

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 09/13/2022

Present: Steve Darr, Tim Schenk, Michelle Loukotka, John Irwin, Ron Dechert
Absent: Pastor John Kennedy,

The meeting was called to order at 3:30 pm.

Minutes of 05/10/2022 and the 06/14/2022 meetings were approved as printed. We did not meet in July or August of 2022.

FINANCIAL REPORTS: At this early point in the fiscal year all of our budgets are well within the expected limits.

OLD BUSINESS:

There was no old business to address.

NEW BUSINESS:

- a. We discussed additional projects that we would like to have our new maintenance man address. There is a reasonable likelihood that a preschool is going to rent four rooms on the first floor in the near future. A list will be sent to our team so he can start on them.
- b. The volunteer who closes the building on the second Sunday found the window outside the men's room in the sub-basement was jammed open. This would allow access to some areas where our security cameras would not detect the intruder. The window was closed and locked after this discovery; the maintenance man will add that to his building check that occurs later on Sunday afternoon.
- c. On Friday a man identifying himself as part of Groundcover entered the building to use the restroom. He was directed to use the restroom in the sub-basement, but proceeded to use the women's room across from the office. During his use he smeared feces on the wall and floor. Gwen is following up with Groundcover to see if they recognize him and, if so, is he actually connected with Groundcover.
- d. A suggestion has been made that we use 6x6 concrete blocks to line the north side of the walkway between the church and the rental house. The hope is that this would direct the water from the roof during heavy rainfalls toward the street to eliminate water problems with the rental house basement. Last year there was also a problem during the winter where water collected during a thaw and then froze with the subsequent cold weather. This will be investigated for possible implementation. It was also suggested that we refresh information to the congregation about allowing entrance to the building. With the enhanced security system Groundcover members are to be rung in only by the Groundcover office. We will request the information be added to the Refrigerator Page in the Sunday bulletin and submit it for inclusion in the next [October] Visitor.
- e. A church member requested whether a programable thermostat could be installed for the office AC. She was in the office after hours and found the AC set at 70-ish degrees. She felt that this was not prudent use of the funds she contributes. We advised her that we would investigate this possible solution.

The meeting adjourned at 4:45 pm.

NEXT MEETING: Tuesday October 11th at 3:30 pm.

Respectively submitted,
Michelle Loukotka

BUCC Leadership Council MINUTES

September 29, 2022

6:00-7:30pm

Attendance:

Ron Dechert, President
Jim Rowan, Vice President
Pete Hendershot, Treasurer
P.J. Lindemann, Secretary
Dindy Haab
Pat Huibregste
Barb Schenk – absent

1) Review for approval of minutes

: No August meeting

- July minutes have not yet been reviewed and approved. Will be sent out ASAP.

2) Personnel request

- With changes to the bookkeeping firm, Gwen has needed to work an additional 4-6 hours a week to cover the responsibilities. She is willing to do so at her regular rate of pay. Net impact to budget will be neutral or favorable. Council considered her request, moved, voted and approved to pay Gwen retroactively to July 1 and going forward for the extra hours.

3) Space utilization agreement with Cemetery and Money Counters

- Cemetery board has agreed to using the Parish Administrator's office, with access to the copier etc. through Gwen's office
- Money Counters have agreed to use Deb Ventura's office instead of Pastor Diane's office, to allow her to use her office for meetings on Sundays if needed.
- Council discussed, moved, voted and approved the changes in space utilization.

4) Concern about Zoom mtg

- Mary Jean Raab raised a concern at the 9/18 Leadership Council/Ministry Team meeting (which was via Zoom) as to whether we should update the bylaws to explicitly allow for Zoom/online/electronic meetings and voting. Council agreed that it's a good idea – will be added to the special meeting agenda on 11/20.

5) Date for special congregational mtg (11/20/22)

- A preliminary meeting to review financials will be scheduled for 11/6
- Special meeting will have two agenda items: 1. Change to bylaws to allow for online/electronic meetings and voting, and 2. Update on financials and vote to approve budget for the second half of the fiscal year.

6) Update on rentals

- Buddhist group will start renting the Upper Room mid-October. Some minor cleaning and repairs to be complete prior to that. They will use the building Tues-Fri, 9-5, with services on Tuesday evening and Saturday. They are very happy with the space. Rent: \$700 month

- Moving forward with Uno, Dos, Tres daycare with inspections, corrective actions, and repairs. They will use the nursery, preschool, and gallery. Currently working to find a solution to door widths of only 32". Even though they are double doors, inspector is asking for 36". Working towards ambitious target date of January. Rent: \$3,500 month, 5 year lease, +\$500 each year.

7) Update on Pastor John

- Ron updated the council on Pastor John's personal leave, currently planned through October 15th.

8) Lombard interim report review (if available)

- Ron received the report immediately prior to the meeting and has not had time to read it.
- Devon from LMPC recommended that we ultimately share the report with the congregation, without the appendix.
- Ron will send the report to the Council members for review, and then we'll determine if we agree to send out.

