



Council Meeting Minutes

Date: April 21, 2020

Time: 7:00 pm

Place: Zoom Meeting

Members: Gene Armstrong, 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: Joan White, Jen Staszak, Jackie Eckholm and Bob Giles

Gene Armstrong, Moderator, called the meeting to order at 7:02 pm with a quorum present.

I. Opening Devotion and Prayer – Melinda Haag

Melinda's devotional began with a poem of her own creation, "Nothing Will Ever be the Same." She then led us in prayer.

II. Joys, Concerns and Remembrances

We prayed for all at this time of the coronavirus. Joyous blessings on Carol Ingram who will be moving to Greenville, SC. Joy for nieces.

III. Agenda Approval

Carl Nauert moved that we approve the draft agenda, seconded by Priscilla Sibley. The motion passed unanimously.

IV. Omnibus Motion – Carl Nauert

Carl Nauert moved that we approve the following:

Council Meeting minutes – March 17, 2020
Special Council eVote minutes – March 20, 2020
March/April Membership Report

The motion was seconded by Sue Saliny and passed unanimously.

V. Financial Reports – Dave Hanson, Jackie Eckholm and Bob Giles

Jackie Eckholm introduced the following motion and shared that Alliance Bernstein has been recommending that the Church lower its draw to 3.5% - 4.5%.

Dave Hanson made the following motion: The Finance Committee recommends that Council approve an Annual Draw of 4% over a twenty-quarter rolling average to be calculated on the General and Special Mission Endowment portion of our Bernstein Investment portfolio starting with FY2021. The draw amount will be calculated on December 31st of the previous fiscal year.

The motion was seconded by Carl Nauert and passed unanimously.

Bob Giles reported that we have a Paycheck Protection Program (PPP) application submitted through Byline Bank. We asked for approximately \$208,000 to cover appropriate First United Church and First United Nursery School expenses.

Joan White and Jen Staszak discussed the FUNS cash position. Please see the Council packet for more information. Their report assumes no Sprout Summer Camp.

Gene Armstrong introduced a motion to create the Financial Preparations Task Force. Please see Gene's memo of April 20, 2020 in the Council packet for additional details and the committee's charge. The chairs of the task force will be Jackie Eckholm and Bob Giles and the members of the task force will be Alia Smith, Jen Staszak and Maureen Wheeler.

Dave Hanson made the following motion: That Council hereby creates the Financial Preparations Task Force. The charge to the Task Force is as set forth in the foregoing Memo of April 20, 2020.

FURTHER, Council concurs in the Moderator's appointment of the above-named persons to serve on the Financial Preparations Task Force.

The motion was seconded by Carl Nauert and passed unanimously.

Gene presented background information on an analysis of various human resources services from Paychex Corporation. Gene's memo to Council is in the Council packet. Members of Council inquired as to whether we can afford these services now. These members agreed to reserve their questions until more information is presented via a proposal. John Edgerton stated there will be more analysis when we have proposals.

Sue Saliny made the following motion: That church staff, with such assistance as may be provided by the Personnel Committee, the Finance Committee and the Council Executive Committee, obtain detailed proposals from Paychex to provide (1) payroll services and (2) human resources services that may be needed by the church. The proposals will be presented to the Council for its review and to determine next steps.

The motion was seconded by Jamie Shamhart and passed unanimously.

The Finance Committee has deliberated on appropriate staffing to meet the financial needs of the Church, including its Nursery School, and has prepared a draft position description for a Financial Administrator to be employed for 25 hours per week. The Council Leadership recommended that the Finance Committee be directed to finalize the position description and initiate a search for a Financial Assistant, with the goal to hire a Financial Administrator by June 1. Hiring of the Financial Administrator and the terms of employment are subject to Council approval in consultation with the Finance Committee and Lead Pastor. The position description will be forwarded to the Council.

Sallie Smylie made the following motion: That the Finance Committee is directed to finalize a position description for a Financial Assistant and initiate a search with the goal to hire a Financial Assistant by June 1. Hiring of the Financial Assistant and the terms of employment are subject to Council approval in consultation with the Finance Committee and Lead Pastor.

The motion was seconded by David Hanson and passed unanimously.

Carl Nauert shared a memo from the Chicago Presbytery offering a refund of our 2020 Per Capita payment. Please see the Per Capita Rebate document in the Council packet for details of the offer.

Carl Nauert made the following motion: To accept the Chicago Presbytery's rebate offer of one month of per capita, subject to revisiting the offer prior to payment in October, and directs the Clerk to communicate this decision to Ken Hockenberry, Chicago Presbytery Stated Clerk/Interim Treasurer before June 1, 2020.

The motion was seconded by Sallie Smylie and passed unanimously.

