



BOARD OF DIRECTORS MEETING MINUTES

December 15, 2020

Moderator: Rev. Dwayne Johnson

Board Members Present: Lilah Blackstone, Jim Garner, Johanna Hardy, Linda Hornsby, Rev. Dwayne, Terri Neal (who arrived late due to a family emergency), and Knut Panknin.

Guests: Rev. Cathy Alexander and Incoming Board members Phil Helbling and Monika Lawrence

The meeting convened at 7:03 p.m. and was conducted virtually over the Zoom platform due to the Coronavirus-19 pandemic.

Opening Prayer – Reverend Dwayne opened the meeting in prayer.

1. Linda Hornsby shared a reading of “Prayer for Putting on a Face Mask” by the Right Rev. Richard Bott, Moderator of the United Church of Canada and shared the scripture reading from Matthew 26:40b-41. Jim Garner shared the song “Christmas is Coming” by the Vince Gauraldi Trio
2. Approval of Agenda – **Lilah Blackstone moved to accept the Agenda as presented and Jim seconded the motion. It was unanimously approved.**
3. Consent Calendar.
 - Clerk’s Report – Minutes of the November 17, 2020 meeting.
 - Sr. Pastor’s Report – Rev. Dwayne shared his written report with the Board prior to the meeting
 - Trustees’ Report – no report was presented.
 - **Linda moved to approve and receive the consent calendar items and Knut Panknin seconded the motion. The motion was unanimously approved.**
4. Priority Board Items
 - Election of Officers for 2021 – Following up on the orientation meeting, the 2021 Board members discussed their first and second choices for positions. The following actions were taken for officer positions:
 - **Vice Moderator: Linda nominated Knut Panknin and Jim seconded the nomination. There were no other nominations. Lilah moved to close nominations and Johanna seconded. The motion was unanimously approved. The vote to elect Knut was unanimous, with Knut abstaining.**
 - **Clerk of the Board: Knut nominated Lilah Blackstone and Linda seconded the nomination. There were no other nominations. Knut moved to close nominations and Johanna seconded. The motion was unanimously approved. The vote to elect Lilah was unanimous.**
 - **Treasurer: Linda nominated Teri Neal and Johanna seconded the nomination. There were no other nominations. Jim moved to close nominations and Linda seconded. The motion was unanimously approved. The vote to elect Terri was unanimous.**
 - **Vice Clerk: Knut nominated Phil Helbling and Linda seconded the nomination. There were no other nominations. Knut moved to close**

nominations and Jim seconded. The motion was unanimously approved. The vote to elect Phil was unanimous.

- **Vice Treasurer: Linda nominated Monika Lawrence and Lilah seconded the nomination. There were no other nominations. Knut moved to close nominations and Lilah seconded. The motion was unanimously approved. The vote to elect Monika was unanimous.**
- **At Large Position: Knut nominated Johanna Hardy and Linda seconded the nomination. There were no other nominations. Knut moved to close nominations and Jim seconded. The motion was unanimously approved. The vote to elect Johanna was unanimous.**

The new officers will begin their services in these positions at 12:01 a.m. on January 1, 2021.

