **VIII. Buildings and Grounds Update – Amanda Swanson**

See B&G report in the August Council packet. Additional news: Chapel Window re-installed 8/21, Roofer claim successful (\$65,400), Nursery School tile replacement complete with new carpet scheduled for 8/26, stairwell painting completed, basement hallway painting completed, and parking lot mulch completed.

New issues being researched and resolved: Bell Tower roof leak & Centennial Hall ceiling leak (NW corner).

Amanda was asked if there were other Nursery School classrooms with asbestos mastic. The answer is yes, three more classrooms. Amanda will come back to Council with a plan for monitoring and plan to communicate to the congregation and parents.

## **VIII. Staff Reports**

The Council presented a THANK YOU card to Deborah. 11x14 card was created by Dennis Cobb, with pictures of Deb preaching and the Rose Window. In addition, Deb informed us that the Personnel Committee is working with Keith Liesse to determine a new custodian workload strategy. Alicia is proactively creating a Youth Handbook and a Deacons Handbook.

Alicia reviewed the new Quest curriculum.

## **IX. Task Force on Governance – Priscilla Sibley**

Priscilla shared that Sallie Smylie will be leading a workgroup to review the current Policies and Procedures (V1.3) manual and determine next steps as how to improve it. The team consists of Sallie, Priscilla, Melinda Haag and Carl Nauert.

## **X. Task Force on Committees – Gene Armstrong**

Gene and Megan led us in discussion as to what the next step should be. Generally, we agreed to wait for John Edgerton to begin his ministry and discuss this with him. Possibly we would then meet with Committee chairs in late September or early October and present the task force report.

## **XI. Preparation for Ministry Transition – Gene Armstrong**

Gene encouraged all to attend Deb's last Sunday (8/25), which includes a celebration and also encouraged us to attend John & Heather's first Sunday (Gathering Day).

## **XII. Moderator Update – Gene Armstrong**

Gene stated that the Consultant contract needs to be extended and we expect to have lower hours in the future. We should expect to see a contract extension request on the September agenda or an evote.

Gene indicated that he is forming a working group on Dashboards and asked for names of people to invite to the group. He will contact Martina Reese and Amber Pareja. Amanda Swanson and Carl Nauert volunteered to participate.

Joanne Despotes and Cindy Palombi have suggested that we do something with the dishes in the catacombs. Gene asked for input as to what to do with the dishes (ie dispose, keep or sell). Gene may look for a volunteer to look at our policy for disposing of church property.

## **XIII. Adjournment and Closing Prayer**

Carl Nauert moved to adjourn at 9:25 pm. The motion was seconded and approved. Deborah Kapp led the closing prayer as Council gathered at the front of the Chapel.

**Next regularly scheduled Council meeting: Tuesday, September 17, 2019, at 7:00 pm in the Chapel.**

## **XIV. Membership Report**

<b>MEMBERSHIP ACTIVITY JUNE/JULY 2019</b>		
<b>ITEM</b>	<b>DATE, NAME, FAMILY MEMBERS</b>	<b>TOTAL</b>
<b>Births</b>		0
<b>Baptisms</b>	7/14/19 – Cosette Brooklyn Mazzola, daughter of Julie and John Mazzola	1
<b>Confirmations (also new members)</b>		0
<b>New Members</b>	6/9/2019 Chris and Mary Bass (and infant son Willoughby) Tara and Tim Dull Stephanie Fields	5
<b>Members removed by request</b>		0
<b>Members removed by Transfer</b>		0
<b>Members removed by Death</b>		

Respectfully submitted,

Carl Nauert, Clerk