

Saint Andrew Presbyterian Church  
Session Meeting  
Sunday November 16<sup>th</sup> 7 pm.  
North campus, Coralville

**Attending elders:** Mark Beerends, Patti Benson, Tim Benson, Sarah Brakke, Jeff Charis-Carlson, Dave DeGroot, Kathy Duys, Ann Ford, Ethan Goers, Margaret Heidger, Bethany Lagani, Cecilia Norris, Cindy Vonderhaar, Bruce Walker Jan Waterhouse

**Excused Elders:**

**Pastor:** Kyle Otterbein

**Guest:** Heather Woodin

**Moderator:** Kitch Shatzer

**Agenda:** The discussion of the playground will be moved up on the agenda since Heather is here for that discussion.

**Motion:** Approve amended agenda.

**MSC**

**Playground:** The playground is specially funded by a memorial gift. Proposed equipment for the playground will cost about \$60,000, but we are hoping for more gifts to help pay for it. Heather described the areas of the playground as shown on the diagram (see supporting docs). List of costs also passed around and is also in the supporting docs. **Motion:** Approve the masterplan for the playground.

**MSC**

**MOS Consent agenda –**

1. Renewal of St. Andrew's financial support of Dr. Freddy Elbaiady and the Salam Medical Center, Cairo, Egypt, in the amount of \$3,000 (the same as in 2016 and previous years).
2. Dr. Elbaiady will visit St. Andrew again this December 2nd and 3rd, and MOS estimates and requests approval of up to \$750 from LDB funds to cover his travel expenses.
3. Support in the amount of \$300 from LDB funds for the MHI initiative at UIHC led by Marcia Murphy to provide needy mental health in-patients with sweat pants.
4. Also recommended, in light of the postponement of the proposed St. Andrew relief mission trip to Houston, is temporary retention of the previously Session-approved \$2,000 allocation for PDA hurricane relief, pending future developments of another St. Andrew or Presbytery-organized relief trip next year.

**Motion: Approve MOS consent agenda above.**

**MSC**

Approve minutes from October 19<sup>th</sup> meeting: correction in Rocket Docket: Cecilia for MOS; the Mental Health initiative, with the Deacons' help, will have a poster market for the Alternative Gift Market. in MOS, Correction of name from Albaidi to Dr. Freddy Elbaiady

**Clerk's report:** Report of November 12<sup>th</sup> Presbytery of East Iowa meeting in Davenport. Change is coming to flatten the organizational structure, spreading duties over many more PEIA church members.

No membership changes during the past month. 250 received communion November 5<sup>th</sup>

Correspondence: Session voted twice by e-mail.

1. We voted yes by e-mail on this motion from Kyle: "I move we authorize the Finance Administrator to disperse up to \$1,800 from the Deacons' Fund for one-time housing assistance. I ask that the minutes only reflect the motion, if it is necessary, and not any of my supporting comments, so as to protect confidentiality."
2. We voted yes by e-mail on the contract for Mr. Steve Neuzil to plant and harvest hay on part of our property in exchange for his work grading on the property.

Kitch devotions: Matthew 7:7 "Ask and it will be given..." Approach God expecting good things, and give good things willingly. Being thankful and thinking about what we are grateful for.

**Pastor Kyle:** Pastoral visit to Elizabeth Davis of Oaknoll, from Pittsburgh originally. Gordon Hinz wants to have Marie's memorial service at new church in December. He visited Karla Schmidt who is in the hospital for observation.

**Rocket Docket:** Jan on the budget proposal, they are trying to cut expenses. Bruce on insurance for the new church \$11.2M. Stewardship 70 pledging units total \$370K. The playground is not included in insurance estimate. Ethan on worship team discussing services at new church. Sarah on children's ministry – pictures up in children's area at new church. Cecilia - child protection team clarifying what they need to do for the children. Alternative Gift Market posters this Sunday. Jeff on filling deacon and elder slots, Matthews Jacob said yes for the deacon opening. Wait until January to fill other opening. We also need a replacement for Lora on the personnel team. Adult education will be able to offer multiple Sunday options in new building. Kyle wants to commission the staff to plan move in and is inviting elders to help. We hope that the first service will be December 17<sup>th</sup> in new our new building. Dave reported all acoustic panels are wrapped. Working on contracts for cleaning service and snow removal. No official meetings in new church until the city approves. Mark said Buildings and Grounds wants to add female members to the team. Cindy on family ministry team provides elder support for youth ministry. May add a wall of photos of St Andrew in the youth area of the new building. Saturday movie meetup.

