

**Fountain Street Church Governing Board Meeting Minutes**  
**May 17, 2021**

**Board Members Present:** Steve DePolo, Will Gallmeyer, Kathleen Higgins, Win Irwin, Shellie Jeffries, Kristen Loch, Kristin Mayer, Brad Miller, Katie Mitchell, Amy Preston, James Taylor, Chip Wall, George Zuiderveen

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

**Guests:** Bruce Reges, Bunny Johnson, Buzz Wynbeek, Carol Kooistra, Carole, Cheryl Mellblom, Judith's iPad, Kirsten Lundeen, Lydia Stubbs, Mary Peterson, Matthew Huising, Nancy List, Paul Arnold, Randy Allaben, Robert Dean, Sherron Collins, Tim Creamer, Todd Johnson, William Thompson

**Call to Community:** James Taylor

**Congregant Comments:** None

**Minutes:** A request was made to augment the minutes with specifics about the questions raised during the discussion regarding Win's Acting Senior Minister motion and the minutes were not approved, pending that amendment. They will be revisited at the June meeting.

**Financial Committee:** Win Irwin reported. Very little changed during the past month – Income ahead of budget by \$75,935 and Expenses lower than budget by \$15,953. Our unrestricted cash reserve is \$122,666. The ET and Finance Committee have a lot of work to do this summer to update the budget with additional staff resources and to forecast financial numbers for the Fall.

We are almost complete with our insurance coverage for 2021-2022. The only coverage that is in question is for Cyber Insurance, which we obtained for the first-time last year. Win, Melissa, and Patrick Eamon have uncovered a few 'risk management' items that will need our attention on an annual basis (lead, asbestos, water). Reviewed employee benefits, which hadn't been reviewed in a long time: health, dental, life, accidental, disability, retirement contribution, PTO plan. Committee thought all were reasonable and appropriate. The church has filed for PPP loan forgiveness, but haven't heard back yet.

The number of children Samaritas is working with has increased, so the 3rd and 4th floors will not have enough space. It was suggested they look at adding the 2nd floor classrooms (which are not used during the week). Melissa is renegotiating the church's original understanding with them, they will likely pay a higher lease as a result.

Melissa: Updated re: Samaritas -- They will go with original lease, but will work on adding 2nd floor rooms later. Melissa is meeting with them tomorrow to determine the start date.

Amy moved to approve the report, George seconded, and the motion passed.

**Communications Committee:** Kristin Mayer reported. Looking into setting up listening circles for congregants since we don't have a good process for collecting input from them. The Committee is planning on starting to organize that work. They would like some GB members to facilitate small groups if possible and, if not, to participate in the meetings.

- Chip: Want to make sure everyone's voice is heard. Meetings will be held at different times and different days.
- George: Live or Zoom? Kristin: Just starting, envisioning them being on Zoom. Perhaps do some in person in the fall, depending on COVID situation. Need to train facilitators, publicize, etc.
- Kristen Loch: Urged the committee to make sure meetings are inclusive as possible, provide Zoom option.
- Chip: GB members, let Kristin know if you're interested in being a facilitator. Look for more communications.

**Covid Coordinating Team/Executive Team:** Rev. Christopher Roe reported on updating the COVID plan from the ET perspective: starting the first Sunday in June, the church building will be open on Sundays for congregants to watch a live stream of the recorded service at 10 am in the social hall. Everyone will need to register in advance so FSC staff can prepare for them. There is a limit of 100 people. This is still being fleshed out, details coming later this week. We are also opening the Social Hall to reservations for small group meetings, during the hours the church is open (FSC is not ready financially to open more hours, every hour open costs money that is not in the budget). Christopher requests that meetings be inclusive for those who would like to attend, so please provide a Zoom option. Mask guidelines will be honored. The first scheduled wedding was last Saturday, it went well. There will be technical support for Zoom at the meetings.

- Kristin: Are groups that want to reserve space able to get into the Sanctuary and meet, or can the choirs practice? Christopher: Decisions about reservations will be at the discretion of FSC staff. Christopher clarified that only the Social Hall is reservable. The CCT/ET need more information about choirs and the research about the safety of singing inside.

**Oversight Committee:** Amy Preston reported. The Oversight Committee and the Foundation Board were not able to meet together so there is nothing to report, but she fully anticipates that at next month's GB meeting there will be a motion to amend part of the Foundation Board's articles regarding the current budgeting practice with the Properties Committee, Finance committee and the Foundation Board that is incorporated into the GB's budget. This will ensure that those practices are properly reflected in the FB articles. Update practice regarding budget,

**Executive Team Report:** Christopher Roe reported. This coming Sunday is the last week of sanctuary worship. He is grateful to the Religious Services Committee for putting together the summer series, with special thanks to Carol Kooistra and Dick Wood. The clergy staff is glad to have a break, and is looking towards planning the fall services. Melissa: Samaritas is moving more quickly than expected, it's nice to have unexpected money. The new office is finally done, and she hopes to start recruiting office

volunteers to help. The Foundation Board has scheduled a meeting in person next month, there will be a Zoom component.

- Steve: Thank you to everyone for keeping the Samaritas partnership going and providing another source of revenue.
- Brad: What necessitated changing the Net Operation (Gain or Loss) amount of the financial report from monthly to yearly. Melissa: the change was done at the request of Win, the new way is a better indicator of our financial situation.
- Brad: Are reports accessible by congregation? Melissa: They are not included in minutes posted on the website. Brad: Is there any reason why board packets can't be posted on the website? There might be people who are interested in them. George: might be worth considering this at GB Retreat.

**Liaison to Foundation Board.** George Zuiderveen reported. Tomorrow is the inauguration of the first foundation/board newsletter, which is being emailed to the congregation. The newsletter will be sent out quarterly. The Foundation divesting from direct fossil fuel investments. This has been noticed in the broader community, may be mentioned in the *Holland Sentinel*. The Church may issue a press release.

- Chip: met with the Foundation Board, with Amy to talk about this issue. Board Co-chairs have been invited to attend the GB planning session (retreat); they will talk to GB about this and their plans for the future.

Chip: Retreat/Planning session, Saturday, June 5, will be held in the Social Hall at FSC. At the retreat, the board will develop a response to Todd Johnson's comments made at the April GB meeting. Todd's follow-up and additional information is greatly appreciated.

- Amy: Retreat will be accessible via Zoom.

Amy: George Zuiderveen, Paul Arnold, Joel Penny, and Tim Creamer did a great job on organizing the Duncan Littlefair Great Speaker Series talk by Dr. Barry Johnson. The post presentation discussion was attended by people from all over the country. Thank you for your efforts.

Chip: Any meetings held in the Social Hall will have a Zoom element.

**New business:** None

George moved to adjourn, Kathleen seconded. Motion passed. Meeting adjourned at 7:58 pm