VI. Stewardship Campaign Update – John Edgerton

John Edgerton gave an update on pledging units. Melinda Haag reported that pledge (or donate) by text is now available. She overviewed the instructions for pledge by text and our next steps. The congregation will be informed of this new means of giving during the next worship service.

VII. Motion on Term end Dates – Sallie Smylie

Sallie reported that Council Leadership recommends that the terms of service for members of the Council, Board of Deacons, and committees be based on a start date of July 1 and an end date of June 30, to coincide with the Church's fiscal year and to have uniform dates across these groups. This motion does not include service on task forces or other working groups where terms of service necessarily vary depending on the work with which the group is charged.

Sallie moved: That, effective immediately, the term of service of a member of Council, the Board of Deacons, and committees be based on a start date of July 1 and an end date of June 30.

The motion was seconded by Sue Saliny and passed unanimously.

Sallie stated that with this change, a question arises when the term of a departing member of Council who is an officer (Moderator, Vice-Moderator, and Clerk) ends. If it were to end on June 30, then that officer position would be vacant until the newly constituted Council meets and votes on the successor. Council Leadership therefore recommends that the terms of officers who are departing the Council extend until their successors are approved at the first meeting of the new Council.

Sallie moved: That, effective immediately, the term of a departing Council member who is serving as an officer (Moderator, Vice-Moderator, or Clerk) continues until the election of a successor officer.

The motion was seconded by Carl Nauert and passed unanimously.

VIII. Ministry Outline – Sallie Smylie

Sallie reviewed the Ministry Outline and associated documents that can be found in the Council packet. The Outline reflects feedback and suggestions received from Council members and is submitted for final discussion and approval. Sallie also explained the draft organizational schematic and asked for the Council to be prepared to discuss it in the May Council meeting. The schematic, which was altered slightly from the version created by the Task Force on Committees, has been reviewed with Megan Lewis and Jamie Shamhart. Sallie reported that Megan and Jamie agreed with the changes.

The Ministry Outline will need to be approved in the annual meeting which is currently scheduled for June 28th.

Sallie made the following motion: I move for Council to approve the Ministry Outline dated April 20, 2020 and to submit it to the congregation for its approval at the June 28th congregational meeting.

The motion was seconded by David Hanson and passed unanimously.

IX. Staff Reports

John Edgerton – Please see his report in the Council packet.

Lydia Mulkey – Lydia gave her report orally, stating that it has been both time consuming and rewarding to edit and produce our weekly worship service. This task represents most of her time since we switched to an online worship service. Lydia is using the laptop of Alicia’s husband for the video production (“rendering”) process, as the church provided laptop is far from sufficient for video production. Carl Nauert volunteered to help get Lydia a church provided video production laptop. He will work with Amanda Swanson and Pete to address this and get approvals.

Alicia Reese – Alicia gave her report orally, noting the variety of care going on. The Prayer Shawl Ministry is Zoom meeting weekly. FUJI and FUSH are also meeting weekly by Zoom. Quest continues and will end at the normal time, but a service to receive new confirmands will be delayed until we are back in the Sanctuary (Membership vote can still be a Zoom Council meeting). Work camp will be decided soon. Youth Sunday is this coming Sunday.

Amanda Swanson – Amanda thanked the Council for considering the Paychex project. Amanda also thanked the group that worked on the HR outsourcing project. Amanda is grateful for Dennis Cobb's work in support of the congregational Zoom meeting and church wide emails. Dennis works three jobs: First United, Chicago Presbytery and his own church. Amanda recommended that we walk the grounds when we can. We have planted 450 bulbs recently. There will be a video of this Sunday.

X. Moderator Report – Gene Armstrong

Please see the Council packet for more details.

Capital Campaign – Gene referenced the Capital Campaign Planning Task Force interim report. Please see the Council packet. Sallie noted that they are requesting a \$10,000 budget for a campaign consultant in the 2021 budget year.

Planned Giving Committee Workplan – Gene gave a brief overview. A concern was raised about if this effort would be competing with the Capital Campaign. Gene thought not, as the Planned Giving Committee is focused on wills and estate planning

Personnel Policies Reconciliation Task Force – Gene reported that the task force has met at least twice. The task force chair is Tom Wolford and the other two members are Ken Wylie and Christina Ricordati (member of FUNS Board).

XI. Committee Updates

See council packet.

XII. Adjournment and Closing Prayer

We will miss you Carol Ingram!! Sallie Smylie moved to adjourn at 9:01 pm. The motion was seconded by Carl Nauert and approved unanimously. John Edgerton led us in closing prayer.

MEMBERSHIP ACTIVITY MARCH and APRIL 2020		
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