



Council Meeting Minutes

Date: October 15, 2019

Time: 7:00 pm

Place: Chapel

Members: Gene Armstrong, Moderator Carl Nauert, Clerk
 Megan Lewis Carol Ingram
 Sallie Smylie Priscilla Sibley
 Sue Saliny Dan Pietrini - E
 Melinda Haag - E Samantha Duwe - E
 Janet Haisman Paul Raducha
 Jamie Shamhart David Hanson - E
 Alissa Lonergan

Staff: Rev. John Edgerton Alicia Reese
 Rev. Lydia Mulkey - E Amanda Swanson

Guests: Jackie Eckholm, Bob Giles, Susan Zaruba, Cathy Cerniglia, Walter Miller, Laurie Jolicoeur, Barb Kopka, Mark Breen and Kregg Raducha

Moderator Gene Armstrong called the meeting to order at 7:04 pm with a quorum present.

I. Opening Devotion and Prayer – Janet Haisman

Janet shared a personal family medical situation and how the book “When Bad Things Happen to Good People” helped. Janet is inspired to continue to pursue justice for the oppressed, truth from the news media and our leaders, and help for the poor.

II. Joys and Concerns

Concerns included a mom diagnosed with dementia, a mother diagnosed with breast cancer, a father in law’s surgery, and a mother’s death anniversary.

Joys included filling out college applications, cross country meets, voting for the first time, and the two year anniversary of a successful surgery.

III. Omnibus Motion

Carl reminded the Council that there will be a New Members Joining breakfast on Sunday, October 27th. We will need a quorum to vote on receiving them.

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

- Council Meeting minutes – September 17, 2019
- Council Executive Session Minutes – Septembers 17, 2019
- eVote Meeting Minutes – October 4, 2019 (Risers)
- Membership Report (October 2019)

IV. Financial Reports and Audit – Jackie Eckholm and Bob Giles

Bob handed out a revised short form of the new fiscal budget that replaces the one in the Council packet. He will ensure that the Council receives a softcopy of the amended short and long forms. We will review the proposed budget in greater detail in the November meeting.

Bob reviewed the audit report (see October Council packet). The Council complemented the fantastic work of the Finance Committee, Treasurer Doug Sorensen, Maureen Wheeler and Susie Benes. Our THANKS for a job well done. Overall, First United is doing very well. Finance intends to share in the November Council meeting the audit results and the fiscal year July 1, 2019 – June 30, 2020 budget.

Motions the Finance Committee Recommends the Church Council Make at The October 15, 2019

Church Council Meeting: Carl read each motion and each motion was seconded and passed unanimously.

1. A motion to direct the Lead Pastor to assign office staff in such a way that the assignments promote the internal controls as recommended by Capin Crouse and reflects our procedures and policies in writing and report to Council at the regular November meeting.
2. A motion to direct the Lead Pastor to establish a procedure whereby credit card payments and expense reimbursements are approved by a supervisor and reflects our procedures and policies in writing and report to Council at the regular November meeting.
3. A motion to designate that the Moderator or the Clerk of the Church Council to be the person to approve the credit card payments and reimbursements for the Lead Pastor.
4. A motion to direct the Lead Pastor to establish an internal control procedure to review payroll reports once a month to ensure that no ghost employees are being paid and reflects our procedures and policies in writing and report to Council at the regular November meeting.

The regular financial report was briefly reviewed.

Motion to Council from the Finance Committee:

The Finance Committee recommends to Council that the date for calculating the endowment draw be changed from June 30 to December 30 to better match the new fiscal year period. This change will require a change in Article 8.2 of the First United Church of Oak Park Policies and Procedures Manual Revision 1.3 Updated 11/28/17.

The motion was moved by Carl Nauert, seconded by Janet Haisman and unanimously passed.

V. Senior High Ministry Update - Walter Miller and Laurie Jolicoeur

See the FUSH Circle Task Force report in the October Council packet. Gene began the discussion complimenting the task force on their tremendous work and recommended the report to everyone's reading. Our THANKS to Laurie Jolicoeur and Walter Miller for their considerable leadership. Walter and Laurie reviewed the task force's process, the report and the report's recommendations.

The Council accepted this report with great appreciation and passed the following motions:

Paul Raducha moved that the Council call upon the Youth Committee, with the help of the Nominating Committee as needed, to create an implementation team to put this document and its recommendations within into practice. Paul also moved that Council dissolve the FUSH Circle Task Force as they have successfully completed their charge.

The motion was seconded by Carl Nauert and passed unanimously.

VI. Congregational Constitutional Covenant – Alicia Reese, Kregg Raducha

Kregg Raducha and Alicia Reese presented their report. See Covenant Amendments – Rationale in the Council packet. Jamie Shamhart moved that we approve the changes proposed in this document and present the revised covenant to the congregation for approval; seconded by Sue Saliny. Discussion, questions, and concerns about the substance and timing for a revised covenant followed. In light of the discussion, Jamie suggested that the motion be withdrawn. All present agreed to the withdrawal of the motion and to take the Deacons' proposed revised covenant under advisement. Council expressed its THANKS to the Deacons for their excellent and diligent work.

