

**Fountain Street Church Governing Board Meeting Minutes**  
**January 25, 2021**

**Board Members Present:** Paul Arnold, Jean Bahle, Steven DePolo, Will Gallmeyer, Kathleen Higgins, Win Irwin, Shellie Jeffries, Geoff Kempster, Amber Kilpatrick, Kristen Loch, Kristin Mayer, Brad Miller, Katie Mitchell, Amy Preston, James Taylor, Chip Wall, George Zuiderveen

**Staff Present:** Rev. Christopher Roe, Melissa Hoezee

**Guests:** Kirsten Lundeen, Peter Lundeen, Kirsten McCarrell, Bryan Walters, Mary Peterson, Bunny Johnson, David Lee Smith, Buzz Wynbeek, Skip Swanson, Todd Johnson, Carol Kooistra, Carole, Connie Graham

Chip Wall called the meeting to order and gave the Call to Community.

**Congregant comments:** Todd Johnson noted that, when the Board met in person, copies of the Agenda were available at the meeting. He asked that the agenda be published so everyone can see it. Chip said absolutely the Board can do that.

**Nominating Committee report:** Kathleen Higgins introduced two new board members, Amber Kilpatrick and Kristen Loch. She welcomed them both and stated she's looking forward to having them participate on one or more committees as the year progresses.

Kathleen made a motion for the following appointments to the board:

Amy Preston: Vice Chair

Win Irwin: Treasurer

Shellie Jeffries: Secretary

Katie Mitchell: Member at Large on officers committee

Amber seconded. Motion was unanimously approved.

Chip thanked Kathleen and the nominating committee for their hard work and dedication, especially given COVID obstacles. Chip reiterated Kathleen's welcome to the new members, saying he's excited they're here and thanking them for being willing to serve on the Board. He expressed interest in hearing their voices and having them share their thoughts.

Chip expressed thanks to Paul Arnold, who served as Board secretary and is leaving the board, and to Jean Bahle, who is also leaving the Board.

**GB Calendar/Appointments:** Chip debuted the calendar of meetings for the coming year. The Board retreat, usually held in February, is tentatively scheduled for July. The calendar included a list of those Committees who will be reporting at each meeting, though some were inadvertently left off the list --

thus, the reporting schedule is in flux. Chip randomly assigned the Call to Community for each Board meeting. If those assigned have conflicts or don't want to offer the Call to Community, contact Chip. Brad Miller thanked Chip for assigning him to Presidents' Day in February since he has a lot to say. Chip requested that he keep the call to under an hour and ten minutes.

2/15/21	7:00	Governing Board Meeting	Religious Services	Brad
3/15/21	7:00	Governing Board Meeting	Oversight	Kathleen
4/19/21	7:00	Governing Board Meeting	Properties	Will
5/17/21	7:00	Governing Board Meeting	Ushers	James
6/14/21	7:00	Governing Board Meeting	Choir Board	Geoffrey
8/16/21	7:00	Governing Board Meeting	Safe Church Plan	Steve
9/20/21	7:00	Governing Board Meeting	Art Committee	Amber
10/18/21	7:00	Governing Board Meeting	FSC Educational Programs	Kristin L
11/15/21	7:00	Governing Board Meeting	Foundation	George
12/13/21	6:00	Holiday Celebration		Chip

**Appointments to Standing Committees:**

Finance: Win Irwin

Nominating: Kathleen Higgins

Oversight: Amy Preston

**Recognition of Dr. David Smith:** Chip presented David Smith with a commemorative plaque and read the resolution on it.

**Resolution in Honor of Reverend Dr. David Lee Smith, Pastoral Care Minister / Visitation Minister**

- WHEREAS, David Smith has served as a staff member of Fountain Street Church for over 15 years; and
- WHEREAS, David Smith has presided over Memorial Services, Wedding Celebrations and other Rites of Passage as a representative of Fountain Street Church; and
- WHEREAS, David Smith has been a member of the Care Team, and helped tend to individuals and families in need of comfort; and
- WHEREAS, David Smith has shown an amazing tolerance for Fountains Street's unusual religious leanings in spite of being an ordained minister in the United Church of Christ; and
- WHEREAS, David Smith lent his beautiful voice to the Fountain Street Care Choir performed many times at Porter Hills Programs; and
- WHEREAS, David Smith was a guest Minister many times in the Sanctuary Services as well as being a regular speaker during the Summer Series Services; and

- WHEREAS, It is noted by residents at Porter Hills that "Tuesdays at Porter Hills have been brighter because of David Smith's visits. He kept us feeling we were really a part of Fountain Street Church even when we were unable to attend actual church services"; and
- WHEREAS, David was deeply loved by many members at FSC. His gentleness, compassion was appreciated by all who were touched by him; and
- WHEREAS, David Smith has earned the admiration and respect of the Fountain Street community for his dedication, collegiality, enthusiasm, professionalism, sense of humor and hard work: and
- WHEREAS, David Smith retired from Active duty as of July 2020, after completing outstanding service to Fountain Street Church:
- Therefore BE IT RESOLVED the Governing Board of Fountain Street Church takes great pleasure in recognizing the significant professional achievements of Rev. Dr. David Lee Smith, and herewith expresses its sincere gratitude for the invaluable contributions he has made to the Church community.
- He will be missed by all.
- BE IT FURTHER RESOLVED that this resolution be spread upon the permanent minutes of the Board and that copies be sent to David Smith to share with his family; to Rev. Mariela Pérez-Simons, Senior Minister; and to other appropriate officials, staff and congregants of Fountain Street Church; past, present and future.

