
Saint Stephens United Church of Christ

Meeting: Council		Place: Saint Stephens UCC	Date: 5/10/2021	Time: 6:00 PM
Attendance: Rev. Mike Southcombe <input checked="" type="checkbox"/> Cheryl Buck <input checked="" type="checkbox"/> Corey Dornbrack <input checked="" type="checkbox"/> Judy Heath <input checked="" type="checkbox"/> Alex Goetsch <input checked="" type="checkbox"/> Bonnie Koelsch <input checked="" type="checkbox"/> Paula McIntyre <input checked="" type="checkbox"/> Mike Moellendorf <input checked="" type="checkbox"/> Janet Schaefer <input checked="" type="checkbox"/> Lexi Slagoski <input type="checkbox"/> Kristine Smith <input checked="" type="checkbox"/> Chris Stevenson <input checked="" type="checkbox"/> Melissa Stevenson <input checked="" type="checkbox"/> Frank Van Alstine <input checked="" type="checkbox"/> Bill Wengeler <input checked="" type="checkbox"/> Guests: Bryan Plautz.				
Purpose: Handouts: Agenda, Secretary's, Treasurer's report, other as indicated/needed Prep Work: Review agenda and minutes from previous meeting				
Agenda Item, Time, Assigned To	Discussion Points/Meeting Minutes	Decisions Made or Action Required	Person(s) Responsible for follow-up	Date Required
1. Invocation	Pastor Mike led the council in an invocation.			
2a. Call to Order 2b. Property Committee	<p>President Corey Dornbrack called the regular council meeting to order on 5/10/2021 at 6:00 pm.</p> <p>Regarding Boiler Replacement: Bryan Plautz and Bill Wengeler present a proposal from Complete Control Inc., totaling \$151,673.00. Property committee recommends to accept as written; some asbestos is present and will need to be removed. The cost of this is not known until boiler work is being done and will be in addition to this dollar amount. It is not anticipated to be very expensive. The optional add of \$6,824.00 per boiler to add Powerflame high turndown burners is questioned. This modulates the burners and allows both boilers to run the same amount of time. New thermostats are not needed; they are functioning and will work better with new boilers. There is a 5-year warranty on parts. There are funds in boiler fund and NOW! to cover the cost of this. Thank you to Bryan Plautz, Bill Wengeler and Property committee for their work on this.</p>	Mike Moellendorf motions to accept the proposal from Complete Control Inc. as written; Kris Smith seconds. Motion passes unanimously.	Property Committee	Ongoing
3. Roll call	See Attendance above; roll call taken by Paula McIntyre, Council Secretary. Kris Smith entered into Realm.			