VII. Governance Task Force (Policies and Procedures Update) – Sallie Smylie

Sallie reported that her team meets twice monthly and has been considering the organization of a new Policies and Procedures Handbook to include chapters on governance, finance, personnel, worship & sacraments, and building use, possibly among other chapters. The team consists of Sallie Smylie, Priscilla Sibley, Melinda Haag and Carl Nauert.

VIII. Liquor Policy – Gene Armstrong

Gene asked if we should revisit the Church’s current policy not to allow service of alcohol on Church premises. Gene recounted some of our history on this topic. There was discussion about groups that were interested in serving wine or beer on occasion, including the PrimeTime fellowship group, Music at First after certain small concerts, and the Nursery School at its Italian meal celebration. Council further discussed the questions in Gene’s discussion document “Council consideration of the proposal to revise the policy on service of alcohol at church events” which can be found in the October Council Packet.

Gene provided this motion, which was moved by Carl and seconded by Jamie Shamhart

Moved that, subject to the prior approval of Council, wine and/or beer, but not spirits, may be served at an event held on First United Church property, provided that appropriate rules pertaining thereto shall be adopted by Council prior to the approval of any such event; issues pertaining to insurance, license and server requirements are resolved to the satisfaction of Council; and, if approved, the change in policy will be reviewed after one year.

The motion passed eight to one.

IX. Illinois Secure Choice Law – Gene Armstrong

See October Council packet for Personnel memo to Council regarding the Illinois Secure Choice Law. Personnel reviewed three savings alternatives for our employees and recommended that the Council approve offering the PCUSA Board of Pensions Retirement Savings Plan to employees. We voted on the following motion to approve the Personnel Committee’s recommended choice:

This motion was moved by Carl and seconded by Janet Haisman:

Moved that Council approve offering the PCUSA Board of Pensions Retirement Savings Plan to employees beginning no later than November 1, 2019.

The motion passed unanimously.

X. B&G Update – Amanda Swanson

New chairs for Centennial Hall are here. Old risers are being promptly removed. Amanda referred the Council to her staff report in the October Council packet for additional updates.

XI. Staff Reports

See staff reports in the packet. Alicia added that we need one more FUJI advisor, so we are using Youth Committee members to fill in for now. John updated us on the Susan Buchanan situation.

XII. Moderator Update – Gene Armstrong

Gene shared the following updates:

- (1) A meeting with Committee Chairs regarding the Task Force on Committees report is October 20th at 12:30 in the Chapel;
- (2) a Dashboards Group has been formed;
- (3) 12 Meet & Greets with John Edgerton have been scheduled;
- (4) the Deacons will lead the new Picture Directory project; and
- (5) First United Church was awarded the 2019 Peaceseeker Award by the Presbyterian Peace Fellowship Activist Council, along with Lincoln Park Presbyterian Church. The PPF folks were particularly impressed by First United's commitment to anti-racism and our efforts to partner with people of color and youth in our community.

XIII. Committee Updates

Planned Giving Committee requested a change to our Gift Policy. Please see their report in the October Council packet.

MOTION: Sallie Smylie moved that the Gift Administration Policy be amended so that Part B, Pars. 1(b) and (c) read as follows:

1.b. Memorial gifts and honorary gifts will be acknowledged by a letter and by a receipt prepared by the Financial Manager and signed by the Financial Manager or by the Lead Pastor and mailed to the donor.

1.c. Current cash and non-cash gifts, other than those listed in a. and b. above, will be acknowledged by a letter and by a receipt prepared by the Financial Manager and signed by the Financial Manager or by the Lead Pastor and mailed to the donor. A letter which identifies (by name and by address, if available) each donor of such gifts should be prepared by the Financial Manager and set by the Lead Pastor to either (i) a representative of the family of the person memorialized or honored or (ii) some other appropriate person (e.g., a Trustee, Executor or Administrator). The cumulative total of such gifts should also be stated in such letter.

The motion was seconded by Megan Lewis and the motion passed unanimously.

XIV. Adjournment and Closing Prayer

Sallie Smylie moved to adjourn at 9:45 pm. The motion was seconded by Megan Lewis and approved unanimously. John Edgerton led the closing prayer as Council gathered at the front of the Chapel.

XV. Membership Report

MEMBERSHIP ACTIVITY SEPTEMBER 2019		
ITEM	DATE, NAME, FAMILY MEMBERS	TOTAL
Births		0
Baptisms		0
Confirmations (also new members)		0
New Members		0
Members removed by request		0
Members removed by Transfer		0
Members removed by Death		0

Respectfully submitted,

Carl Nauert, Clerk