

Niantic Community Church Governing Board Minutes
May 22, 2023, 7:00 pm (In-Person)

Governing Board Members Present: Frank Chan, Peg Herzberg, Liz Buhler, Mary Childs, Hal Robb, Judy DeVey, Craig Woody, Gail SanJuan, and Nancy Hunt.

Staff Members Present: Pastor Eric Elnes, Pastor Kaleigh Rasmussen, Marsha Swan, and Jeff Birch.

1. Call to Order made at 7:01 by President Frank Chan.
2. Joys and Concerns shared by members present, Opening Meditation and Prayer offered by Peg Herzberg.
3. Approval of the April 17, 2023 Governing Board meeting minutes: Motion made by Hal Robb and seconded by Gail San Juan. Correction requested to add Liz Buhler to the list of Members present. **Motion passed by voice vote.**
4. Officers' Reports
 - a. President's Report: (See May 2023 President's Report) COVID status update, Thank you to Parish Life Ministries for hosting Gifts and Grace presentation, draft minutes posted from the quarterly congregational meeting in April as well as the offsite meeting materials. We supported the walk to end homelessness, a private showing of a documentary, and the LGBTQIA 102 presentation. Remember to check email, video announcements, Tidings, website, and Facebook for upcoming events.
 - b. Pastor's Report: Pastor Eric shared recent glows of new member class, people feeling prompted to come to our Church, the confirmation class. A big Thank you to Gail San Juan for providing meals for the confirmation class. There has been a positive response to the current bible study series. Upcoming series Earthly Mysticism with 6 creation parables from perspectives of a Rabbi, Imam, and Pastor Eric.
 - c. Treasurer's April Monthly Report made by Liz Buhler: Currently we are \$18,169 over for pledges and income, total expenses are over-spent by \$3,837, with payroll being under. Overall, we have a net surplus of \$14,331 for the year-to-date period ending on 30 April. We distributed funds for the April donation effort to reduce the impact of homelessness. The electric costs went down to within \$100 of what was budgeted, partially due to change in supplier. In addition to the \$10,000 invested in Treasury I-Bond we invested an additional \$20,000 in 1-year Treasury Bills as seed money for roof replacement. We also invested \$44,000 from the Old Stone

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restricted funds in 1-year Treasury Bills, the expected annual interest is over \$2,000. Loose offering is still behind by about \$8,000 for April. Motion to approve made by Mary Childs, seconded by Peg Herzberg. **Motion carries by voice vote.**

5. Ministry Teams' Reports:

- a. Operations: Summary of the report given by Frank Chan (See report): NCCCC held Teacher's appreciation week, Christian Education successfully opened Child Care offering during Church service on Mother's Day and will keep it open. Continued efforts to increase communication with reminders for use of the red Friendship Pads. From Music and Worship Arts: New organist, Jason is working out well, and the Children's Choir is recruiting to turn this activity back on, messaging will be shared with families.
- b. Justice, Education, and Fellowship: Report given by Nancy Hunt (See report): Faith in Action Blanket Sunday raised \$1,000, June focus will be on Tools for Hope, the Calendar Dinner will be in the fall. Parish Life is planning a Labyrinth walk for confirmands and the congregation. The Blue Door foundation Foundation provides medical equipment, donations accepted. Christian Education will have a dual celebration on 6/4/23 combining Children's Sunday as well as the Church Anniversary. Currently looking for 1 to 2 people to work: One Room Schoolhouse for ages 3 and the Nursery for children under 3. Youth Mission trip has secured a second chaperone. The youth will be looking for painting supplies to bring with them to New Jersey. A Cake and Stock Sale will be a way for accepting monetary donations. Discussion regarding the funds being used to cover overall costs of the trip and what families need to pay (25%) for their child to attend. Prayer Shawl group is knitting/crocheting and accepting donations of yarn and needles.
- c. Property, Maintenance, and Technology: Report given by Craig Woody (See report), replacement of six (6) emergency lights, fire extinguishers updated, replenished first aid kits. Upcoming project to remove Hosta plants from around the air conditioning units. Will need to conduct an Annual Fire Drill. A reminder was given to only dig on grounds after discussing plans with PMT. Teams and staff are reminded to notify PMT, specifically Craig Woody, if they feel areas are not being cleaned properly.
- d. Legacy: report given by Hal Robb (see report): looking to get money invested from the Old Stone Burial account. Bricks for the Memorial Garden are being sold at cost. Will discuss the Tech Oversight Team later on the agenda.
- e. Admin: No report at this time.
- f. Finance: Gail San Juan: Will discuss the Policy for Fundraising and Donations later on the agenda.