- Virtual Church/Virtual Membership Workgroup – Johanna provided an updating noting that the survey has remained available a little bit longer to ensure more feedback. In January, Jason Jedlinski, Dale Madyun-Baskerville, Dr. Carla Sherrell, and Johanna will meet to discuss the church's website with the goal of making it more virtually friendly.
- Tom Melzoni/Horizons Stewardship Engagement – Rev. Dwayne reported that he and Rev. Cathy were to meet with Tom Tomorrow but Tom will be officiating a funeral and needed to reschedule the meeting. They hope to have a draft report from Tom soon.
- End of Year Giving Appeal – Rev. Dwayne shared that the letter from him and Rev Cathy was sent out and we are receiving updated information from congregants. There is another online appeal planned toward the end of the year around December 29 or 30.
- Treasurer's Report – Rev. Cathy provided an overview of the status of funds and accounts
 - The General Fund (SunTrust/Truist) has a balance of \$62,450.73 and the Buchanan Fund has a balance of \$777.58
 - Church Mortgage has a balance of \$946,358.82
 - The Contingency/Emergency Fund (Eagle Bank) has a balance of \$25,000
 - Loan balance on 472 Ridge rental property is \$314,389.78
 - The Far-Reaching Faith Trust Fund (Fidelity) has a balance of \$767,832.68. We received \$2000 in interest income from the account on November 13, 2020. The FRFTF task force needs to meet and discuss future interest income for the new year. There remains a balance of \$53,446.43 from this fund that the congregation approved in May 2019 for emergency repairs. Also, \$91,003.19 from the Larry Rowe Estate is deposited in a money market account at Fidelity.
 - Rental income was received on November 1, 2020, in the amount of \$5487.64.
 - Paycheck Protection Program loan update – Linda and Terri met last Sunday to watch the instructional video prepared by Eagle Bank about preparing the necessary forms to request forgiveness of the loan. The forms have been completed and Terri will be developing a cover letter to submit the request soon. Jim noted that we need to monitor developments with legislation in Congress as there may be a new round of PPP funds authorized and should try to apply again if the opportunity arises.
 - **Knut moved to receive the Treasurer's Report and Lilah seconded the motion. It was unanimously approved.**
 - Budget Working Group – The group met on Sunday. It was a fruitful meeting and included some visionary discussion on how to approach the 2021 budget. Rev. Cathy shared a graph depicting on-line giving patterns over the past year. More people are using remote giving options. A QR code has been added as an option for giving during online services.

- Legacy Giving Recognition – we want to develop a longer-term strategy for recognizing these types of gifts. This topic will be kept on the agenda for 2021.
- Innovation Hub update – Rev. Cathy reported on the grant from Lilly Foundation (through Wesley) for \$20,000 to work on projects for young adults before the pandemic hit. The group is still looking for candidates for micro-loans/grant funds.
- Recruitment of Trustees -- Knut reported that he has identified three church members that he will be approaching about serving on the Trustees. The Board offered a couple of additional names to consider. The Board concurred with Knut proceeding with outreach to these individuals.
- Facility Needs/Progress on Roof Replacement Estimates – Rev. Dwayne provides an update on Redford Salmon’s activities on securing estimates for roof replacement. He has obtained one bid from a contractor that seems very serious and promising. A second contract came out but did not seem too serious about the project. He has a third contractor scheduled for December 31. Phil offered to provide names for roofers with whom he is familiar.
- HVAC Replacement update – Rev. Cathy updated the board reporting that the units are working, but one unit is vibrating significantly. Harris has not been able to address this issue as of today and are not performing as well as hoped. Redford continues to reach out and try to get them to address the issues.
- Sanctuary Screens project update – Redford is stewarding the project with the goal being that when we return to church. He may need to arrange a virtual meeting with folks to get clarity on the project. Also, we will need professionals to do the actual installation to ensure they properly interface with online services.
- Mid-City Development update – Johanna Hardy shared that there is nothing new to report on this matter. No action has been posted on the city’s website concerning the permits.

5. Other Discussion/Informational Items

- Shout-Outs. The Board shared the following “shout outs”:
 - Sheila Chittams for agreeing to join the tech team and for serving as the lead support for last Sunday’s services.
 - Lilah shared a shout out to Johanna for stepping in and doing the offering message last Sunday after Lilah was unable to do so.
 - All the writers in our congregation who have contributed to this year’s advent devotionals
 - Betsey Kramer and others who have been donating grocery gift cards to share with those in need
 - All who have contributed to the Christmas toy/family support drive
 - Todd Clark and all the participants in the Grand Celebration event
- Recording of Giving/Generosity Messages schedule
- Scripture and Song for next meeting on January 19
 - Song: Johanna Hardy
 - Scripture: Monika Lawrence

6. Announcements/Online Events – no new items.

7. At the end of the meeting, each Board Member individually shared their gratitude and appreciation to Jim and Linda for their service on the Board. Linda offered the closing prayer. **Linda moved to Adjourn the meeting. Terri seconded the motion. The motion carried unanimously. The meeting adjourned at 8:51 p.m.**