

## Niantic Community Church Governing Board Minutes

18 March 2024, 7:00 pm (in-person)

GB Members present: Carol Donovan, Nancy Hunt, Liz Buhler, Pastor Erica, Pastor Kaleigh, Hal Robb, Jeannette Woodworth, Cheri Meier, Craig Woody, Terri McTigue, Gail San Juan,

Also present: Margaret Holmberg, Paul Helvig, Edie Watrous, Jeff Birch, Frank Mireki, Mary Mireki, Peter Healy, Pam Stevens, Marsha Swan, Juanita Durham, Sue Smith,

1. Call to Order: Carol Donovan, President, called the meeting to order at 7:02
2. Joys and Concerns: Those present were asked to share joys and concerns
3. Opening Prayer – Jeannette Woodworth offered a prayer
4. Approval of the 25 February 2024 Governing Board meeting minutes: Motion made by Hal Robb and seconded by Craig Woody to approve the February 25, 2024 meeting minutes. No discussion or amendments, Motion passed, Mary Childs and Liz Buhler abstained

Motion to move agenda item 7b before item 5 was made by Jeannette Woodworth, and seconded by Mary Childs.

### 7 New Business

b. Anti Racism proposal: Paul Helvig shared a proposal he collaborated with Margaret Holmberg, Verna Swan, and Justine Lavoie to schedule a three part Anti Racism series to be advertised and attended by local area churches and groups. The cost would be about \$1200 and the firm of Drakes and Burton would be contracted to conduct this series. Jeannette shared an update from the most recent JEF meeting in support of this series.

Jeannette Woodworth made a motion, seconded by Mary Childs to support Paul Helvig, et al, to bring the 3 part series on Anti-Racism to NCC or nearby venue in East Lyme, to communicate with all the churches of East Lyme, asking if they would like to join in support of this series for their parishioners and to make a contribution towards the financial cost for the presenters. Discussion raised questions and shared support. Motion passed unanimously.

### 5. Reports

- a. President: Carol Donovan asked that members refer to her report as an update.

b. Pastor Erica: reported that continued discussion around covenants, coordinating announcements, Bible studies, Lent, Holy Week services. Additionally, dates for upcoming new members class and a memorial service were shared.

c. Pastor Kaleigh: Offered gratitude for the support during her family's time of loss, gave an update on services at Bayview, Houses of Healing program has three more weeks, Confirmation group is thankful for those who have contributed meals, Confirmation Sunday will be in June, a baptism will be held in April, and Kaleigh plans to attend the Methodist Conference at the end of April through the beginning of May.

d. Treasurer: Liz Buhler shared a current financial report. Pledges are over, all other was misreported. Currently reads over budget as fundraising planned later in the year has not yet occurred. Music Worship Arts appears over as the substitute organists are paid for out of this budget, while payroll looks under as the organist position has not yet been filled. While the cash balance is \$191,000 it does appear to be less as some of those funds were invested. (See report) Motion to approve the Treasurer's report made by Liz Buhler and seconded by Craig Woody.

i. How to use monthly finance reports: Liz shared printed versions of monthly reports that Team Chairs receive. She explained that the columns are where committees can see what is spent monthly and noted that the full budget covers 12 months. The Transaction Detail report should be sent to committee members by the Chair.

e. Ministry Teams:

Legacy: Hal Robb reported that there is a need to fill out paperwork to transfer trust funds and provide documentation to prove established signers for forms. Edna Gilstad and Hal Robb will need to be listed as Endowment Officers as well as Carol Donovan and Liz Buhler listed as Church Officers. Hal Robb made a motion, seconded by Liz Buhler, to authorize Edna Gilstad and Hal Robb as endowment officers. Motion passed unanimously.

Justice, Education, and Fellowship (JEF): Jeannette Woodworth shared an update from Christian Education, Faith In Action, MLK Scholarship Fund, Habitat for Humanity, Safe Futures, OAR, collaboration with the Nehantic Nation, Parish Life, and Prayer Shawl Ministry groups.

Property, Maintenance, and Technology (PMT): Craig Woody shared a proposal for a door with a window to replace the door to the sanctuary from the office hallway. He shared details around the proposal. As this would alter the sanctuary, the proposal

will need to be voted on at the next Congregational Meeting (April 28<sup>th</sup>). Craig is also looking for input regarding replacement lamps for the walkway from the Narthex/portico to the street. Craig is sending a Cleaning Services Package out to bid this week. This package includes contract language aligned with the State guidelines for Childcare centers. This package does not include cleaning the parsonage. He will be looking for volunteers to help with cleaning this property this spring.

Operations: Terri McTigue shared an update from the NCCCC (See report). Decorations for the sanctuary are arriving on 3/30. Two applications were received for the organist position, however the position is still open as neither of these were accepted.

Finance: Gail San Juan reported that two committees will be working to consider fundraising and cost saving for the Church. Frank Chan is getting ready to start a capital campaign.

Personnell: Cheri Meier reports that staff self-evaluations will be sent out soon.

## 6. Current Business

a. Leadership moments: Compliments were given to the Legacy Team and Hal Robb for their Leadership Moments this past Sunday.

i. April 21 – Property Management/Technology: Craig Woody asked if he could give his Leadership Moment during service on 4/28.

ii. May - Finance will have a turn (date to be determined)

b. Focused Retreat – May 18, open to congregation: This will be to discuss the following items:

i. Mission and vision statements for NCC

ii. Governing Board

## 7. New Business

a. Governing Board meeting with Jeff Birch re Capstone Project

i. May 4; 3 hours (11-2:00) Jeff will share the HELM Model for Mission and Ministry Planning. Specifically, how to allow for change as it arises and to change as population and demographics change.

ii. Officers, Team Leads and Associate Team Leads

iii. Jeff will provide sandwiches; GB members provide snacks and dessert

c. April 28 Quarterly Congregational meeting

i. Vote Assoc. Lead for Legacy – Sue Smith and UCC/UMC delegates

8. Any Other Business: Mary Brailey is stepping down as Chair of the NCCCC Board.

9. Voices of the Congregation: Pete Healey shared upcoming Special Offering Schedule, Sue Smith asked if the posts to our NCC Sign could be painted. Carol Donovan noted a correction on the agenda that the next NCC Governing Board Meeting will be on 4/15/24.

10. Adjournment: Motion made by Gail San Juan and seconded by Craig Woody to adjourn the meeting. Meeting adjourned at 8:31

Members stated the phrase: May the Lord watch between you and me while we are absent one from the other.

Next Governing Board meeting – April 15, 2024

April Opening Prayer –

Quarterly Congregational meeting – April 28, 2024