

## Central Board Meeting Minutes 12/14/2021

via Zoom 6:30 – 7:50 PM

Proof Notice: December meeting time was posted in December Spire and announced in church.

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

Opening Prayer by Rev Lisa

The meeting was Chaired by Dale Earl and notes were taken by Doug Marquart.

Approved Central Board minutes from 11/16/21 regular meeting, as well as the special joint meeting with Mac Donaldson and the Finance Team 11/29/21.

### Rev Lisa Status –

- **Advent/Christmas season worship.**
  - 12/19 Service will have 4 stations w/ distancing – interactive stations that can work for children present as well
  - Christmas Eve will feature the 4:00 pm Family Service. Charles and Nancy are not available for a later service, and it was decided a service without live music was unworkable. Many aspects have already been filmed, in case Zoom-only becomes a necessity
  - 12/26 – asking congregants to bring poems and short stories to share
  - 01/02/2022 – celebrate Epiphany
- **Transition Planning Update**
  - Reminded CB, and with weekly comms, Spire and other comms, to please complete interviewing a millennial sheet to help shape our perspective going forward
  - 09 January – Share learning and insight
  - 16 January – follow up stats, trends, threads and realities observed
    - These 2 sessions will be filmed, and uploaded to YouTube for member-only viewing and not published publicly
  - 30 January – Rev. Alex Shea Will, UCC Associate Conference Minister will preach and host a conversation after church
  - Transition Team – Lisa has contacted one member, who is thinking about it. Will contact a younger mother after the holiday to gauge interest.
  - These actions leading to the next step – what are the possibilities and what needs to be investigated. This will be the result of brainstorming.
  - Some discussion on the building use and costs. While usage (rent) income and building endowment generally cover costs, it does take member's time and it was agreed we have a much bigger building than we would need for what any on the CB could envision.
- **Covid and Comms** - Lisa discussed current Covid testing levels in Essex County (7.8%), which is high, but below the 10% level, where further discussion on possible actions would be needed. Lauren asked that Rev Lisa bring forward any Covid news to other CB ahead of any changes, for

awareness and possible concurrence, depending on the action warranted. Lisa agreed, and will let MJC know too.

**Stewardship and 2022 Budget** – Dale reported a few more pledges and contributions have continued to come in, and we now have 60+ pledgers. This will help reduce loss projections a small amount, but still positive direction. She reminded us we need 18 people at Sunday's Budget meeting for a quorum.

- Very few questions about the actual budget at the 12/12 Forward Chat discussion that presented the 5% withdrawals and \$99K deficit. Generally reiterated part of the high deficit is driven by Transition-related costs.
- Doug brought up the need to revisit whether some of the Technology improvements proposed to help the building function better for hybrid (broadcast) services could be classified as building expenses and funded by the building endowment funds, e.g. microphones that pick up music and singing better.

**Forward Chats** – it is in the bylaws to post minutes, so Dale is posting material (including Zoom link as it was taped) from the 12/12 discussion. Andrea brought up that 2022 FC's should consider topics brought from the Congregation, not just CB sponsored topics.

**Treasurer's Report** for November and December will be reviewed along with the YE report at the January 2022 CB meeting.

#### **Property –**

- Jack reported replacing the paddle and batteries in our 5 year old AED equipment
- Essex Alarm will be replacing sanctuary smoke detectors after a few issues. They were more than 10 years old. Smoke/CO detectors typically have shelf (useful) lives noted on their labels
- Plumber looking at a leak near the downstairs ladies room. Believed to be an outside faucet that may require opening up a wall to repair.
- Church sign posts will be replaced and reinstalled this week
- Thanks to Troop 4 for raking and fall clean up over Thanksgiving weekend.
- Snow plowing and lawn maintenance.
  - Unable to get a timely quote from Lawns by Juan
  - Fixed cost quote from Josh's Landscaping, which included a 10% discount in return for 2 parking spaces for equipment. This would also insure SCC gets priority during storms. The expense is partly offset via payments from NSCS for snow removal, as needed.
  - **CB unanimously approved** the recommendation to accept the Josh's Landscaping quote from the Finance and Property Teams.

#### **Technology**

- David noted continued concerns with projecting sound to Zoom/YT/FB, and Rev Lisa reiterated someone mentions via phone or email weekly. Our service contract expired in October. Lisa and David to meet in early January to get in sync on path forward toward purchasing and installation of choir/instrument mics in sanctuary.
- Installation of a camera and mic in the chapel: David has a spare USB PTZ camera to install in the chapel, but no microphone(s) to place in there. They would need to be purchased and

professionally installed with the camera. Cable runs would be through the window in balcony from control table, down side of exterior and into window of chapel. To be addressed after the main sanctuary mics are identified and brought forward for approval.

- Intern status: Claire is doing fine. She has taken on a few more hours where she can and helping with file transfers to Dropbox from Zoom, staying for Forward Chat recordings, etc...but the editing and uploads to FB and YT are still being performed by me. I sent the directions to both Theresa and Claire on exactly what to do. This is about 2 hours a week to complete. Claire has another job and school/work activities so I am not sure if she can do it. Theresa is not interested and David would rather not do it himself.
- Technology management: I need to clarify who is in charge of Minnie and Claire? Who has budget control over technology? Will there be a future position for a technology/worship assistant to manage this area? I would guestimate a 6-10 hours/week commitment at roughly \$18-\$20/hr. Approximately \$10,000 a year. To be considered as we look at job descriptions and restructuring of duties in our future state, hopefully late spring 2022.
- Next meeting will be 18 January 2022.
- Meeting was adjourned with a prayer.

Running Action Item List (RAIL) – **updates in bold**

Action Number	Action Item	Date Open	Date Closed
June 21-01	Dale Earl to review Active/Inactive member list w MJC and correct errors. <b>Dale plans to review in earnest after the holidays</b>	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. <b>Doug spoke with Keith 12/12 – doesn't appear to be a point of interest with the local health inspector in Beverly. If Beverly Board of Health were to impose, we would need to revisit the action and develop a plan – action closed</b>	6/2021	12/2021
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; <b>Dale suggested we revisit in January; she will review which teams are missing, and ping people in the new year</b>	8/2021	