

BUCC Leadership Council

January 26, 2023

6:30-8:00pm

Meeting Minutes

**Attendees:** Ron Dechert, Jim Rowan, Pete Hendershot, P.J. Lindemann, Dindy Haab, Pat Huibregste, Barb Schenk, Rev. Diane White

1) Opening Prayer- Pastor Diane

2) Budget overview/planning- Tom Krell

- General discussion

- Tom states we are still tracking conservatively for \$134k deficit by year end. He forecast the 2<sup>nd</sup> half of year to equal the first half actuals. We should do a little better than this.
- \$18k for LMPC was charged to personnel, so we are over on personnel YTD.
- P.J. asked if it's possible to do a more detailed 2<sup>nd</sup> half budget which takes some of the ministry team feedback into account to get more clarity on what to expect, e.g. worship needs more for video and music, facilities is not using all they have in their budget.
- Assets as EO Dec: \$65k checking, \$34k McKay, \$632k investment
- May be helpful to show congregation a graph over the past several years of declining assets
  - Financial impact of Pastor John's resignation- Ron Dechert
- Should be budget neutral through end of this year.
  - Agreement with Pastor Diane- deferred compensation request- Ron Dechert
- Diane has requested deferred comp upon retirement equal to her current rate of pay, starting in Sept 2022 until the time that she is no longer serving as the full-time pastor. Discussion: Current rate of pay is \$20k/yr or \$1,667/month. A full-time pastor for \$40k/yr is a bargain. There was general support for her request. P.J. stated that in addition to a written agreement, we need to accrue for the deferred compensation on the balance sheet as a liability so that it is clear in the financials.

3) Updates and plans for going forward

- Overview Ron Dechert

- Ron has heard some negative feedback re. Pastor John's resignation, but not too much.
- People want to know how we're moving forward.
  - Planning- All
- Feb 19<sup>th</sup> service – Pastor John doesn't want a big reception. Cake and coffee in the sanctuary, cards and gifts to office. Ron will do coffee. Who will do cake?
- Exit interview Feb 18<sup>th</sup> with John, Ron, Lillian, 1 other council member
- Discussion re. next steps. Next week email blast – Ron will include a note to congregation stating Pastor Diane for spiritual needs, Rev. Daniel support, request search committee nominations – who do you trust?
- How many on committed? 7 – 11 ideal per some internet references
- Are we looking for interim, interim bridge, or a senior pastor?
  - Contact with members not currently active?
- Member care? Karen Kennedy has resigned and Beth is done at the end of the year.

- Discussion re. sending notecards, phone calls, divide up among whom? All agreed it would be a good idea.
- How do we know who is attending online and should we acknowledge them?

#### 4) Rental updates

- Pentecostal, Buddhist – through October, both, \$700 each / month
- Misc gym rentals – kids soccer, volleyball, swords/fencing club
- Parsonages
- Current tenants want to buy little house. Value \$425-450k, \$2,200 month, Ron will ask Reinhardt re. parcel split.
- Hewitt house \$550 – 650k, rental amt TBD, would need to have some renovations, flooring, appliances, etc. But, it will cost us more for senior pastor.
  - Daycare status
- lead dust found on inspection, clean up in process, preschool & gallery dust came from overhead when smoke detectors were installed. Nursery has crumbling plaster. Trying to get kids in by September. Fire door to be installed, other doors refurbished to meet code.
  - Kitchen rental
- TG Charcuterie business is interested. Would not interfere with other church use of kitchen.

#### 5) Updates from Ministry Teams

- Finance – met with the bank last week. Getting close to the restricted funds balances.
- Stewardship – do we get pledges first then do budget or vice versa? Let's discuss next meeting. Jim will review notes to understand timeline
- Nominations – need to try to get leads to stay for a year, think about combining teams.

#### 6) New business

Feb & March meetings via Zoom at 6:30pm

#### 7) Adjourn

## FACILITIES MINISTRY TEAM - BUCC

### Meeting Minutes of 01/16/2023

Present: Steve Darr, Tim Schenk, Michelle Loukotka, John Irwin, Ron Dechert, Gwen Mayes

Absent: Pastor John Kennedy

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

Minutes of 12/13/2022 were approved as emailed to team in December.

**FINANCIAL REPORTS:** The budget continues to be in good shape. The jobs we have assigned Bill to this point do not bring his hours to the level we budgeted for the position. Gwen and Ron suggested additional chores he could be assigned. These could start with painting hallway walls on first floor of 1933 addition, checking to see if floor buffer works, and, if it does work, buffing floors as necessary. All team members were asked to bring any further suggestions to Gwen.

#### OLD BUSINESS:

- a. Bill has replaced stones on the 4<sup>th</sup> Avenue entrance that has been hit by a vehicle and moved. He has replaced lightbulbs in the sanctuary and the gym. Leaves that collect in various areas on the outside of the building have been cleaned up. The kitchen faucet at the parsonage has been repaired.
- b. Gwen has asked Bill to check with her when he leaves the building for the day.
- c. The defibrillator battery is still on backorder. Based on the age [approximately 20 years] of the defibrillator, we approved the purchase of a new one. Gwen will order it after consulting with Ron about the specific model. The estimated cost is about \$2,000.00. This will be charged to the Emergency Fund.
- d. The doors at the 4<sup>th</sup> Avenue entrance of the 1933 addition need to be replaced; they no longer close securely. Steve Will contact Stafford Building Supply about this.

#### NEW BUSINESS:

- a. Jackie, our cleaning person, advised Gwen that the women's bathroom across from the office was being used frequently by Groundcover and left in an unacceptable manner. Gwen spoke with Lindsey [GC manager] and she returned the restroom across from GC to Women only and directed men to use the restroom across from the Art Room. Gwen has requested that Lindsey remind GC members about this at their monthly meetings. There was a question about locking the women's room across from this office. This is not feasible because of the automatic opener on that door.

- b. The thermostat settings on the boiler for the sanctuary are being monitored; they do not always seem to be accurate.
- c. The garage door at the Hewett parsonage required emergency repair when the springs at the top of the door broke. The repair is completed and paid for.
- d. The light fixture on the north side of the 4<sup>th</sup> Avenue parsonage is not working properly. We will advise Reinhart Realtors to fix it.
- e. During the January 1<sup>st</sup> rainstorm, the eaves at the 1933 4<sup>th</sup> Avenue entrance were overflowing. The eaves have been cleaned; part of the problem appears to be all the wires in that eave that are necessary due to the heat tape.
- f. Karen Kennedy advised us that the garbage disposal at the Hewett parsonage is not working properly and causes the sink to back up when it is used. Gwen contacted Hutzl Plumbing and they replaced it on Wednesday, January 18<sup>th</sup>. They will return soon to replace the GFI outlet where the disposal is connected.
- g. The children's daycare center has committed to renting space on the first floor of the 1933 addition. There are still inspections to be passed and modifications to be made; they anticipate being in operation by September.

#### **ESSENTIAL MAINTENANCE TASK LIST**

- a. Schedule the roof inspection with Duke for this spring.
- b. Service the sanctuary fan; Jim Stadel with assistance from Jesse and/or John I.
- c. Clear leaves and debris from drains on flat roof; will assign to Bill with direction [and/or assistance] from Facilities team.

The meeting adjourned at 4:30 pm.

**NEXT MEETING:** Tuesday February 14th at 3:30 pm.

Respectfully submitted,

Michelle Loukotka