Board members, FSC staff, and guests roundly applauded the sentiments expressed in the recognition. Dr. Smith expressed appreciation for FSC helping develop his secular spirituality and thanked various people for their kind words and thoughts. FSC has a very special place in his heart and he thanked the church for helping him along his spiritual journey over the years.

**Approval of minutes:** Shellie presented the minutes of the November 16, 2020 meeting for approval. George moved to approve, James seconded and the motion carried.

**Treasurer's Report:** Win presented the report and summarized its contents. The highlights of 2020 include: At year end, the church was told that we need to recognize the PPP loan (\$95,000) as non-budgeted income. We had not budgeted for the \$5600+ earned from the very successful spring auction (Thanks, Paul!). As expected, pledges were down, but less than anticipated (\$13,584). Contributions of records were also down but only by \$1368. Our cash plate was down \$7500, due to not being physically in church. Rental income down \$25,000 (half of what was budgeted) because of our inability to hold events for most of 2020. In total, our income was down \$32,804. But, almost all expenses were less than what we budgeted for.

Total expenses were under budget \$116,000, which means our net income was \$125,149. We ended up with unrestricted cash reserves of over \$134K. We had good expense control. Win thanked the Foundation for their contribution. We came up amazingly well and are good shape for 2021.

Will Gallmeyer asked about repaying the Foundation for \$5K from operations in 2020? Or 2021? Win stated they decided to take \$5000 from the unrestricted cash reserves to pay back the Foundation. Technically, this should have been done in 2020, but the books were already closed. However, it is possible to transfer funds between accounts (from operations to the Foundation) and that is what is being done.

The Board needs to approve some minor revisions to the budget that was approved previously:  
--GR Building cleaning services contract a bit higher than budgeted (\$3000 or so)  
--Use uncommitted cash reserves (i.e. PPP money) to balance the budget, rather than take money from the capital expenses, because of the challenges of paying for the repair of the bell tower.

The PPP loan has been forgiven.

Win moved to approve the proposed budget for 2021. Amy seconded. The motion passed.

The Finance Committee needs a Governing Board member to fill an opening, per the bylaws. James Taylor volunteered to serve.

Also, the committee is planning on applying for another PPP loan; there are no details yet, and we're not sure how much to apply for. Melissa said we are eligible until 3rd criteria (show a decrease of 25% in gross receipts from quarter to quarter -- this might disqualify us). Melissa will discuss with the accountant at Hungerford. Melissa will keep trying until we get a definite no. Will asked about the foundation loan: do we owe more on it? Was \$5K it? Win: we do owe more money, but there is not a specific time to repay, Finance will discuss how quickly to repay it. Melissa and Win will get back to the Board about the total amount we need to repay.

**Stewardship:** Paul Arnold reported \$577,000 in pledges; just shy of \$50,000 more needed to meet the budget. Paul sent a list of 120 people to contact; about half of the names were selected for contact, and some people contacted already. There are still 60-70 people who still need to be chosen and called. It was decided it would be best to call the congregants that each Board member knows. Late choosers may not find people they know. Getting positive results from the calls. Some people don't pledge until February or March anyway. Deadline is Feb. 10, 2021. Contact Paul if you need access to the list. Please make calls. Don't leave a message directly about pledging - first ask if they have questions about FSC, how are they doing in COVID times, then ask about pledging as a wrap up. Keep this as low key as possible. Chip reported having good conversations, positive responses, e.g. enjoy attending church in pajamas etc. The list of people to call was included in the January 25 Board meeting packet.

Paul will start announcing the 2021 auction in the next few weeks. Think about what you can auction. Steve DePaolo will be Stewardship committee chair moving forward, but Paul will stay on committee.

**CCT Update:** Kirsten Lundeen and Peter Lundeen. Kirsten asked Board members to refer to the memo included with Board docs. There has been a slow but continuous decrease in COVID cases in our area,

the positivity rate is significantly below 10%, and the number of hospitalized is decreasing (still many, but decreasing). We're still looking at a number of months before we get to levels where we can think about meeting in person. It's a slow and gradual process. New strains are adding more variables, we're not able to make predictions about what will happen. Kirsten: We are trying to reach the baselines of metrics, which are still too high, way over goals we're trying to meet.

