

## **Fountain Street Church Governing Board Meeting Minutes**

### **June 19, 2023**

**Board Members Present:** Cele Badgerow, Steve DePolo, Matthew Huizing, Shellie Jeffries, Geoff Kempter, Kristen Loch, Katie Mitchell, Amy Preston, James Taylor, Tim Creamer, John Willette, George Zuiderveen

**Board Members Absent:** Kristin Mayer, Jon Spalding

**Staff Present:** Rev. Christopher Roe

**Guests:** Carole, Sherron Collins, Kathy Higgins, Win Irwin, Heather Palmer

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**1. Call to Order:** Meeting called to order at 7:00 pm. On time!! :)

**2. Call to Community:** John W. shared

### **3. Congregant Comments:**

Win spoke on behalf of the Stewardship Committee, reminding us that the Gov. Board has the responsibility, ultimately, to raise money. The committee always loves new volunteers.

Kathy asked us to ID volunteers to help plan the “Fun Raiser” Dance. Also need a co chair. \$25 ticket, but we want to come up with new, creative ways to raise more money

**4. FSC Thank Yous:** Amy thanked all the new people who’ve started coming to FSC since last September. Lots of new faces, and some of them feel like they’ve been here forever. New sense of community makes everything feel like we’re moving in the right direction.

Tim thanked all the staff, all of whom have really stepped up after a significant staffing change earlier this year.

Cele thanked those who kept the Chapel community going. It was really heartening to see that people care about that community.

Kristen gave an extra shout out to Kayle, who’s doing an amazing job in critical stuff to our mission.

John reiterated what Cele said. Many people who went to only one service are now coming to both.

Rev. Christopher thanked all the unnamed people who show up at services.

George thanked Christopher, because he acknowledges the choir, but he also expressed appreciation for everyone involved.

Geoff thanked Austen for an amazing year with the choir.

Katie thanked everyone who helped at Pride this weekend.

Amy thanked the Board and the Officers. It's been an interesting ride ;)

**5. Governing Board Minutes:** Katie moved to accept the May minutes. Tim seconded, motion passed unanimously.

**6. Finance:** Tim updated:

Change in responsibility: Laurie is now Director of Business and Finance. Managing the recording of giving. Treasurer and finance com will make reports for those who need them and also take care of bank reconciliations, so that it is separate from who writes checks.

- Pledge income slightly higher than budget
- Still over budgeted amount for the year
- Contribution of record slightly under budget but coming in strong
- Auction raised \$6K
- Heating expenses over budget, as it has been. Should go down in the warmer months
- Maintenance and repairs are over budget - need to dig into that
- No electric expenses for May. We had two bills earlier so this makes sense

At the end of May, the office closed for a week. Electronic transfer isn't complete, but all info should be transferred by the end of the month. Giving statements will go out in July for the first 6 months.

Not presenting another budget for approval, but Tim, Cele, and Rev. Christopher are going to get together to nail down some details in practice and changes in distribution.

Cash plate is doing nicely. Talking about it being more targeted seems to help.

Talk of how the line item "Event Rental" is different from other ongoing rentals.

**Tim moved to accept the financial report. Cele seconded. Motion passed unanimously.**

**7. Stewardship:** Tim updated:

Pledge level \$570K. We're at \$565K and some change. One pledge that we don't know where \$6,500 came from, working on that. Very close to goal!

**8. Bell Tower/Building Update:**

Amy said we don't have any numbers yet. We were told we'd have them at Easter, the end of May, 2 weeks ago... and we still don't have numbers. OAK is trying to get a solid quote. There's a lot of anxiety out there in the congregation, we know.

Bell Tower is meeting with OAK on Thursday at 10:30am. Win said we NEED to meet, numbers or not. Expecting a good update, and also discussion about the delay in numbers. The reality is that, even if we had a quote, we probably wouldn't get going until next year anyway.

The scaffolding and lifts details seem to be part of the hold up. So the actual construction will probably take a while.

Good news is that we're checking the tower as weather happens, with a drone. We have the mesh to secure things. If there was an imminent need to do this NOW, we would likely know from that data collection.

Kristen and Amy met with the Foundation Board, which expressed concern about whether we were being proactive and communicating enough. We've had meetings and updates, however, and are trying to be as transparent as possible.

Gov. Bd. is having a Saturday morning meeting in July. The focus will be the bell tower. Intention is to discuss the bell tower and our plan for conveying info and answers to the congregation. We're also looking at how our bylaws and policies, as well as those of the Foundation Board, set up financial responsibilities as they relate to the building.

John W. asked if, during waiting, we can talk about what we want. Maybe a discussion of what's important to us, and what else with the building ppl want addressed. Like how there are no bathrooms on the same level as the sanctuary...

Kristen said ways ppl could submit ideas, informally, so we can start to look at what the community wants.

## **9. Staff Report:**

Rev. Christopher Roe (RCR) updated:

With the tech updates in the office, we're getting into a groove.

Seeing a deep passion for everyone participating and figuring things out.

Interviewing an organist and accompanist, which would be great for everyone. The candidate is great.

Education—we'll probably do another interim. Katie Bush and Rev. Jody would work together with this person to work with families to see what they want. What can we let go of to keep things sustainable? Candidate also has a sex ed background.

