

Friends Congregational Church, United Church of Christ – Church Council Minutes
April 20, 2020 @ 6:30 p.m.
Draft

Attendees:

X	Dan De Leon	X	Angela Calise	X	Anne Wehrly	X	Jackie Womack
X	Jill Fouch	X	Sally Manthei	X	Kelly Wellman		
X	Cathy Hansen	X	Theresa Walker	X	Trent Williams		

1. The Zoom Meeting was called to order by Kelly Wellman at 6:30. The Zoom format was followed due to COVID-19 protocol. Kelly read a poem by Wendel Berry honoring the 50th Anniversary of Earth Day which is this week.
2. **Jackie moved and Angela seconded the motion that the minutes of the March 16 meeting be approved with a correction for the spelling of “Gravelle.”**
3. Theresa Walker presented the treasurer’s report. (see page 3). She reported that Friends had been approved for a loan in the amount of \$32,500. This is a faith-based loan. The guaranteed load provides funding for up to 2.5 months of salary. This loan will not have to be re-paid as long as the employees (Dan and Trent) are retained on payroll. A special account for these funds will be opened at Brenham National Bank .
4. **Old Business**
 - a. Trent reported no updates from the Endowment Giving Ad Hoc Group.
 - b. Kelly reported that the Church Communications Ad Hoc Team being co-led by Cecelia Hawkins had been finalized. Members are: Cecelia, Trent, Kelly, Kathleen Ninke, Lauren Vassalli, and Kristin Harper. A survey was conducted and it was determined that the first priority for their work will be the Friend’s Website.
 - c. Kelly reviewed with council the proposed changes in the Friends Constitution and Bylaws. Some areas discussed included (i) To get the number of members on council (currently 8) to an odd number to prevent a tie, it was determined that the best course of action would be to add a person who focuses on Diversity/Equity/Inclusion. Angela pointed out the importance of articulating the role of this position. Kelly and Cathy will work on the wording. (ii) The financial committee will be developed further. (iii) Remove the Assistant Treasurer as an elected position. (iv) the Nominating committee will be named by the March council meeting. (v) Change Evangelism & Outreach Committee name to Spiritual Life. Final version of suggested revisions will hopefully be approved by Church council at May meeting in preparation for voted at June Congregational meeting.
5. **New Business**
 - a. Dan reviewed his *Proposal on CARES Act, Anonymous Donation, & Communications to the Congregation*. (see attached). Cathy asked for clarification on the various funds that we have. Dan explained that they are:
 - i. Discretionary Fund—for people in urgent need (Members or non members)
 - ii. Crisis Fund- For Friends Members in critical financial situations
 - iii. Friends Church Cares Fund (FCCF)-Specific to current needs due to COVID-19 (for Friends members through 2020 to then to local charities if funds remain).

There was discussion about who would be the team to determine eligibility for FCCF. It was determined that Loretta Mendez (Financial Sect.), Cathy Hansen (Vice Moderator) and Dan or Trent (Pastor) would form the FCCF Award Committee. **Angela moved and Anne seconded the motion that we approve the *Proposal on CARES Act, Anonymous Donation, & Communications to the Congregation*. Motion carried.**