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6. Current Business Items

- a. Coffee hour schedule: MAY 2023 - Financial Resources, JUN 2023 – Legacy, JUL 2023 – Operations, AUG 2023 – JEF, **SEP 2023 – Still OPEN**, OCT 2023 – Administration, PMT was asked to fill the September openings however feel there is a conflict with the calendar and will report back.
- b. Narthex Mezzanine Floor Reinforcement Proposal (See information and proposal materials) – information brief made by Rich Thomson. Rationale for increasing structural support to the storage area above the Narthex as well as potential solutions were given. Rich has graciously offered to pay for this project to make the church safer. This will be discussed again with input from the congregation. Please direct any questions to Rich Thomson.
- c. Offsite: next steps - near, intermediate, and long-term actions: Frank Chan shared that the notes and materials are posted in draft mode. Many ideas were generated for running and growing the Church. Members are asked to consider what near, immediate, and long-term actions are. Consider starting the pledge drive sooner than the fall. Another meeting will be scheduled to establish priorities, timing for implementation, and resources needed.
- d. Information Technology, Microsoft 365 update, Technology Management and Oversight Team: Hal Robb shared the need for an oversight team which would determine who designates access and editing abilities. The establishment of this team would be based on the proposed function, which could be a task force.

7. New Business Items

- a. Plan for Youth Faith Formation Coordinators after July – Marsha Swan and Christy Pyatt have been filling this position. Brooke Stutzman: Christian Education Chair shared that the coordinators are doing a great job. The current position is funded at 20 hours per week and it is shared between two people. Much work has been needed to get up to speed and communicate. In the future possibly looking for one part time professional to work the 20 hours. Christian Education can write this into the job description. There is a possibility of requesting 30 hours per week. Christian Education provides input to the Pastor and that information is combined to become the evaluation. It is anticipated that there would be a less arduous and rewarding process.
- b. Updated policies for free-will donation events and fundraising activities. Financial Management proposal made by Finance Chair Gail San Juan. We are allowed up to five fundraising events throughout the year before state tax payments are required. Typically these are: Jack Frost Bazaar, three Summer Suppers, and potentially one NCCCC event. It is proposed that a form be submitted a month in advance when committees or teams are conducting a free will donation event.

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- c. Special Congregational meeting will be held on 6/11/2023 to vote on the decision between calling a UMC or UCC settled pastor. Frank Chan shared that the Governing Board will provide information to the Congregation during the next two weeks.
8. Voices of the Congregation: None raised.
9. New Business: Peg Herzberg announced the Settled Pastor Search team with three representatives from each of the following memberships: United Church of Christ, United Methodist Church, Niantic Community Church. The Governing Board affirmed the Ad Hoc Pastoral Search Committee.

UCC: Nancy Hunt, Peter Crizer, Holly Buhler
NCC: Bette Mahon, Roe Granger, Leyna Rasmussen
UMC: Verna Swann, Mary Mirecki, Ellen Ashburn
10. Motion made to Adjourn made by Craig Woody and seconded by Liz Buhler. Meeting adjourned at 9:03 pm.

May the Lord watch between me and thee while we are absent one from the other.

Next Governing Board Meeting – Monday, June 26th 2023 (Fathers' Day followed by Juneteenth federal holiday the week prior)