



## Council Meeting Minutes

Date: December 17, 2019

Time: 7:00 pm

Place: Chapel

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

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

**Guests:** Bob Giles, Jackie Eckholm

**Moderator Gene Armstrong called the meeting to order at 7:09 pm with a quorum present.**

### I. Opening Devotion and Prayer – Sue Saliny

Sue shared an article from UCC Daily Devotional written by John Edgerton titled “I Must Stop Christmas from Coming”. Sue led us the prayer “Her Blessing for Joy”.

### II. Joys and Concerns

Joys included having two son’s home from college.

### III. Agenda Approval

Jamie Shamhart moved that we approve the draft agenda, seconded by Sue Saliny. The motion passed unanimously.

### IV. Omnibus Motion – Carl Nauert

Motion by Carl Nauert to accept the October meeting minutes, Special meeting minutes and the November membership report was seconded by Sallie Smylie and was approved unanimously.

- Council Meeting minutes – November 21, 2019
- Special Meeting Minutes (Evote FUNS Tuition) – November 22, 2019
- Membership Report (November 2019)

## **V. Financial Reports and Audit – Jackie Eckholm and Bob Giles**

The church's financial health is very good. Jackie noted that they continue to fine tune the standard monthly short form budget report for all budget types. The Water and Sewage invoice is higher than normal. We are working with the Village to understand this and then act accordingly.

A motion from the Finance Committee recommending the creation of a workgroup to investigate outside agencies that provide human resources services was tabled. The Finance Committee was asked to take the lead in developing requirements for such services (and the church's human resource needs) and to include the Personnel Committee, Staff and the Nursery School. Gene indicated that this work will be included in the Council's Task Force on Committees project.

The Finance Committee asked when the 2020 – 2021 budget process should begin. The Council stated that Finance should follow their current documented process (found in our Sourcebook) and begin the process with the same lead time we used in the calendar year budget. The only change is the budget start date is now July 1<sup>st</sup> (and the "old budget start date" was January 1<sup>st</sup>).

Sallie Smylie reminded us that Council's Ministry Outline work, which will guide the budget development process, should begin in early March.

## **VI. Stewardship Update – Melinda Haag**

See Finance Committee report in Council packet.

## **VII. Alcohol Policy – Gene Armstrong**

Dave Hanson summarized his liquor licensing research. Priscilla Sibley and Amanda Swanson summarized their insurance company discussions and will be speaking with local churches about the policy. There remain issues to be explored and resolved. More research will be undertaken by Dave, Priscilla, Amanda, Dan Pietrini and Gene.

## **VIII. Congregational Covenant – Gene Armstrong**

Work is in process and we deferred discussion until January.

## **IX. Staff Reports – See Council packet for more details.**

Alicia reported that people are beginning to step up to be FUJI adult supervisors. The reorganized adult supervision process is showing solid progress. Alicia also reported on the Picture Directory. We need more photo session hosts – Council members have stepped up to this request. Elder on Duty will also help people sign up for photo session appointments.

Amanda reported that the Sanctuary aisle roof leaks have been repaired.

## X. Moderator Update – Gene Armstrong

Gene shared the following updates:

- (1) **FUNS Director Search Committee:** After giving some background information on the First United Nursery School (FUNS) Director, Gene led us through the handout (see Council packet) and then we voted on the following Search Committee Motion:

At the request and recommendation of the First United Nursery School Board, Council hereby establishes a committee to conduct a search for a Director of the First United Nursery School to succeed current Director, who plans to retire after the end of the current school year and before the beginning of the next school year. This committee is directed to submit its report and recommendation(s) before April 15, 2020.

Motion made by Carl Nauert, seconded by Priscilla Sibley and passed unanimously.

### Background:

After consultation with representatives of the Nursery School Board, Ministers of our church and members of our church believed to be knowledgeable, experienced and informed as to the matter at hand, the Moderator proposes the following persons to serve on the Search Committee charged to recommend to Council a person to serve as the next Director of the First United Church Nursery School:

### ***From those recommended by the Nursery School Board***

Aly Schoenfeldt – Co-Chair of the Search Committee

- Current Co-Chair of the Nursery School Board;
- Parent of a current student

Fran Knechel - Co-Chair of the Search Committee

- Current Co-Chair of the Nursery School Board;
- Parent of a current student

Megan Elsner

- Past Chair of the Nursery School Board;
- Alum of the nursery school;
- Parent of a current student

Leslie Watts

- Current teacher at the nursery school;
- Lengthy history of involvement with nursery schoolteachers and staff

### ***From those recommended by the Ministers and members of our church***

John Borrero

- Current Director of the Collaboration for Early Childhood Development;
- Expert on child development and early childhood education

Rev. Lydia Mulkey

- Associate Minister, First United Church;
- Responsible for interface between the church and the Nursery School;

Kate Zinsser

- Faculty, U of IL – Chicago; Early Childhood Development and Education
- Parent of two children eligible to be students at the nursery school

Kelly Pollock

- Former Moderator, First United Church;
- Parent of former nursery school children

Almost all proposed Search Committee members have agreed to serve. John Borrero has not yet responded as of the December meeting (NOTE: He agreed a few days later).

