



Council Meeting Minutes

Date: May 19, 2020

Time: 7:00 pm

Place: Zoom Meeting

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

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

Guests: Joan White, Amy Cardin, Jackie Eckholm, Maureen Wheeler and Bob Giles

Gene Armstrong, Moderator, called the meeting to order at 7:08 pm with a quorum present.

I. Opening Devotion and Prayer – David Hanson

Dave recounted a bit of the history and logistical hurdles to the formation of First United as a union church in 1975. With God's gifts of creativity and perseverance, the merger between the First Presbyterian Church of Oak Park and the First Congregational Church of Oak Park was approved and successfully accomplished. The church's history of overcoming hurdles to becoming a talismanic church in this community is an instructive reminder given the challenges we face today. Dave then led us in prayer.

II. Joys, Concerns and Remembrances

We prayed for all at this time of the coronavirus. We shared the joy of a new baby in our church, a son graduating from college and a wedding anniversary, and an Elder remembering joining First United the night after the merger. We remembered a stepfather who had died three weeks ago.

III. Agenda Approval

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

Carl Nauert reminded us that the Confirmand breakfast will be on June 7th at 9:30 am and the Annual Meeting will be on June 28th after the worship service.

IV. Omnibus Motion – Carl Nauert

Carl Nauert moved that we approve the following:

- Council Meeting minutes April 21, 2020
- Congregational Meeting eVote minutes – April 26, 2020
- Special Council eVote minutes – May 5, 2020
- Video Production Laptop eVote – May 6, 2020
- May Membership Report
- Approval of Ally Vertigan as one of our CMA Representatives

The motion was seconded by Sallie Smylie and passed unanimously.

V. Public Health Task Force – John Edgerton

John noted that guidance is becoming available from the State of Illinois, including Governor Pritzker’s Restore Illinois Plan (see Council Packet), and that it makes sense at this time to create a task force of professional health care workers in our congregation along with representatives from Beyond Hunger, First United Nursery School, and possibly Housing Forward. The Council charged John and the Leadership Team to assemble a task force to study public health guidance and public health best practices for safety and cleanliness. The task force should develop recommendations for phased use of the building and report back to Council.

VI. FUNS Summer Camp – Joan White, Gene Armstrong

Joan White reviewed her memo to Council regarding the FUNS Summer Program (please see Council packet for more details). After answering a few questions, the following motion was made:

Motion by Janet Haisman: Council approves the Nursery School request to cancel the summer program June 8 through July 10 and offer parents the option of moving their registration to camp weeks offered July 13 to August 14. These weeks would also be canceled if Oak Park is not in Phase 3 which allows groups of 10.

The motion was seconded by Jamie Shamhart and passed unanimously.

VII. Outsourcing Payroll and Human Resource (HR) Functions – Gene Armstrong, Sallie Smylie

Please refer to the Memo re HR and Payroll Processing Services in the Council packet for detailed information about the Paychex services and the pro bono HR services from Elrod Friedman LLP. Sallie explained the pro bono role that the Elrod Friedman firm will provide to us for human resource issues and questions. Mark Burkland (First United member) is a member of this firm and has introduced us to Andrew Fiske, who specializes in employment and labor law. Andrew will provide consultation services, periodic newsletters and pro-active information on employment law changes and workplace rule changes. Sallie shared that she, Maureen Wheeler, John Edgerton, Amanda Swanson, Mark, and Andrew had recently met to

discuss our HR requirements. John and Maureen advised that they were favorably impressed with Andrew and are optimistic that the arrangement will be satisfactory to address the church's HR needs. As this arrangement falls within the preexisting pro bono retention agreement with Elrod Friedman, Council action is not required.

Gene Armstrong next reviewed the recommended Paychex payroll services solution. More information can be found in the afore-mentioned memo.

Carl Nauert moved that Council hereby:

1. authorizes Council Leadership to finalize as soon as possible an appropriate agreement between the church and Paychex for payroll processing services and,
2. directs the appropriate church officials to execute that final agreement on behalf of the church.

The motion was seconded by Jamie Shamhart and passed unanimously.

VIII. Financial Reports – Jackie Eckholm, Bob Giles & Maureen Wheeler

The Finance Committee is in the process of creating the 2021 budget. Their objective is to give the draft budget to John Edgerton and the Leadership Team by June 1st.

Maureen highlighted our planned procedures for tracking our PPP loan. We will create a unique account at Byline Bank and maintain separate payroll journals and Excel spreadsheets unique to the loan.

The Financial Preparations Task Force will continue and will monitor changes announced by the Small Business Administration.

John Edgerton reported that of this meeting, we have received 40 applications for the Financial Administrator position. The first meeting of the team that will cull through the resumes and perform interviews will occur on May 18. Members of the team include John Edgerton, Amanda Swanson, Maureen Wheeler, Bob Giles, Chris Damon, and a representative from FUNS.

IX. Alcohol Policy – Gene Armstrong

Gene reviewed his memo re: Service of alcohol at events held at our church. Please see Council packet for more details. Gene answered a few questions and recommended that he bring a policy for review and potential approval to the June Council meeting.

