

Central Board Special Meeting Minutes 6/6/2022

SCC Room 103/Zoom 6:35 – 8:15 PM

Proof Notice: Special meeting time for the CB to review the 5/22 sanctuary incident that resulted in a call to Beverly Police was announced in Church 6/5/2022

Attendees: Dale Earl, Rev. Lisa Stedman, Lauren Swiniuch, Jack Terrill, Kathy Taylor, Peg Round, Joyce Mosher and Doug Marquart.

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

Opening Prayer by Rev Lisa.

Background: A disturbing hand written message on a small whiteboard the SCC Choir uses during practice was discovered Sunday morning 5/22/2022 just before the service. Beverly Police were called and responded quickly, gave assurances the building was safe after a walk around, and opined it was safe to proceed with the 9:30a.m. service in the sanctuary, followed by the Annual Meeting. See minutes of the Emergency CB meeting 5/26/2022 for more details and interim actions taken. This pre-announced Special meeting was to review the incident, document lessons learned and takeaways, including highlighting potential gaps in communication practices, emergency procedures and training that might be beneficial for Staff, the CB and possibly the Congregation.

After Dale, Lisa and others provided an overview of that morning's incident and actions taken, up through the 5/26 Emergency CB meeting. Dale structured the discussion to review both "what went well" and then areas for improvement:

What went well

- Nancy Rexford and Rev. Wendy Linares quickly called 911 after finding the message and determining it was a potential threat to be investigated.
- Beverly Police responded quickly, reviewed the message and walked portions of the building. They advised not to spread alarm, and it was safe to proceed with the service and Annual Meeting
- Dale Earl, Revs Lisa and Wendy and Nancy Rexford/Charles Turner did not panic and projected calm to the choir and congregation
- It was determined a key to the sanctuary was missing, and prompt action was taken to rekey the lock and replace keys for authorized holders.
- Jack Terrill returned to the church complex early afternoon, walked both the outside and inside of the building (similar to the evening security walk through).
- Jack T. also accompanied Brad (SCC and NSCS sexton) on the evening building security walk, determined clothes found in the elevator were for the NS Christian School placed there by Brad, and not from an unauthorized person living in the building

- Jack checked the building Monday morning before NSCS school day started, reached out to Pam (Principal) and received a call from her around 8:30am

Improvement Areas / Need to Do Better

- Communication of status to the entire Central Board – **adopt a practice** that when police, fire or emergency responders are engaged, lead CB and/or Staff person initially involved to text/call/email rest of the CB members within X hours. It is understood initial comms will likely be an awareness message, with additional details to follow.
- Standardize & train to confirm w emergency responders that they have cleared the entire building after a call or alarm (police, fire, etc.) before deciding to proceed or not
- Need a simple documented process to contact Pam/NSCS on weekends or after hours if a situation that potentially affects the school develops (Rev Lisa/CB didn't have her cell phone/home number)
- Train and confirm communication initiation and responsiveness expectations w sexton (Brad); clarify who at SCC he is to contact and timeframe
 - See something, say something - Observed the message, but did not contact SCC or NSCS to relay what he saw
 - Took 10+ hours to respond to Jack on Sunday
- Clarify CB and Staff understanding of threats vs active threats; pursue training for Active Threat/Active Shooters for Staff, Central Board and Congregation
 - **Action** – Rev Lisa will contact Beverly Chief of Police for availability of materials and/or training ahead of next CB meeting
 - **Action** – Peg Round to contact Rev. Fred Meade and determine training options ahead of next CB meeting
- **Rev Lisa and Dale to confirm** w MJC that our current (6/12/2017) key procedures are being followed, including annual review.

After the specific incident review, the CB considered the current state of the Safe Church Policy, the last procedure not fully revised after the 2019 By Laws were issued. Doug circulated the 10/5/2021 draft that includes editorial questions/comments. **Dale asked for CB review and comments by the next CB meeting June 21.**

- **Action: Kathy Taylor** agreed to ask David Boynton to lead the Safe Church Team.
- **Action: Rev Lisa to confirm and document** (if not already in a written list of job duties) MJC's backup for controlling/adjusting the Handicap Entrance electronic lock; confirm minimum of 2 person bench depth (primary and backup)
- **Schedule a fire drill** during service by end of September or sooner.

Rev Lisa led the closing prayer at 8:15 pm.