9) New business

- Pete's sister is involved in the Catholic church in San Francisco and is working with a group called Aurora that brings people of many religions together and can help bring people into the church. He will share the information with us to see if it would be helpful for BUCC.
- P.J. asked for clarification on the music director's office – David Hahn had one on the first floor, but Naki is using the choir room. David's old office is now Deb Ventura's office. Music directors have not historically always had an office on the first floor.

10) Adjourn – Meeting was adjourned at 8pm

Member Care Minutes
September 21, 2022

Meeting began at 4:00 pm

Members Present: Angie Lewis, Mary Jean Raab, Karen Kennedy and Dindy Haab and Pastor Diane White

Discussed Business:

Welcome to Pastor Diane - Diane will be joining the Member Care Team.

Leave of Absence - Beth Wenner will be taking a leave of absence as co-chair of Member Care.

Devotional – Pastor Diane led us in a prayer and Mary Jean Raab shared a devotional.

Card Ministry – Angie will check on her card supply. She is in need of blank cards currently.

Journeying Through Grief - Mary Jean currently has 6 in progress. Need to start a set for Judy Coucouvanis who recently lost her mother. Look into something for those who have already lost a love one. Pastor Diane may have a source.

Advent Ideas for Shut Ins - Discussed alternatives to the chocolate Advent calendars that have been previously delivered. Decision was made to do small Christmas bags containing stamps, note cards, flameless candle, candle holder, and large print Advent Devotional. Will put together at our October Meeting for delivery prior to Advent beginning on November 27th.

Rides for Shut-Ins – Discussed the need for matching up those wishing to attend service with those who would be willing to drive. Will place an announcement in the Refrigerator Page and the Visitor.

Member List – Not sure who is updating the attendance list. Need to check with Gwen to see if we need to be doing something with this.

Leadership Council – Dindy didn't have much to discuss but said that Council met in person for the first time in July.

Next meeting is scheduled at 4:00 pm on October 19th in the Schmale Lounge

Meeting ended at 5:10 pm

BUCC Leadership Council / Ministry Team Leaders Join Meeting (via Zoom)
September 18, 2022
Meeting Minutes

Attendees: Ron Dechert, Jim Rowan, Pete Hendershot, P.J. Lindemann, Dindy Haab, Pat Huibregste, Barb Schenk, Rev. White, Eileen Koprowski, Michelle Loukotka, Jennifer Vasquez, Sue and Roy Muir

General Updates

- Ron - Six-month budget expires in November. Need to schedule a congregational meeting to approve next 6 months. Suggest 11/6 for a pre-meeting to plan for 11/20 congregational meeting. Congregational meeting also to be by Zoom.
- Mary Jean Raab suggested that we need to look into getting approval to formally add electronic meetings & approvals to the by-laws.
- LMPC report isn't ready for 9/19 due to a medical emergency. When it's ready, Leadership will review and determine what is appropriate to share with the entire congregation ASAP.
- Healing Sessions Sun 12/5 – what if you can't attend in person? Ron will check with Devon if Zoom is possible.
- Rental updates
 - Family in the sexton's cottage is very happy
 - Uno Dos Tres daycare still in negotiations for nursery, preschool, gallery, library, & office by sanctuary. Could have up to 62 kids (our max without sprinklers). We'll need to move things out but could still use the rooms.
 - Buddhist group interested in renting the upper room for services and office hours.

Ministry Team Updates

Education Ministry Team – Eileen Koprowski

- Rally Day was 9/11, only one small child attended. Calendar and lessons are set up, one-room schoolhouse style.

Outreach Ministry Team – Sue Muir

- Crop Walk 10/9, Zion is hosting, food cart, links online
- Ukrainian crisis fund – women's board donated \$5k, challenge congregation to match, links online.
- Need to start thinking about participating in the rotating men's shelter and which rooms could be used if daycare is in.

Youth and Young Adult Ministry Team – Jim Rowan (Katie not available.)

- Planning to meet every other week - 9/11 first meeting with 3 youth attending.
- Trying to get participants for Crop Walk.
- Will adjust schedule to get more participation.
- Pastor John met with Katie, Eileen, Jane re. Hiring a staff person for the youth. No decisions made.

Facilities Team – Michelle Loukotka

- Currently in good shape, no major or minor changes coming up.
- Budget is good.
- How to use Bill's time/support – please us maintenance request form, online and in office. Bill's hours flexible, based on need, generally Tues Wed Thurs, when Gwen is there

- Unisex bathroom – should be unlocked on Sundays. Was recently locked due to it incidents with Groundcover staff

Worship Ministry Team – Jennifer Vasquez

- Restarting meetings after a few month hiatus
- Met over summer to hire music minister
- Video for livestream is having occasional quirks, introduced slides. Two people interested in learning for when Dan is not available.
- Gail has said this will be her last year but she has not given official notice yet.
- Fund for video director is empty – need to find money/account to cover the expense.

Welcome Ministry Team –

- Provided cake & coffee for new members over the summer
- Rally Day first real need since COVID

Other business

- Jamie D. asked about any open staff positions. Only the part-time youth minister, no job description yet.
- Roy asked for pledge update. No August report yet – need to get things settled with changes in staff.