X. Ministry Outline – Sallie Smylie

Sallie reviewed the memo to Council re: Ministry Outline 4.20.2020 and the Responses of Council Leadership to the Task Force on Committees' recommendations. As explained therein, with Council's approval of the Ministry Outline, Council's next step is to consider the best way to organize its working

groups to address the Ministry Outline (assuming congregational approval on June 28). This, in turn, brings to the forefront the Task Force on Committees' recommendations. Please see the Council packet for more information. Sue Saliny noted that the Nominating Committee is instituting a mechanism to keep track of the terms of team members and chairs.

Sallie made the following motion: Council Leadership moves that Council (1) adopt the terminology "team" for committee and group teams into Ministries; (2) require teams to review their descriptions over the Summer 2020 and submit any proposed revisions for Council review and approval; (3) meet with team chairs at least semi-annually to review work plans and progress on addressing priorities and goals of the Ministry Outline; (4) confirm that the term of service for a team member is 2 years, with the option to renew for additional 1-year terms for a maximum of 5-year continuous service; and (5) confirm that the chair term limit is 2 years, but chairs may remain on the team up to the 5-year maximum.

The motion was seconded by Jamie Shamhart and passed unanimously.

Sallie next reviewed the proposed Organizational Graphic 5.14.2020, explaining the rationale for each of the five Ministries depicted in the graphic. Sallie explained that the configurations of the Ministries are not set in stone but are subject to being refined or adjusted as the Ministry Outline is rolled out.

Sallie moved that Council approve the organization graphic dated 5.14.2020. The motion was seconded by Carl Nauert and was passed unanimously.

The Ministry Outline roll out was discussed and we agreed that this should not be a "corporate announcement" but should be announced in an energetic, fun way.

XI. Policy Authorizing Electronic Meetings – Sallie Smylie

Sallie reviewed her memo regarding electronic meetings, which can be found in the Council packet.

Carl Nauert made the following motion: That Council is authorized in exigent circumstances, as determined by Council Leadership, to conduct its meetings by use of methods of electronic communications that afford the opportunity for simultaneous communication among participants. The methods that are permissible include, but are not limited to: (a) Full-featured Internet, or combination Internet/telephone, meeting services that integrate audio (and optionally video), text, and voting capabilities, such as Zoom, AdobeConnect, GoToMeeting, and Cisco WebEx; and (b) teleconference calls. For each such meeting, Council Leadership is responsible to ensure any needed quorum and to provide clear instructions on the methods to participate and vote. Council further affirms the necessity for Council meetings to have been conducted by electronic communications from mid-March 2020 to and including the present.

Dave Hanson seconded the motion and it passed unanimously.

XII. Motion from Personnel Committee – John Edgerton

John reviewed the memo from the Personnel Committee, which can be found in the Council packet. John explained that the recommended days off do not create a financial liability for the church. John will discuss with consultant Maureen Wheeler an appropriate way to recognize her service.

Carl Nauert made the following motion: In recognition for excellent work under challenging circumstances, five additional personal days are granted to the following employees:

Bill Chin, Dennis Cobb, John Edgerton, Julian Klytta, Keith Leisse, Lydia Mulkey, Alicia Reese,

Jesus Santiago, and Amanda Swanson.

Unused personal days expire on Dec 31, 2020.

The motion was seconded by Sallie Smylie and passed unanimously.

XIII. Staff Reports

Please see the Council packet for all staff reports.

XIV. Moderator Report – Gene Armstrong

Please see the Council packet for more details on the Memorial Garden grant and the Reconciliation of Personnel Policies.

Joan White Tree – Gene referenced his memo on the Joan White Memorial Tree

Dave Hanson made the following motion: That Council approves the request from the Nursery School Board and the Building & Grounds Committee for approval to plant a tree to honor Joan White for her 42 years of service as the Director of the First United Nursery School and to provide a plaque to inform others about Joan's service. The Nursery School Board and the Building & Grounds Committee are directed to consult with knowledgeable arborists as to the species of tree and location of the tree that would be appropriate in these circumstances.

The motion was seconded by Megan Lewis and passed unanimously.

Despotes Donation – Gene reviewed his memo regarding the Despotes donation. See the Council packet for more background

Priscilla Sibley made the following motion: That Council agrees to accept from Ted and Joanne Despotes gifts totaling \$7,000 which the donors ask be used for payment of amounts owing on the church loan from Bernstein and directs that these gifts be acknowledged in the manner prescribed by the Gift Policy. Further, Council directs that these gifts are to be counted as donations to the anticipated capital campaign.

The motion was seconded by Dave Hanson and passed unanimously.

XV. Committee Updates

See Council packet.

XVI. Adjournment and Closing Prayer

Jamie Shamhart moved to adjourn at 10:01 pm. The motion was seconded by Sue Saliny and approved unanimously. John Edgerton led us in closing prayer.

MEMBERSHIP ACTIVITY MAY 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