

**Fountain Street Church Governing Board Meeting Minutes**  
**March 15, 2021**

**Board Members Present:** Steve De Polo, Will Gallmeyer, Kathleen Higgins, Win Irwin, Shellie Jeffries, 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, Rev. Matthew Cockrum

**Guests:** Unfortunately, this information was not recorded

Chip called the meeting to order at 7:04 pm. Kathleen Higgins did the call to community.

Rev. Christopher offered a reflection on Covid with a moment of stillness.

**Congregant comments:** None

**CCT Update:** Kirsten Lundeen minutes and two attachments included in board packet. Covid situation is constantly changing. Covid Positivity rate has increased to 7.8% in Kent County, not sure which variant is contributing to the increase. Current executive orders issued March 12, all people 16 + years will be eligible for a vaccination on April 5. Facebook page West Michigan Vaccine Hunters provides information on how to get an appointment. Following the size of openings addressed in executive orders; indoor non-residential gatherings are the metric the CCT is looking at for FSC; limited to 25 people right now. CDC guidelines for when you're fully vaccinated are available. Costco has test kits for about \$30 each. PCI is the most accurate. Saliva test is less accurate, but provides some info about virus exposure.

- Brad Miller: Asked for CCT documents to be attached to the minutes of today's meeting.
- Melissa: FSC will be opening Social Hall not to exceed 25 people, Sanctuary open hours tbd at this time. Staff may return to office and work as long as complying with safety protocols. Two weddings are being held in late May on a pilot basis with a max capacity of 100 people. Kirsten: Critical issue is that we have a large enough room with sufficient ventilation and circulation.
- Kristin Mayer: will we start to think about opening for in person services after April 5 once everyone is eligible for the vaccination and everyone has had a chance to get a shot? Kirsten: the goal is for the community to achieve herd immunity, which is 70% of the population immunized; still a long way from that. Chip: once we have herd immunity, will ventilation be an issue? Kirsten: once we reach herd immunity, it'll be like a cold virus, it won't grow, less chance to catch it in a public environment, can go back to normal.
- George: Possible for choir to rehearse in social hall as long as they comply with 25 person limit and wear masks? How does wedding with 100 people fit in with 25 person limit? Christopher: As a religious organization, FSC has some discretion about how many people can gather. Wedding is a safe way to pilot using the sanctuary again for a church service. Different level of control (e.g. recording a list of all attendees). These are the first steps in reopening the building, safely.

- George: Are there prohibitions for groups of fully vaccinated in the church without masks?  
Kirsten: Everyone has to wear a mask; staff not fully immunized. Kristin Mayer: What is the procedure for meeting in the building? Kirsten: Contact Melissa or Connor to arrange.

**Approval of the minutes:** Minutes from all meetings (Feb. 15 GB Meeting, Feb. 22 Special GB Meeting, March 9 Special GB Meeting) approved

**Financial Report:** Win stated the Church has received the 2nd PPP loan of \$75K; \$5K payment on loan from Foundation to FSC operating fund has been recorded in financials. Foundation pleased we made the first payment, would love to have that loan paid back over time. Foundation's annual distribution to all Church funds and capitol has been executed. Income is very strong, pledges have come in, though still short; more pledges in than anticipated. Unrestricted cash reserve has \$138K in it. \$6K unbudgeted cost of CPA review of FSC statements.

The financial committee is looking at all financial policies, has recommended changes, though not empowered to make those changes. Some accounting policies still need to be reviewed. The committee will review health, dental and life benefits for employees, since they haven't been looked at in some time. Financial committee would like to be part of one of the Townhalls in the interest of transparency. Though finances look good, the committee is nervous because of all the recent changes, so need to be cautious until things steady.

Win moved to accept the financial report, Amy seconded. Motion passed.

**Staff Report:** Christopher: Things are in flux.

*Ministry/Programmatic* looking ahead to education, social justice, worship and, with clergy colleagues, figuring out what they will look like in the future. Worship: dealing with in chunks: just getting through 90 days, then what worship experience will look like through spring, and working with the Religious Services committee planning a summer speakers series; many people interested in serving on a Education team, so able to have sub-groups.

*Administrative:* Melissa and Christopher are looking at reopening/Covid response, Safe church plan with safe church team (2 GB members, staff), looking at fiduciary responsibilities, setting timeline to look at logistics, financials, roles & responsibilities; figuring out parameters, abilities, to be financially responsible and realistic. Clergy, Executive Team, and Staff are working together to discern how to proceed. Opportunities are rich.

- Chip: Who are the GB members on the Safe Church team? Christopher: Kristen Loch and James Taylor. A couple of staff will also participate. Looking at UUA church in Ann Arbor and a UCC church in New York for ideas. Safe church plan: anything that addresses physical safety, spiritual and emotional safety -- emergency plan, weather; something that is articulated, understood and rehearsed; guidelines & agreed upon expectations for relational boundaries between people. Safety in the broadest sense. Will be communicated to the congregation, hope to have it ready to go when the church reopens.

**New Business:**

- Brad: Social Action committee extends a thank you to GB for hard work addressing resignation of the Senior Minister.
- Shellie: Looking for a copy of the January 2020 board meeting minutes
- Chip: Stewardship looking for donations of the goods and service auction.
- George: Is there a Board retreat scheduled? Chip: problematic to schedule. Had hoped for ½ day Zoom workshop. Now looking towards a summer meeting, possibly in person, sooner rather than later.

Amber moved to adjourn, Kristin Mayer seconded. Meeting adjourned at 8:01 pm.