

# PCCUCC Church Council Meeting Agenda August 18th, 2024

11:30AM | Church Conference Room and via Zoom

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Join Zoom Meeting Link:

<https://us02web.zoom.us/j/88009256284?pwd=Z3BNSVQzc3EyM0hteENJSks5Sm4rdz09>

Meeting ID: 880 0925 6284 Passcode: 706376

## 2024 Council Members and Areas of Focus

Pat Herman	Financial
Rhea-Joy Simonich	Apple Tree Preschool
Shawn Hillman	Operations
Elizabeth Ormes	Memorial Board
Jim & Tina Andry	Member at Large
Joan Caton	Member at Large
Barbara Newton	Member at Large
Ginny Noble	Member at Large
Rev. Joe Newton	Attending Clergy (tie breaker vote only)

## AGENDA

- Establish Attendance and Council Quorum (5 members required)
- Review and Approval of June minutes
- Office Manager (Sharon)
- Financial Report (Pat)
- Memorial Board Report (Elizabeth / Pat)
- Operations Report (Shawn)
- Apple Tree Report (Rhea-Joy)
- Calendar Review (All)
- Old Business
- New Business
- Closing Prayer

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## MINUTES

Meeting started at 11:35am

Establish Attendance and Council Quorum (5 members required)

x	Pat Herman
x	Rhea-Joy Simonich
x	Shawn Hillman
	Elizabeth Ormes
x	Tina Andry
x	Joan Caton
	Barbara Newton
x	Ginny Noble
	Rev. Joe Newton
	Sharon Kuzel
x	<b>Guests:</b> Mark Gerth, Samantha Gerth,

### Review and Approval of June minutes

- motioned, seconded. All Approved.

### Office Manager (Sharon)

Arise Chicago will be using FH again this Saturday (8/17) from 10-1. 30-40 people in FH using tables and chairs. Joan is also borrowing chairs that day but will get them beforehand.

Shawn - please let cleaning crew know of this new rental. Pat - I'll forward you the PayPal notification as soon as I get it.

Reminders:

1. June Council notes still need to be approved so I can upload.
2. Article 4 update for our Bylaws need revisions/rewrite.

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3. Let me know what you want me to do about a dedicated Operations contact after this Sunday's meeting.

Renters are all happy and grateful, especially our newest **Arise Chicago**.

I did notice a few dead crickets and garbage in the AT hallway, but I know the cleaning service is only coming on Saturdays until AT starts.

I will be taking some more of my vacation time probably next month. When I know the exact dates, I will let you all know. Time for a Fall Refresher!

### Financial Report (Pat)

#### Memorial Board Report (Elizabeth / Pat)

- No change from June
- June approved payment still due, but Pat needs an email confirming

#### Operations Report (Shawn)

- Would be good to hire a P/T "on call" person for Operations work
- **Council agreed \$25/hr. Rate seemed reasonable**
  - Joan moved, Ginny second,
  - Discussion: can be subject to change depending what we find
  - Approved
- Joan will think about people that they know through their business
- Pat will research on-call services through Will County Senior Services
- Shawn and Mark and Bob work on things when they can
- Bill Caton will be treating the weeds on the playground this week
- Tuesday Morning Mission club wants to paint the Kids Quest / Multi-purpose room and add some baseboard
  - Wanted Mark's opinion on paint brand. Mark has no opinion on brand. Mark will help with the painting
- Ken Simonich will change outdoor electrical receptacle
- Labeling the Circuit Breaker panels is needed
- Bill Caton still wants to power wash tables and chairs
- Peg & Andrea will be working on flowers/outdoor foliage maintenance (dead-heading and planting)

#### Apple Tree Report (Rhea-Joy)

- Window A/C units need cleaned before school starts
- Cleaning schedule confirmation: Weeknights. Shawn will ask for a thorough cleaning on the Saturday before school starts (8/31)
- GoFundMe Account has been closed. There was a total of \$278.36 in fees, netting **\$8,271.64**. Other fundraiser **\$3,315.50** in sales.

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- In budget review, originally had planned to cut music program. AT staff wants to keep music teacher/program
- Tuitions stay same rate for fall. Will have increase in spring and again next fall.
- Pat has helped with a complete audit of all finances. Audit Notes:
  - Pat identified they have a challenge with how to reconcile income/payments when they come in. The income is general and not labeled by student. They need to fix this.
  - Established monthly budget for school to stay within
  - Potential profit for this school year
- Madelyn has presented a revised decree (*originally adopted by Church Council in August 2020*) for the Church Council to review and sign off on. Helps reinforce that Apple Tree is a ministry of the church.
  - Council members to take home and consider signing
- Review of New “Policy and Protocol for PCCUCC Building Use During Apple Tree Preschool Instructional Days”
- Sign up sheets for building visitors are done and in place
- Lanyards - AT needs to make
- Full Board in place:
  - Rhea-Joy Simonich
  - Madelyn Varley
  - Barb Newton
  - Lisa Breese
  - Michelle Galvin (tie-breaker vote)
- Calendar notes
  - Church requests that activities are minimal in the weeks that lead up to Hope Day.

### Miscellaneous Council Member Notes

- Barb Newton note about visitor engagement. We agreed that in addition to ensuring our visitors had our ‘About us’ pamphlets and newsletter, that we get their contact information. Barb will be following up with visitors to stay more engaged and hopefully get them returning. Discussed going back to visitor gift bags.

### Calendar Review (All)

- Ginny proposed ‘Rally Day’ / Church Potluck. Sunday 9/8
- Potluck for side-dishes
- Pie Auction. Going to try and keep bids/costs down (*but if people want to give more we will not stop them*).
  - Sharon - can you put an announcement out about this.
- Church is hopeful we can keep Apple Tree activities (conferences / programs) to a minimum in the Thursdays and Fridays in the weeks’ leading up to Hope Day.
  - Rhea Joy will take back to AT

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- Sharon - can you also keep in mind for calendars when helping AT coordinate.
- Wednesday 8/28 Senior Health and Wellness Fair. Going to ask if we can put in next Faith Times
- November: Soup Sales
- Next '5th Sunday Congregational Meeting': September 29th
- Council would like AT calendar visibility. May need updates (website just had general Church stuff on there).

### Old Business

- "Remove the Pews" questionnaire: Shawn still working but wanted to hold until fall
- Shawn is taking next steps to assess sound system

### New Business

- Joan: Wednesday 8/28 Senior Health and Wellness Fair. Going to ask if we can put in next Faith Times
- Pat needs a new computer
  - Council votes to approve up to **\$500** for new laptop. Shawn will look at Dell online deals (thanks Samantha!) and compare with Best Buy
- Meeting Leader schedule for rest of 2024:
  - September - Shawn
  - October - Ginny
  - November - Elizabeth
  - December - Pat
  - January - ???

### Closing Prayer

### ADJOURN

- Motion by Joan Seconded by Pat. All approved.
- Adjourn 1:36pm