

Friends Congregational Church, United Church of Christ – Church Council Minutes

June 15, 2020 @ 6:30 p.m.

Meeting via Zoom due to COVID 19

Attendees:

<input checked="" type="checkbox"/>	Angela Calise	<input checked="" type="checkbox"/>	Cathy Hansen	<input checked="" type="checkbox"/>	Anne Wehrly	<input checked="" type="checkbox"/>	Jackie Womack
<input type="checkbox"/>	Dan De Leon	<input checked="" type="checkbox"/>	Sally Manthei	<input checked="" type="checkbox"/>	Kelly Wellman	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Jill Fouch	<input checked="" type="checkbox"/>	Theresa Walker	<input checked="" type="checkbox"/>	Trent Williams	<input type="checkbox"/>	

1. Zoom meeting was called to order by Kelly at 6: 34. Opening Story/Invocation was shared by Cathy Hansen who shared a reflection written many years ago by Ludy Manthei, a charter member of Friends.
2. **Jacque moved and Sally seconded that minutes from May 18<sup>th</sup> meeting be accepted as submitted. Motion carried**
3. Theresa presented the Treasurer’s Report (see page 3). Theresa pointed out that Friends will have approximately \$20,000 in lapsed funds at the end of the year. “Extra” funds are from (1) the budgeted funds for added time for the administrative assistant, (2) the addition of audio visual tech who has not been hired, and (3) Child care worker for second service who has not been hired.
4. **Old Business**

Kelly presented recommendations from the **Church Communications Ad Hoc Team** (see attached). Kelly reported that a usability study was done in which various members of the congregation “tried out” the new webpage format. Feedback was positive. However, it was later determined that there were limitations on use of the new site by individuals who are visually impaired. Given our Accessible to All commitment, it was decided to search for another provider. The new provider chosen was WIX. Trent showed us a preview. Communication Team is meeting weekly to get the new webpage up and running. **Angela moved and Cathy seconds the recommendation of the Church Communications committee be adopted. Motion carried.**

Kelly raised the question of offering compensation for individuals working both on the new website as well as donating time for the on-line services we are currently providing. It was determined that further information was needed on how much time was being “donated.” Kelly will work with Finance committee to determine a specific compensation proposal to be presented to Council next month.
5. **New Business**
  - a. COVID-19 Update Roundtable – Anne reported that automatic hand sanitizers (no touch) have been bought by property committee to assist with the Peace/Friends Friday food distribution. They will be available for use by the church when we return to our sanctuary.
  - b. Congregational Meeting Discussion – Church Council felt that the congregational meeting went well. Thanks to Kelly! Cathy presented some grammatical changes to the Constitution and Bylaws. The Council agreed that these grammatical changes should be incorporated. Cathy will send the finalized version for display on the Friends website.
  - c. Consideration of Council Appointments:

- i. Financial Secretary – David Carlson; Senior Pastoral Relations – Linda Fitzwater; Assoc. Pastoral Relations – Nancy Bertsch; Fellowship – Ryan and Jackie Womack  
**Anne moved and Sally seconded that we approve the recommendation of the nominating committee. Motion carried.**
  - d. Sally presented information regarding an Eagle Scout Project by Andrew Mays (see attached proposal). Andrew wants to create a space near labyrinth. Andrew would be willing to do the project that has been suggested by Dan and Trent which involves upkeep of the labyrinth as well as building a speaker platform. Angela likes the alternate proposal with some input from Andrew on how to make the space accessible to all. **Anne moved the Andrew do the 2<sup>nd</sup> option. Theresa seconded. Motion carried.** Sally will communicate the idea that addresses mobility.
  - e. Sally presented a recommendation that we NOT have the Annual BBQ.
  - f. Kelly encouraged all out-going positions to communicate with in-coming people to assist with the transition. Cathy reported that she is updating the Leadership Manual to assist in the training with the new leadership team.
  - g. Kelly reported on the recommendation from the Finance Committee regarding the installation of automatic doors. The finance committee recommends that \$9,500 from restricted funds be utilized to install automatic doors at the office entrance. **Anne moved and Cathy seconded the motion that the recommendation from the Finance committee be adopted. Motion carried.**
6. **Pastor's Report was presented in report form (see attached)**  
**Anne moved and Angela seconded the motion that \$150 be approved from Pastor's nonbudgeted discretionary fund to be sent to BIIN to assist with crisis hotline. Motion carried.**