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<p>4a. Secretary's Report 4b. Treasurer's Report</p>	<p>April meeting minutes are reviewed. Not completed: Pop machine needs to be cleaned out; Line item 500.605 needs to be renamed to Bank and Filing Fees. What is in bank box?</p> <p>Treasurer's report is reviewed: Line item 400.130 includes income from a baby shower and Haven for use of the building. Line item 500.170 includes a staff lunch in February. Line item 500.315 Public Relations and Marketing; Saint Stephens UCC paid to be included in the Merrill Community Profile. Line item 500.325 Includes fees for Upper Room, These Days devotionals. Line item 500.330 includes care packages sent to home bound and soup bowls for Ash Wednesday. Line item 500.395 is new and will include COVID-19 supplies like hand sanitizer, Clorox wipes and other items we wouldn't normally purchase. We will track these expenses for PPP Loan. There will be a line item added for any expenses associated with the break-in. Line item 500.415 includes Easter costs. Line item 500.705 includes elevator inspection, phone line repair, boiler chemical inspection which happens every 6-8 weeks. Line item 500.810 allows Pastor to give those in need gas cards at his discretion. Line item 840.155 Medical Equipment Ministry: currently contains \$923.07; we should be doing something with this money. In the past knee scooters and batteries for powered scooters were purchased.</p>	<p>Bonnie motions to approve minutes; Chris S. seconds and motion passes.</p> <p>Terra will ask if those who used church for the baby shower want to donate the money to the church or would like a refund. Church will refund Haven.</p> <p>Medical equipment ministry team will be called together for a meeting.</p> <p>Chris S. motions to file report pending audit; Cheryl seconds, motion passes.</p>	<p>Paula to send approved minutes to Terra for filing.</p> <p>Pastor Mike</p>	<p>End of May</p> <p>Next council meeting June 14, 2021</p>
<p>5. New Business</p>	<p>a. Break-In after math: sound system was damaged; repairs to be made this week. There have been issues with organ sound on the radio and microphone issues during worship. Person who broke in was caught. Locking of doors: policy in place stating door(s) can be locked at discretion of person in the building on days when only 1 person is in the office. Cameras: Hunter will come to replace the camera in Memorial Hall-it hasn't worked. A camera inside Door 1 to view the hallway and stairwell. Need to determine if we want/need motion-activated or rolling recording camera. What is the maximum number of cameras that can be on our current security system? Hunter will be asked to provide an estimate on</p>	<p>a. Ask Hunter for estimate on Key Pad entry at Door 1. Find out how many cameras can be on our current security system.</p> <p>b. Lock up Scrip cards.</p>	<p>Pastor Mike, ?</p> <p>office staff, volunteers</p>	<p>?</p> <p>Ongoing</p>

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	<p>Key Pad entry at Door 1. This will eliminate need for multiple keys. Paul Proulx inspected the church after the break-in. All doors lock nicely. Paula will try to get current Panic bar on Dinner at Five door working. A new panic bar will cost \$800. The latch on the other west door needs to be fixed. Scrip cards need to be locked up.</p> <p>b. Church service participation limits and registrations: 9:00 AM Sunday service only in summer. Participation limits will increase when COVID-like illness activity in Lincoln County decreases. Saint Stephens UCC leadership is following guidelines provided by Lincoln County Public Health Department and the Wisconsin Council of Churches.</p> <p>c. Concert: Deferred until September 2021</p>			
<p>6. Old/Unfinished Business</p>	<p>1. Search, how is it going? a. 5 Nominations from congregation; each Church and Ministry member voted for their top 3 choices. Bill McIntyre will contact the individuals from the congregation who were voted to be on Search team.</p> <p>2. Audit Committee: Bonnie hopes to get group together after May 17 and before our next council meeting in June.</p> <p>3. More council workshops and on what topics?</p> <p>4. Nominating Committee: yes, pursue this fall.</p> <p>5. Chaperone for Ray Woller. Pastor Mike hasn't been able to reach Ray.</p>	<p>There is another meeting to work on writing the profile for Saint Stephens UCC on 5/11/21.</p> <p>Have an audit team meeting.</p> <p>Determine open dates on your calendars to schedule workshop and determine workshop topics.</p>	<p>Pastor Mike, Paula, Janet Cheryl</p> <p>Bonnie</p> <p>All</p> <p>Pastor Mike</p>	

