

Central Board Meeting Minutes 9/21/2021

via Zoom 6:30 - 8:30 PM

Proof Notice: September CB Meeting was announced in the September Spire distributed 8/31/20201.

Attendees: David Brandt, Dale Earl, Doug Marquart, Lauren Swiniuch, Joyce Mosher, Jack Terrill, Nancy Koch and Rev. Lisa Steadman. Absent: Andrea Trefry.

Opening Prayer by Rev Lisa

- Approved Central Board minutes from 8/23/21 regular meeting- taken by Doug Marquart
- **Rev Lisa status –**
 - Pastoral care – Ruth Moran is recovering after a breakthrough Covid infection. Elsie Jacobson had surgery recently and was back in Lahey Burlington. Several other prayer situations lifted up
 - Discussed recent racist comments questioning a recent appointment of an African-American member (Dr. Kenann McKenzie) to the Beverly School. Rev Lisa signed on to the Beverly Interfaith Coalition letter in support of the Mayor and School Board’s handling of the situation. Lisa is planning a book discussion, centered on **Waking Up White**, probably 4 weeks, which will also be open to other churches.
 - Worship planning – next 2 months will be aligned with Stewardship messages. In person attendees liked the humming and percussion instruments in the pews, so planning more of that.
 - Vacation – Lisa will be off the weekend of Oct 1-3 (happy birthday!) and Nov 12-14.
- **Fall plans for children** - Lisa introduced a resource from First Church River Falls, WI UCC, **Picture the Bible**, a set of 52 pictures that depict bible stories by a professional artist. Stories will be shared in church, but can also be sent ahead to families digitally so children can color the pics and hear the story, either in church or via Zoom/FB/YouTube. Peg Round and MJ Clark reviewed. **CB voted to reallocate approximately \$700** from other CE related budget funds to purchase the curriculum. More info – <http://www.Picturethebible.org>
- **Stewardship – will launch October 10th through November 7th** and integrate with worship. Key areas will be:
 - In Reach – care of each other, building etc
 - Out Reach – Missions and our transition steps ahead
 - A flyer will be primarily sent electronically (US Mail delivery dates continue to be very unpredictable), with an overview of income streams like pledges that provide the resources to fund our expenses, including staff, operating costs, missions, social action and community engagement costs.
 - Pledges can be returned via email to Jan Allen/Financial Secretary or a phone call to the SCC office.
 - Follow up emails will be sent, as well as calls if needed, and personalized thank you notes to be sent by the Finance Team.
 - Lisa will integrate in worship, tentative theme is **Marching to God’s Different Beat**.
- **SCC Transition Plan Proposal** – Rev Lisa presented a revised detailed outline of the proposed process, which kicks off at the September 26 Forward Chat. CB had extended discussions and further refined the draft. **See Attachment 1 for 9/21/21 draft proposal outline.**