**Finance:** Tim reporting for John Benson talked about the possibility of donating stock to church.

**Motion:** Approve John Benson for handling stock transactions though Nation Financial Group.

**MSC**

**Interim pastor search team:** Jeff, Margaret, Jan and Bruce Hudson are

writing a description of the candidate we want. We have 25 potential matches through PEIA. Jeff contacted each and some are not available, some not until after June. 8 interested + 5 self referred. It is a well-qualified group of candidates. Committee has selected 5 for phone interviews. Next step will be the committee selection of about 3 candidates for Presbytery to vet, for which we pay about \$100 to Presbytery. Process is ongoing and they hope to fill the position soon. None of the candidates are local so all would need to find housing. The situation has changed fast since 2 months ago. He committee will bring any proposed candidate to Session.

**Building Team:** Dave deGroot with supporting documents posted on the Session page, as below.

- Fire Alarm Monitoring Agreement – Previously sent to us the document for Johnson Controls Inc.
- Building Usage Policy – Building & Grounds Team would like Session to approve the posted Building Usage Policy. Until we get into the new facility and “live” in it for a while, we won’t know a lot about how we will operate in it. If Session, Building & Grounds, and/or Staff see a need for a revision in the future, we should re-examine this and make changes at that time.
- Maintenance Equipment – Nothing was envisioned or included in the FF&E budget for the new facility for maintenance equipment. Building & Grounds team has identified two pieces of equipment that will be advantageous, if not crucial, for the ongoing upkeep of this facility: 1) Concrete floor cleaner, 2) Sidewalk broom attachment for snow removal on sidewalks. We can hire outside firms to perform this work with their equipment, but will pay a premium for it. In the case of the concrete floor cleaner, the cost of the equipment will likely be included in their fee, and we will have paid for the equipment within a year or so, and we will have to store their equipment for them. Sidewalk broom attachment would only be necessary if we are going to self-perform sidewalk snow removal. Costs for the above equipment are not finalized yet. We anticipate the floor cleaning machine to cost between \$5,000 and \$7,000. Building & Grounds Team requests authorization to purchase the above noted equipment, with the understanding that we would not spend more than \$10,000 without additional approval. Building & Grounds Team went to CCBT with this request with the hopes that there may be some construction funds remaining. Upon discussion at CCBT, it was decided that this should be discussed at Session, as it was not originally part of the building scope.
- Toilet Accessories / Paper Products - It has very recently been brought to Building & Grounds Team’s attention that SAPC is responsible for the toilet accessories in the new facility (i.e. toilet paper holders, paper towel dispensers, sanitary napkin dispensers, etc.). These items are usually provided by the company that supplies the paper products to the church.
- Building usage policy in Supporting Documents. Team wants approval: BUILDING WILL BE LOCKED WHEN NOT OPEN – CAMERAS to observe – rental costs for a few hours, not all day. Priority of users. Propose that we look at it again in 6 months.

- Will need internet service for building and it may require an e-mail vote

**Motion:** Execute Johnson Controls proposal for monitoring fire alarm system for \$1695. Dave can authorize. **MSC**

**Motion:** Authorize Building & Grounds Team to obtain quotes for the ongoing supply of paper products to the church, and enter into an agreement with a supplier for these products so that we can have agreement and dispensers in place prior to move in to the new facility. **MSC**

**Motion:** Approve expenditure of up to 10K for floor cleaning and snow removal equipment after consulting with finance team and finance. Vote by e-mail. **MSC**

**Motion** to put into effect the updated Building usage policy and request form **MSC**

Worship team, on single service, after consideration we will continue with 2 services through December. The plan for one service was developed when we thought we'd be moving in during October, and now it is expected in December. Christmas Eve services are 5 pm and 11. Dec 17th cocoa and carols in the new church. No single services are planned except for a special opening celebratory service when we invite past ministers and special guests.

Patti on resuming listening posts one Sunday per month starting in January.

**Motion:** Resume session listening posts in January on 2<sup>nd</sup> Sundays between services. **MSC**

Kitch explained the Book of Order policy that when a pastor has left, his/her personal contacts and friendships are to be left behind. Chance encounters and conversations are to be limited. A presbytery releases a pastor to another presbytery only IF he/she is in good standing.

We need to consider an emergency plan in case a gunman comes into church. Discussion about this. Kyle recently received some information which he will forward to us.

The next regular Session meeting date will be Dec 21 at 7 p.m., location to be announced.

Respectfully submitted,

Ann Ford, Clerk of Session

Kitch Shatzer, Moderator