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<p>7. Committee News/Church Concerns</p>	<p>a. Property: Exec board approved Kania quote for water and sewer line work. Seeking second opinions on stained glass window repairs. Railings in front of church need repair. We are hoping to weld them back together. If we cannot weld them, they will need to be replaced. The railings on the west side of the building will get a new paint job and a coat of rust oleum. Hartford will inspect the boiler on Thursday. Does the inspection need to happen given the boilers will be replaced this fall?</p>	<p>Does the boiler inspection need to happen given the boilers will be replaced this fall? Bill to determine.</p>	<p>Bill</p>	<p>Before scheduled inspection.</p>
	<p>b. Worship: See Pastor’s report. Pastor would like our ideas on what type of service to offer in place of current 11:00 AM once a month in the summer. It could be offered on a different day/time.</p> <p>c. Mission: Team met today about Lunch in the Park which will run June 7-Aug 27. Five churches in Merrill are participating. We have Taco Tuesdays. It will be provided at Christ United Methodist Church parking lot. May monthly mission is Strengthen the Church, June is Lunch in the Park and July is the Blue Jay Nest.</p> <p>d. Ushers: Getting to know people with worship registration. Will determine if raffle will be held this year.</p> <p>e. Church and Ministry: Voted on Search Team nominees, discussed forming a nominating committee and a Pastor-Parish Relations team. Has a draft outline for other committees to use when writing their profile.</p> <p>f. Christian Ed: Sunday School is going well. Teachers shopped for goodie bags for kids attending for last day. Cards were made for shut-ins and distributed to attendees at 9:00 AM service yesterday. Having a table at the annual Children’s Festival at the MARC is a good opportunity to advertise our church and Messy Church if it is well received. Curriculum will be selected for next fall Sunday school year. Someone is needed to run Messy Church. Messy church will be held on the 2nd Sunday of the month from 4:00-6:00 PM. Need volunteers to help.</p>	<p>Come up with ideas for monthly other service in summer.</p>	<p>All</p>	<p>June 14, 2021</p>

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<p>7. Committee News/Church Concerns</p>	<p>g. Greeters: Greeters covered 2 doors this past Sunday. Need volunteers to greet. Cathy Hass is trying to organize greeters for next 3 Sundays. Not all greeters were contacted by their team head. Greeters don't have to mask outdoors-they are aware.</p> <p>h. Endowment: Need to determine who is on this team.</p> <p>i. Food for Kids: Will need someone to head up Procurement and Distribution for Food for Kids when Scott Wallace steps down in 6 months.</p> <p>j. Stewardship: Will meet in the future.</p>			
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<p>8. Pastor's Report</p>	<p style="text-align: center;">  May 2021 Pastor's Report[24353].docx </p> <p>These are the administrative/governance issues we are currently working on and I would appreciate Council's input on prioritizing them: Endowment policy</p>	<p>"As visiting policies ease, I will be able to visit SNFs, SLCs, ALF and homebound members and will not have the time to devote to all these projects at once. I would prioritize these and emergent visits above the governance issues." Council agrees.</p>		
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8. Pastor's Report	<p>Constitution and By-laws revision: Search profile: in process, about 2/3 complete. Committee Profiles: concern that if committees don't work on this before fall, we won't have information we need for Annual meeting. Those of us on committees that need to write a profile can facilitate this.</p> <p>Lincoln Industries needs facility(s) to house their members. They've submitted a request for use of our building. Council reviews.</p>	<p>Committees can write their profiles.</p> <p>Chris S. motions to approve the proposed partnership with Lincoln Industries. Melissa seconds; motion passes.</p>	<p>Paula and Kris will contact committees via email requesting they complete their profiles by September.</p> <p>Council members who are also on committees needing to write profiles.</p>	<p>June 14, 2021</p> <p>September 2021.</p>
9. Round Table	<p>This is a time for quick comments or last-minute questions.</p> <ul style="list-style-type: none"> • Cheryl: Fill the Gazebo. Is there a space to store empty boxes for food donations? Yes. Fill the Gazebo will be on August 7. Cheryl will need help to weigh and get the food from church to the gazebo. • Melissa: Announce corrections to the Interpreter in church. Should office staff be masked when others come into the office? Yes. • Bill: If someone comes to church in need, what is available for Pastor to give them? Pastor has Discretionary Expense option-gas cards only-NO CASH on hand. 	<p>Remind staff to wear masks when people enter office.</p>	<p>Pastor Mike.</p>	
10. Closed Session	<p>Will include on agenda monthly. Corey will ask if needed.</p>		<p>Corey</p>	<p>Ongoing</p>
11. Adjournment and The Lord's Prayer	<p>Cheryl motions to adjourn the meeting; Kris seconds. Motion passes and meeting is adjourned at 8:15 PM.</p>			
<p>Respectfully submitted, Paula McIntyre, 2021 Council Secretary</p>		<p>Next Meeting: June 14, 2021</p>	<p>Place: Saint Stephens UCC</p>	