Governor Whitmer revised opening limitations starting on Feb.1. For example, restaurants can open at 25% capacity and that's the same for some other personal services businesses. Dr. Khaldun encourages everyone to continue to follow basic Covid protocols through the spring. 12 people have been discovered to have variants in Michigan, which are more infectious and cause more severe reactions. Christopher and Melissa are aware of the new guidelines for operational purposes.

Michigan in the top 10 states for distributing vaccines that have been allocated. Not all eligible people have been able to get appointments. The Governor is using state funds to refill supply of vaccines. DeVos Place has been opened as a major clinic to administer the vaccination. Pharmacies will be able to give vaccines to the general population eventually. Don't hesitate to get tested if you have any symptoms. Expect home tests in the future to be available at Walgreens and CVS. A slow opening of the church is up to the Executive Team in collaboration with the CCT. Peter is encouraged by the fantastic effort of having all three hospitals sponsor the vaccination clinic at DeVos -- they're not competing, but cooperating. Spectrum is setting up clinics in disadvantaged communities. Dr. Fauci recommends double-layer masks, N95 masks are ok even if they're not doubled. This is especially important with new variants. Wear two masks if the one you're using has only a single layer.

Chip: Does test distinguish between variants? No, the test just tells you if you have it. Peter is not aware of routine testing to see if variants here. Chip thanks the CCT for their continued work.

**Staff Report:** Rev. Christopher Roe: The report included in the board packet. Staff is monitoring the COVID situation and operationally thinking about what a return to the building looks like, even though we don't know when that will be. People are feeling Zoomed out, so trying to avoid that. James: Character Student parents are wondering what is the plan for the kids? Which of our four ministers is working with kids now? Parents are feeling like the church should pull some focus from pastoral care and focus on the "next generation." Revs. Mariela and Christopher will do parent focus groups first to see what they want when we come back in person. It's likely that when Character School returns in person it won't be exactly like it was and there'll be more offerings that extend beyond the FSC community than there were before. There used to be a strong parent advisory committee and educational council and we now have a chance to pull something similar together. We don't want to put the onus for programming back on volunteers, but would like to see a more architectural structure with a larger band of people who act as a focus group and who want to go further into the planning. Jean: is the sexuality education program new or an extension of OWL? Christopher: it's new but also not new. OWL is not authorizing remote programming right now. Planned Parenthood has a variation that kind of training, with the advantage being there is no cost to FSC for PP's program.

George proposed a pajama party for the first time back in the sanctuary in person, which congregants like attending church in PJs. Chip: Be careful of what you ask for, George. Geoff: the business community will be doing a hybrid model in the post COVID future. It may be that some people want to continue remote services. Chip: The Revs Mariela and Christopher, as well as Chip and Amy, are talking about this for sure. Christopher: We do expect a hybrid model in the future, even when we get back to in person.

**New Business:** Chip will be working on developing a Safe Church Plan. The CCT is keeping us safe from a health perspective but we also need a plan to keep us safe in other ways, e.g. fire drills. Christopher is the staff point person to work with a group to establish a safe church plan to be ready when we meet in person. Chip is looking for two Board members to set up a Safe Church task force to write guidelines, protocols, and procedures. Then they will look for FSC members (and community members) with expertise to contribute and will work with area churches about their ideas to share. Please private message Chip by the end of the week if you're interested in serving. Christopher: I believe this is a pretty straightforward project, very doable, and essential. It's a good interim project, before we open. Melissa and Mariela are also part of the process. Paul: ushers have traditionally been very involved, I hope they will be involved in this effort. Chip: absolutely ushers will be part of the conversation; we want to be clear about who is responsible for what. James volunteered to serve -- he does something similar in his professional life. Chip asked James to formally send a message volunteering. Thoughts, suggestions, comments are also welcome.

George, Liaison to Duncan Littlefair Great Speakers Bureau. Here's the update of DLGS: There'll not be a public event in church until October/November, with tentative plans for a YouTube event. The Group is back, functioning and planning. Geoff: Ruth Stein was involved in the DLGS for a while. The speakers series is a cousin to Calvin's January Series to give a voice to prominent speakers, from all walks of life on a variety of topics, mainstream or controversial. E.g. Power of Music series.

Dr. David Smith: Clarified that his earlier remarks were to the entire FSC community. David mentioned the health issues which necessitated his retirement, but "life is grand" now. He is pleased that the future of FSC is in great hands with a wonderfully talented Board. And thank you so much.

Kirsten McCarrel: Asks that CCT pays very close attention about communication to the congregation when FSC decides to open up, to provide clear communication. Chip confirmed the CCT will work with the communications committee about information to share moving forward.

[Chat comment from Kirsten McCarrel: I would like to say that perhaps Zoom should be here to stay for governing board meetings, because I am more observant of what goes on in these meetings now that I can attend from home. :).]

8:21 pm. Geoff moved to adjourn. Kathleen seconded. The motion carried.