

Second Congregational Central Board – August 16, 2022 Meeting Minutes

Present: Dale Earl, Kathy Taylor, Jack Terrill, Lauren Swiniuch, Joyce Mosher, Peg Round, Doug Marquart, Nancy Koch

Absent: Rev Lisa Stedman (on vacation)

Meeting notice was posted in the Spire and Weekly E-news, as well as announced at Sunday services.

Dale Earl opened the meeting with a prayer at 6:30pm.

Minutes

July 19 & July 26 CB Special meeting minutes - Acceptance moved by Lauren seconded by Jack - Approved

No Pastoral topic update from Rev Lisa (on vacation)

Summer projects cleaning out the offices – good progress (thanks Jack & Dale) with Youth Room and CE Office. A few remaining items for Rev Lisa to review for possible retention/storage at SCC when she returns from vacation, otherwise CB will see about donating to Savers or another entity.

Quickbooks/Quicken – no discussion; revisit in fall.

Transition process - Due to extreme heat July 24, which cancelled the planned after church **Transition Discussion**, CB reaffirmed we will hold the discussion **after church Sunday 9/11**, as well as the 3 follow-on Small Group discussion meetings:

9/14 Wednesday - 11am at church

9/18 Sunday - after church

9/19 Monday 7pm at church

CB briefly discussed inputs made in July to the Transition Power Point, derived from SNEUCC Super Saturday presentation, and no one could recall seeing a revision to the slide deck and talking points. CB determined the need for a **Special CB Meeting** after Rev Lisa returns from vacation and has a chance to update/incorporate comments and tentatively set the date for **Sept 6 at 6:30pm** to review the latest.

Proportional Giving – Dale reviewed our donations to the SNEUCC Conference history since 2019, and projections for 2022 after last week's discussion by the Finance Team. After a thoughtful discussion, the CB reaffirmed we will donate the full amount in the budget for 2022. Going forward, we will target 3.7-3.8% of total adjusted income; made up by 40% of the Mission budget (10% of total pledges) with the balance made up from general operating funds.

Family Promise Use of Office Space – FPNSB toured the lower corridor offices last month, as a possible temporary solution for them as their lease on their permanent space at the current Rantoul St lease expires in January 2023. FPNSB would be interested, assuming they could afford the space.

Several CB members felt we should help FPNSB as one of our core missions we are still involved with, and as their model has changed, we can't house families or donate meals at church the way we did prior to the pandemic. There was also a discussion of the CB's fiduciary duty to SCC, and the need to have an equitable agreement when we meet with the FPNSB Board representatives (several of which are active SCC church members). After a thoughtful discussion, Doug moved that we authorize Jack to meet with FPNSB with the expectation they would agree to pay \$100/month for use of the Youth Room, the former

CE Director Office, part of the storage area in Room 101, and use of Room 103 on a non-interference basis. The motion was seconded by Kathy, and passed 7-0, with Dale Earl abstaining (FPNSB Board member). Jack will work with MJC and Rev Lisa to tailor our standard tenant agreement as a proposal to FPNSB.

Finance Committee (Jack):

Jack reminded us that we still need to acquire an updated appraisal to maintain our insurance. He asked Kathy to confirm with her son (works in commercial real estate) that the \$2600 price quoted from our last appraiser was reasonable, as he has been unable to locate another appraiser since we received notice from our insurer.

Property Committee (Jack):

- **NSCS License** – Jack reported that the updated license with NSCS was executed, with the adjustment to the rent, as well as the addition of the 6 months termination notice clause added. He also reported that the school is moving ahead with the bathroom renovation we agreed to split with the school, and that he expected to review progress with them in the next week or so.
- **Security/Security Cameras** – Jack received a 3rd bid to install cameras and a security system from Electric Security in Methuen. Their bid was the lowest of the 3, but DID NOT include integration with a cloud system which would require hard lined viewing from the SCC Office vs a system with a phone app that notify authorized users can view remotely 24/7 (a key desired feature). After discussion of the other 2 bids, Kathy moved that we proceed with the 2nd highest bid, that from Alarmex in Topsfield, for \$9995, and \$65/month for server usage via a cloud system. Kathy moved CB approve, Doug seconded, and the motion was approved unanimously.
- **Updates to the Handicap Door, NSCS Conant St Door, and the Cabot St Doors** – Jack recommended we authorize upgrades to the door hardware and system for a total of \$7800 by Instant Alarm, the original installer. Kathy moved CB approve, Doug seconded, and the motion was approved unanimously.
- AA to reimburse SCC for a table damaged during a recent meeting. Jack purchased and AA agreed.

Technology/Comcast upgrade – Dale observed the slow response due to our current service bandwidth with Jan and agreed with the recommendation that we upgrade to the new proposed service, that would include faster download/upload speeds, a new modem, new WiFi and 2 Pro Access points. Lauren moved we approve, Nancy seconded, and CB approved unanimously which increases the bill from approximately \$285/month to \$345/month but will greatly improve the level of service.

Music Search Team – Kathy briefed that the position looks more like a team leader slot than a Music Director. Expectation is to post in numerous forums shortly, including UCC, Endicott and other venues to hopefully generate interest.

The transition process was discussed during the Music Search Committee earlier this month, and several people were surprised to learn the options for the path forward had narrowed considerably.

Mission Team - Kathy Taylor requested that the Finance Team also clarify where the 3.5% investment income from the segregated Mission endowment is directed (generally segregated due to the prior Gift Policies in affect at the time of the specific unencumbered gifts). Going forward, the Mission Team expectation would be that the invested proceeds funds be directed for the Mission Team to disburse, or explain the ramifications of any change on the overall budget if that change was made.

Safe Church –Doug and Nancy Koch to meet 8/22 to restart policy update effort. We are tentatively planning an early fall fire drill. Doug to contact Lisa when she returns for an update on her conversations with David Boynton to gauge his interest in joining the Team.

Stewardship – Dale shared the Finance Team discussion that determined we will do a simplified Stewardship campaign in the fall. We are leaning toward a 2 page summary request via letter emailed (and mailed by exception) and available in church.

Meeting adjourned at 8:15.

Special meeting at 6:30 on Tuesday September 6, as well as the next regular CB meeting September 20 at 6:30.