- The 2nd step, Sharing our Truth about Where We Are as a Church, elicited the most input, as we considered ways to give more opportunity for sharing. The CB agreed we will look for multiple dates and times to help engage as many people as possible and bring them along for our journey.
- Lisa took the feedback, and all agreed that we will probably need to adjust after seeing the initial Forward Chat, as we learn more.
- **Building Use/North Shore Christian School (NSCS) and others –**
 - Mac Donaldson sent this year's amendment to the NSCS license to NSCS Director.
 - NSCS inquired about using the sanctuary, including singing, and shared they had been singing in lower parish hall (their designated area)
 - NSCS has a working Covid plan across their 3 campuses, and will continue to notify us of any outbreaks in Beverly (thankfully, they have done relatively well).
 - Reopening Team met early September, and after considering all inputs, agreed to allow NSCS to sit in classroom pods in the sanctuary, sing with masks, and then Brad (custodian) will clean the sanctuary, including fogging procedures, on Fridays.
 - Property Team (Jack) installed a video camera at the Cabot Street entrance, so that traffic to the church office through lower parish hall/NSCS shared area can be minimized. Accessible handicap entrance will remain an option for those that need it to get to the office areas etc.
- **General discussion**
 - Property Team - Jack Liaison:
 - Tree near parking lot removed
 - Replacing sanctuary windows – 2 of 8 don't open; getting bids for windows and will get separate bids for qualified installers
 - Heavy rain from TS IDA drained into the 2nd floor classroom above the SCC parlor, coming in through the chimney. NSCS cleaned up the mess. Getting bids to install a cap to minimize water intrusion via the chimney.
 - Follow up meeting in October and every other month or so after.
 - Church Sign at Conant/Cabot – Jack cleaned and updated the sign message
 - **Carry over action: Building and Tech Teams determine if security camera near portico entry, school and handicap entry areas is a viable option?**
 - Team will meet again in October
 - **General Action – each team to create 1-2 sentence with a simple description of their scope of responsibility described; several drafts sent to Dale, others requested by early October**
 - Safe Church Team – No action; reviewing changes to policy
 - Finance Team – see Stewardship and Building Use updates above
 - Technology Team (David Brandt) – Zoom meetings are still going strong. Averaging 5-7 people on line for Sunday worship and about 25 in church. Our FB and YT reach is about 58 people weekly. Process for Bevcam documented and given to Theresa Dickson.
 - Sound quality on broadcast/recordings is still an issue. Bells and piano or organ still waiver in and out over the Zoom recording. David recommends SCC hire a contractor to assess our audio needs.
 - Nancy Rexford contacted me on junk equipment in the old office. These are the old PC's and servers. Hard drives were destroyed according to Minnie our Tech Consultant.
 - Jack Terrill contacted me regarding a new door lock and security camera system for the school entrance and our parking lot entrance doors. I recommended Comcast,

but Jack said they could not help with commercial buildings...only residential.
Property Team investigating

- Provided Finance Team figures for maintaining the status quo for video streaming and our technology consultant. However, we need to rethink this if we are to tie in ALL technology...copiers, phones, PC's, software, wi-fi, security cameras, lighting, sound, streaming, website maintenance, digital signage, etc...and I recommended it fall under the Properties Committee budget. These are upgrades the church really needs to step it up to the 21st century. I consider it as "infrastructure". A part-time tech director should be considered at roughly \$35-40,000/yr. with a yearly budget of about the same to purchase and install new equipment or systems as needed. We could perhaps reach out to Minnie for more guidance.
- Contacted our AV vendor for a camera problem we are experiencing where camera 2 cuts out due to loose cabling. I instructed our Intern (Claire) on what to do when that occurs. Our system is now officially out of warranty. I already submitted a quote to CB regarding yearly service contract, but no action was taken.
- Lisa and MJC revisiting costs to buy a simple, small color printer for small jobs likely weekly church bulletins vs outsourcing to Staples. Lisa currently printing at home using SCC purchased ink cartridges. Staff is happy with the black/white high volume printer and that decision, so investigation small color print task options.
- Sanctuary & Worship Design Teams – Lauren liaison – draft responsibilities summary provided. Worship Design team dormant, and per Lisa, will likely dissolve into the entire transition process being launched
- Mission/Social Action Team – Rachel Hand, Executive Director of Family Promise, spoke during the September 19th service. SCC re-engages onsite with Recovery High this week
- Community Building & Membership Team – no update
- Visitation Team – general visitation by Wendy on-going; no specific update provided
- Search Committee – Liaison – Nancy K liaison; on hold
- Reopening Task Force – met early September – see above NSCS update
- Staff Meetings – Lisa/Dale will continue to attend
- Annual Review of Bylaws – no report
- Safe Church Team – no report
- Meeting was adjourned with a prayer at 8:30 pm

Running Action Item List (RAIL)

Action Number	Action Item	Date Open	Date Closed
June 21-01	Dale Earl to review Active/Inactive member list w MJC and correct errors	6/2021	
June 21-02	Doug to contact Keith Linares regarding Safe Serv practices in the kitchen and incorporate into Safe Church policy as appropriate; Doug spoke with Keith 9/22; Keith agreed to investigate.	6/2021	
Sept 21-01	Jack investigating security cameras near entry doors	8/2021	
Sept 21-02	General Action – each team to create 1-2 sentence with a simple description of their scope of responsibility described; several drafts sent to Dale, others requested by early October	8/2021	