Working with staff on branding update. Keeping major elements, other than tagline, just updating for a new phase. "Outside the lines" because that can be applied to many things (learn, love, worship...) George wondered if we had an idea how many ppl signed up for the directory. We'd have to ask Kayle

George also asked about the parking lot entrance... We were going to get a new entry system? Maybe in the Spring - we can get an update on that. Also the elevator works, but we can't quite use it yet? Elevator will be discussed later in the meeting.

Amy asked if there's any way we can assist? RCR says not at the moment. Feeling pretty good.

Checked out a new coffee vendor, black/women owned and ethical. Last Mile on Hall.

Kristen asked about office hours changing. July 1, open Sun-Th. Closed on Friday. Both groups are OK with it (AA and poetry group). Laurie will then be here on Sundays for congregants. Whole staff together Sun-Th. Talk of getting time off covered.

George asked about a staff appreciation...? Maybe a kick off as we enter late summer.

## **10. Old Business and Announcements:**

### **Elevator**

One thing still needs to be connected. EPS needs to do it, but they say they can't until late July or early August. Once that's done, we'll need to get a permit from the state.

"Elevators outside the lines." lol

### **Samaritas Lease**

Amy said we'd like to approve \$2,750/month, which is \$1K higher than last lease. They wanted a three year lease, but we're doing one year with the option to renew. Utilities included, but if we can meter it separately, we'll do that. But we can also revisit if other costs seem high. They will take care of custodial services themselves, or use us for an hourly rate. July 1, 2023 start day.

Tony asked who we would talk to about metering... We're not sure. Maybe Bruce Ling? Geoff says separate metering is a huge process for one small house property he has. We should assume that we can't separate the meters. Amy said that's what we plan on. They'll be paying year 'round.

**Geoff moved to approve, Tim seconded. Motion passed unanimously.**

## **Pride**

It was quite the event. We had a lot of people and activity. We had good representatives of FSC. We're going to go over what worked, what didn't, and maybe make some investments. The tent itself could be better. We might also want to do this at other Pride festivals outside of GR.

Shellie asked how many tee shirts we sold. 12 with credit card and more by cash. Sold more on Sunday. Also sold diversity stakes. We also gave away keychains.

## **11. New Business:**

### **OffComm actions since last GB meeting:**

- We approved the purchase/sale of the Happy Heretic shirts. Definition of heretic on the back, come in black or white. Nice fabric. Thanks to Laurie, her daughter and Kayle.
- We approved the elevator electric repair. \$6K that we hadn't initially approved, but is still well within the budget.

**GB workshop** - July 15, 8am in the Social Hall/Room 109

**Cameras and Door:** Kristen said we want to talk about this in closed session because we don't want this out in the world. Moved congregants out to the waiting room.

\*CLOSED SESSION\*

**Tim moved to accept the proposals for the security cameras and door work. Amy seconded. Motion passed unanimously.**

**Utility/Insurance Payments and Properties Committee:** Came to light when Amy asked who's in charge of the Properties Committee...? Gov. Bd? Foundation Board? Also discussed the relationship of trust agreement with the FB, as the FB contributes 5% of assets to FSC every year. Too many unknowns, the GB needs to talk about this.

FB trust agreement provides that the Executive Team (at the moment, that's RCR), along with the Properties Committee and Finance Committee shall prep a budget for the 5% allocation. GB only gets it for info purposes. FB has to approve that budget, incorporating insurance, utilities, maintenance and upkeep. The primary purpose of the Foundation is to assume responsibility for specific things.

Properties Comm has over \$500K of savings... we haven't been using the allocations, it seems.

If we were using that money, we could put money into so many other things. By not using them, we're taking money from other things we should be doing (ministry and education). Do we want to start using

these funds more like it's laid out in the trust? If so, how do we move forward with that? Can we be retroactive?

Tim said building insurance is directly paid from the Foundation. Doesn't even go through Properties Comm.

This money is in our accounts, and on the budget sheet every month. Properties may not spend it, but they are like an advisory comm to RCR. Maybe it should be a subcommittee of Finance. Some of what they do should be more staff led than volunteer/committee led.

Amy said we should be using pledge income for salaries and programming, and use Foundation allocation for the identified purposes, like utilities and upkeep.

RCR said we can then tell ppl that the money they give is going right to the ministry, not to literally keeping the lights on. We get that we were holding money for when we really need it. But, we've reached the point where we might really need it.

Steve says we might be in a better place for this with policies and procedures and a group that's doing stuff we haven't been doing for a while.

Jim asked the difference between the allocation and what we actually spend on the building. Regular maintenance and big money needs are different conversations. Right now, we address things as an emergency... and we need a better approach. Should we be asking for a higher figure...?

Amy asked about the funds we've accumulated. Could we use other money for programs if we take that \$500K for utilities and other building related things we've been doing?

Do we need a meeting with the Gov. Bd, Foundation Bd and Properties Committee?

Amy reminded that the policies say the Senior Minister can't use funds in ways inconsistent with the Foundation trust (without Gov. Board approval). But that's not even what we're talking about.

Tim says this will make it easier for Stewardship to ask for money as well.

Finance Comm will look into taking on Properties. Officers will talk to PC and FB. Maybe we can have an update at the workshop in July.

George asked about refurbishing some of the big entrance doors. RCR said it's hard to know when to do it, because ppl want them for wedding photos (summer months) and it's hard during the program year.

**12. Congregant Comments:** Heather Palmer thanked us for remembering the various monies wrapped up in the Foundation discussion.

**13. Adjourn:** Kristen moved to adjourn. Cele seconded. Motion passed unanimously. The meeting adjourned at 8:52pm.