**7. Trent presented the Associate Pastor's Report (see attached)**

The on-line Inquiry class had 10 people. They may join the next time that new members are taken in. Trent asked to purchase Final Cut Pro, an video editing software that will make editing worship services easier. **Cathy moved and Jackie seconded the motion that we contribute \$500 toward the purchase of needed equipment. Motion carried.**

8. **Report from Congregational Representatives** – Jackie Womack and Jill Fouch Everything is great! Jackie is going to stir up trouble.

9. Sally gave **Deputy Moderator for Trustees report** (see attached)

Bart has been paid for work outside church. Two new child care workers will need to be hired when we resume worship in our building.

10. Angela, Deputy Moderator for Programs , reported that Program committees had little to report.

11. Pending Future Items:

a. Endowment Giving Ad Hoc Group Update—Enabling resolution was approved. We need to approve other part at the next meeting.

b. Next council meeting is set for **July 20, 2020 at 6:30. Jackie moved Sally seconded the motion that the meeting be adjourned. Motion carried. Meeting was adjourned at 8:45.**

Respectfully submitted,  
Anne Wehrly,  
Council Secretary

**May 2020 Treasurer's Notes**  
**Church Council Meeting**  
**June 15, 2020**

Submitted by Theresa Walker, Treasurer

**Operating Budget Notes: (From 2020 Operating Budget)**

Donation & Miscellaneous Income	\$ 28,596.08	YTD Income:	\$210,011.64	46.42% of projected
Expenses	\$ 35,650.98	YTD Expenses:	\$164,336.32	30.30% of projected
Monthly Net Income	<u>(\$ 7,054.90)</u>	YTD Net Income:	<u>\$ 45,675.32</u>	

**Balance Sheet accounts at EOM:**

1100 NOW Bank Account	\$ 50,269.69	Brenham National Bank Account #9
1200 Main Bank Account		
1260 Checking Account	\$ 106,182.47	Brenham National Bank Account #1
Church Discretionary \$11,600.00		
1240 Restricted Funds Accounts	\$ 112,391.16	Brenham National Bank Account #1
1253 Designated Surplus Funds (2019)	\$ 15,948.01	Brenham National Bank Account #1
1255a Friends Church Care Fund (FCCF)	\$ 6,500.00	Brenham National Bank Account #1
1255b Redirected Stimulus Fund (CARES act)	\$ 9,640.00	Brenham National Bank Account #1
1257 Crisis Fund	\$ 26,229.76	Brenham National Bank Account #1
1360 Pastors Checking Bank Account	\$ 611.22	Brenham National Bank Account #2
1340 Payroll Protection Program Account	\$ 13,222.86	Brenham National Bank Account #5
1400 UCC Cornerstone Fund (Jubilee Fund)	\$ 12,654.63	UCC fund (\$12,050 original investment)

**Mortgage Notes: (From 2020 Operating Budget)**

Mortgage Payment	\$ 2,989.20	Principal Balance at EOM: <u>\$159,070.16 (From BNB)</u>
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**Restricted Funds Notes: (From Restricted Funds P&L)**

Restricted Fund Income	\$ 15,121.50	YTD Income:	\$ 44,455.51
Restricted Fund Disbursements	\$ 11,210.19	YTD Expenses:	\$ 39,672.25
Restricted Fund Balance	\$ 3,911.31	YTD Net Income:	\$ 4,783.26

**Summary Notes:**

- Operating Budget – Net income was (\$7,054.90) for the month with a year to date net income of \$45,675.32. The negative net income was primarily due to a \$9,000 budgeted payment for church repairs.
- Mortgage payment for May was \$2,989.20. Donations of \$1,304.98 were applied directly toward the principle. Principle Balance at 5/31/20 was \$159,070.16
- Church Discretionary (donations to be used at the Church's discretion) balance is \$11,600 and is currently in Operating Funds.
- The Payroll Protection Program Loan balance is \$13,222.86. \$19,267.14 was drawn down from the loan to cover payroll and benefits cost.