The Moderator also proposes that the charge to the Search Committee be as follows:

1. Prepare a job description for the position of Director of the Nursery School and secure (by January 21, 2020) approval of that description first to the Personnel Committee and then to Council.
2. Prepare a description of First United Church and its Nursery School for use in any posting or advertisement that announces the availability of the job of the position of Director of the Nursery School and secure (by January 21, 2020) approval of that description first to the Personnel Committee and then to Council.
3. After January 21, 2020, initiate a reasonably wide search process to accomplish the goal and purpose of the Committee and provide summary progress reports to Council at its monthly meetings thereafter during the time the Committee continues its efforts.
4. By no later than April 15, 2020, submit a report to Council on the work of the Committee and the name of the person the Committee recommends being the next Director of the Nursery School.
5. Thereafter, remain available to assist Council and the church as may be requested to achieve a successful hire, an appropriate introduction and an orderly transition.

Being informed and advised in this matter, Council (i) concurs with the Moderator's selection of the persons to serve as members of the Search Committee, as named herein above, and (ii) approves the charge to the Committee as stated hereinabove.

Motion made by Carl Nauert, seconded by Priscilla Sibley and passed unanimously.

(2) **John and Susan Zaruba Restricted Gift** – The following motion was introduced:

Council, being informed that John and Susan Zaruba have offered to make a current gift to the church and have indicated that this gift would be for a dedicated purpose, to wit: to reduce the church's obligations under the margin loan due to Bernstein, does hereby approve the restriction they attach to this gift and agrees to accept with gratitude their gift subject to the restriction as to use that they ask Council to approve.

Furthermore, Council acknowledges that John and Susan Zaruba intend for this gift to be considered and treated as a contribution by them to the anticipated capital campaign the church will launch in the near future and agrees that their gift will be treated as a contribution to that capital campaign.

Motion by Carl Nauert, seconded by Jamie Shamhart and was unanimously passed.

- (3) **Next Moderator:** Gene asked for Elders to consider volunteering to be the next Moderator. Please see Gene with questions or if you want to volunteer.
- (4) **Annual Meeting:** Due to the change in fiscal year, we agreed to move the annual meeting to a date later in the year. We discussed having an adult education session or an informal meeting to share the budget for the second half of the fiscal year (January – June 2020) with church members for informational purposes. Gene will discuss with the Finance Committee Co-Chairs.

Carl Nauert moved that we defer the annual meeting from its standard January date to a date yet to be determined. Motion seconded by Janet Haisman and passed unanimously.

- (5) **Dashboard Inputs:** If you have not already, please give your dashboard report suggestions to Gene.

### **XIII. Committee Updates – See Council packet**

Liaisons were asked to remind committees that their input on the Task Force on Committees report is due by December 31<sup>st</sup>. Gene will send an email to committee chairs that have not yet responded. A meeting of committee chairs with the Task Force on Committees is scheduled for January 12.

### **XIV. Adjournment and Closing Prayer**

Jamie Shamhart moved to adjourn at 9:15 pm. The motion was seconded by Sallie Smylie and approved unanimously. John Edgerton led the closing prayer as Council gathered at the front of the Chapel.

**XV. Membership Report**

<b>MEMBERSHIP ACTIVITY NOVEMBER 2019</b>		
<b>ITEM</b>	<b>DATE, NAME, FAMILY MEMBERS</b>	<b>TOTAL</b>
<b>Births</b>		0
<b>Baptisms</b>	11/17/19 William George and Sydney Marie Cottingham, children of Erin and Steve Cottingham	2
<b>Confirmations (also new members)</b>		0
<b>New Members</b>		0
<b>Members removed by request</b>	11/15/19 – Joyce Carey	1
<b>Members removed by Transfer</b>		0
<b>Members removed by Death</b>	02/02/19 – Ruth Nielsen	1

Respectfully submitted,

Carl Nauert, Clerk