- b. COVID-19 Update Roundtable – Church Council
 - c. Jackie reported that Nominating Committee has been gathering information. They have determined who has been in a leadership position in the last ten years with the goal being that new people may be invited to consider taking on a position. They identified people who attended the Pathways training as they would be informed on new directions the church has embraced. They will be working on identifying individual(s) for Fellowship Committee Chair since Kevin Graham can only serve the first year of his 2-year term.
 - d. Anne Wehrly asked that the Council be judicious with the use of on-line voting. This format does not allow for active discussion with give and take such as in available in a face to face meeting. Several council members (Jill, Jackie, & Kelly) said they agreed that on-line voting had some drawbacks. Now that we have “perfected” our use of Zoom meetings, this format was seen as a better one for future use.
 - e. Kelly asked that Annual Reports be turned in to her by May 29. She will send out last years Annual Report to use as a guide.
6. Pastor’s Report was provided by Dan. (See attached).
7. Associate Pastor’s Report was provided by Trent (See attached). Theresa asked Trent to clarify about the expenses she is receiving from Zoom. Currently Theresa has put Zoom expenses under Office Supplies. Kelly suggested that we should have a line item for Technology.
8. Report from Congregational Representatives was presented by Jackie and Jill . All is going well in this time of distancing.
9. Report from Deputy Moderator for Trustees was presented by Sally (See attached). Sally was asked about the building repairs that were to start after Easter. She will report back to council next month. All of church carpet has been shampooed and floors treated with germicide.
10. Angela shared Report from Programs –see attached. Fellowship committee chair would like to meet with us to discuss space concerns as they relate to fellowship activities. Nurture committee is working on Emergency Preparedness protocol. Youth group has met virtually.
11. Pending Future Items:
- a. Online storage drive for sharing church documents
12. Calendar reminders
- a. April 24 – Monthly newsletter article submissions due
 - b. May 18 – Church Council meeting @ 6:30 p.m.

Cathy moved and Jill seconded that we adjourn. Meeting was adjourned at 9:03

Via email on April 14th Jackie moved and Sally seconded that we accept the Small Business Administration. Paycheck Protection Program loan for \$32,500. Motion carried.

Respectfully submitted,
Anne Wehrly, Secretary

March 2020 Treasurer's Notes
Church Council Meeting
April 20, 2020

Submitted by Theresa Walker, Treasurer

Operating Budget Notes: (From 2020 Operating Budget)

Donation & Miscellaneous Income	\$ 55,759.51	YTD Income:	\$117,360.84	27.64% of projected
Expenses	\$ 32,515.75	YTD Expenses:	\$ 97,900.20	23.06% of projected
Monthly Net Income	\$ 23,243.76	YTD Net Income:	\$ 19,460.64	

Balance Sheet accounts at EOM:

1100 NOW Bank Account	\$ 50,266.34	Brenham National Bank Account #9
1200 Main Bank Account		
1260 Checking Account	\$ 61,036.72	Brenham National Bank Account #1
1240 Restricted Funds Accounts	\$ 90,261.01	Brenham National Bank Account #1
1244 Mortgage Principal (former Capital Acct)	\$ 1,190.00	Brenham National Bank Account #1
1253 Designated Surplus Funds (2019)	\$ 15,948.01	Brenham National Bank Account #1
1360 Pastors Checking Bank Account	\$ 379.07	Brenham National Bank Account #2
1400 UCC Cornerstone Fund (Jubilee Fund)	\$ 12,654.63	UCC fund (\$12,050 original investment)

Mortgage Notes: (From 2020 Operating Budget)

Mortgage Payment	\$ 2,174.22	Principal Balance at EOM: <u>\$162,970.23 (From BNB)</u>
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Restricted Funds Notes: (From Restricted Funds P&L)

Restricted Fund Income	\$ 2,942.88	YTD Income:	\$ 8,941.51
Restricted Fund Disbursements	\$ 7,009.60	YTD Expenses:	\$26,429.56
Restricted Fund Balance	(\$ 4,066.72)	YTD Net Income:	(\$17,488.05)

Summary Notes:

- Operating Budget – Net income was \$23,243.76 for the month. This was due to an annual pledge amount paid in full.
- The Youth Mission Trip and the National Youth Event were cancelled for the year. Funds previously allocated and transferred from the 2019 Surplus for the chaperone expense were transferred back into the Surplus Funds.
- Mortgage payment for March was \$2,174.22. Donations of \$490.00 were applied directly toward the principle. Principle Balance at 3/31/20 was \$162,970.23
- Restricted Funds – The deficit fund balance for Restricted Funds was due to large disbursements for the Solar Panel Payment, Crisis fund, and the Youth Mission Trip.
- Building Repair Fund balance is \$2,840.75. Donations for March were \$244.00.