

## Niantic Community Church Governing Board Meeting Minutes

18 September 2023, 7:00 pm (In-Person)

Members present: Frank Chan, Peg Herzberg, Liz Buhler, Gail San Juan, Terri McTigue, Kathy Leindecker, Judy DeVey, Hal Robb, Jen Datum, Pastor Eric Elnes, Mary Childs

1. Call to Order: Meeting was called to order by Frank Chan, President, at 7:00 pm.
2. Joys and Concerns were shared by members present. Opening Prayer offered by Peg Herzberg, Vice President.
3. Approval of the 26 June 2023 Governing Board meeting minutes: Motion made by Peg Herzberg, seconded by Liz Buhler. Minutes approved as corrected, motion carried.
4. Officers' Reports
  - a. President's Report: Frank Chan gave a health update and shared that COVID test kits are available. Thanked several members for their work on Summer Suppers, nursery care and farewell to Ron and Jan Johnson. Details regarding the upcoming Martin Luther King Jr. Scholarship special donations. Correspondence with the Boy Scout troop, letter regarding a bequest from a trust, Eden Tree agreement (Rev. Elnes is the Executive Director of the foundation) was signed. The Governing Board did well on the 2023 goals to move us forward. Please look at the Sunday Bulletin as well as the Wednesday Note for updated announcements.
  - b. Pastor's Report: Pastor Eric shared that the Installation Service for Pastor Kaleigh was the best he has witnessed. Thanks was offered for the work Christy and Marsha have done with NCC youth. Marsha will continue this work. Thank you to Theresa and Robin as dedicated staff. The Holy Pilgrimage is confirmed. Rev. Elnes' summer fundraising has revealed a need for a much more developed business plan for the Eden Tree foundation. There are ten Sundays left with Pastor Eric before his call agreement expires on 30 November 2023.
  - c. Treasurer's August Monthly Report Liz Buhler shared the August Financial Report (see report). Revenue is behind at this time largely due to fundraising still to be held as well as an overestimate for loose offering contributions. We should end up very close to our 2023 budget. Will need to better plan for loose offering in the 2024 budget. Subscriptions were larger than budgeted due to increases in web-based program costs and sexton supplies. See report for details on investments of restricted funds.Motion to approve made by Kathy Leindecker and seconded by Hal Robb. Motion passed.

### 5. Ministry Teams' Reports

Administration: Judy DeVey reported that the team has conducted many background

checks and worked to update the Letter of Understanding for Marsha Swan to take on additional hours and role with the Christian Education and Youth faith formation.

Legacy: Hal Robb shared that from the legal aspect, Patricia M Howard trust has donated money to our church. She was a neighbor.

Justice Education and Fellowship: Kathy Leindecker shared from her report: busy with Faith in Action, United Action, and Christian Education. Christian Ed has increased the number of families involved in our Sunday School Programs. Looking to have two child friendly spaces for Sunday School with Beckwith Funds used to purchase materials and furniture. Carpet cleaning will be scheduled. There will be a new member class in October (10/8). Gratitude expressed for the Parish Life members who work diligently behind the scenes with care, compassion, and love. Rummage sale is scheduled for 10/7/23.

Property Maintenance and Technology: Report from Craig Woody shared by Frank Chan. LED lights have replaced the majority of fixtures. Remote control has been added to our office door for Theresa to open the door without leaving the office. Trees in the Memorial Garden have been trimmed. The construction of the Narthex loft flooring is going well. Removal of two sheds by the Children's Center playground is being planned.

Operations: Terri McTigue shared that a chair is needed for the nursery. See the report from Linda Helvig. The team has discussed the off-site recommendations and worked to prioritize.

Finance: Gail San Juan reported that Ralph and Susan have begun the annual audit. RaiseRight (gift card) fundraising is being looked into as another source of revenue. The budgeting process has begun and we will set the 2024 budget based on what we receive from the pledge drive.

## 6. Current Business Items

- a. Moving forward with offsite recommendations. All teams are asked to discuss prioritization of off-site recommendations including short term, mid-term, and longer-term priorities. Additionally, we will need to revisit the full list of recommendations. The compiled lists should be sent to Mary Childs.
- b. Staffing Update (Search Committee, Interim pastor plan, CE staff): Church profile will be sent to the UCC and then we can post and accept candidates for the settled pastor position. This profile will be shared with our Church members as it will be a public document and will represent a broad range of who we are.

Interim pastor plan to discuss a candidate. CE interim position and structure should be proposed by Christian Education and then presented to the Governing Board.

## 7. New Business Items

- a. Quarterly Congregational Meeting on 22<sup>nd</sup> October 2023. Tentative agenda items:

Settled pastor search, Interim pastor status, Congregational Goals for 2024, Ministry Teams (Justice, Education, and Fellowship (JEF) and Operations) will present the work they do for our Church. Please send other ideas for the agenda.

b. Microsoft Office 365 roll-out: Hal Robb reported that the tech crew is ready to make appointments with ministry team chairs. These will be 1-on-1 appointments to secure logins and establish groups. Be thinking about who all will need access for your teams. Moving forward, the tech support will need to go through our tech team first: Hal Robb, Jen Datum, and Dick Robinson.

c. 2024 Governing Board nominations; Many team Chairs will continue in their position. We do need nominations for President and Vice President at this time.

d. Coffee hour duty: October: Administration, November: Legacy, December: Officers and Property Maintenance and Technology, January: Justice, Education, and Fellowship, February: Operations, March: Finance, April: Administration

8. Voices of the Congregation: Nan Rigdon, Jeannette Woodworth, Hal Robb, Rev. Kaleigh Corbett Rasmussen, Marsha Swan.

9. Adjournment: Motion to adjourn made by Terri McTigue, seconded by Peg Herzberg. Meeting adjourned at 9:02.

Respectfully submitted by Mary Childs

Next Governing Board Meeting – Monday, October 16<sup>th</sup>, 2023