

PCCUCC Church Council Meeting Minutes

September 22, 2024

11:30 a.m.-12:50 p.m.

2024 Council Members	Areas of Focus
PAT HERMAN	Financials
SHAWN HILLMAN	Operations
ELIZABETH ORMES	Memorial Board
RHEA-JOY SIMONICH	Apple Tree Preschool
JOAN CATON	Community Outreach
BARB NEWTON	Membership & Welcoming
GINNY NOBLE	Congregational Life
TINA ANDRY	Member at Large
REV. JOE NEWTON	Attending Clergy (tie breaker vote only)

In Attendance: Pat, Rhea-Joy, Shawn, Elizabeth, Joan, Barb, Ginny, Pastor Joe; Mark Gerth

- Quorum established (8 members)
- August 18th Minutes approved (Joan moved to accept; Barb seconded)
- **Office Manager Report**
 - Joan confirmed that Hope Day hours going forward will be 11 to 1.
 - A baptism request for 10/27 was made by an old non-member in the neighborhood. When Joe talked with her, she asked about our children's programs. Joe noted that we don't have any at this moment. She has not contacted Joe again.
 - We will remove the Church Office Manager from the Council name list.
 - Sharon wanted confirmation of the contact people for funeral luncheons and meals (Souriles did receive a couple of meals). Council felt these are separate entities since so much work goes into each. Joan, Pat, and Rhea Joy will brainstorm steps needed to be done for a funeral luncheon and report back at next month's Council meeting or sooner via group email. Elizabeth talked with Sharon about using the Meal Train app and a contact person to coordinate meals needed by our church-goers. Sharon sent out a test run with Meal Train on Tuesday, the 24th. Pat confirmed the Tuesday group will still be doing prayer shawls. On Sept 17th, they divvied up the list of those who we haven't heard from and sent them cards! Great!
- **Financial Report:**
 - Our General Operating Fund is good (\$117754), and the Year-to-Date balance on our Treasurer's Report noted we had a positive \$725.37 after expenses.
 - The Food Pantry is financially supported by a number of church members, especially one.

- The church does not incur any costs and does not make any money from Apple Tree. AT does not pay rent in August, even though they are there a number of days. Elizabeth suggested that we need to start the conversation in January concerning them giving a partial payment for August 2025 and beyond.
- At the next Congregational Meeting (October 13th), we need to bring up that we will exceed our budget money for our supply minister, and thus, we will have to reallocate funds from the final budget they approved.
- Edward Jones Investments are doing well.
- Community Hope Day balance is a result of both the grant and church member giving. Those purchasing items for Hope Day need to turn in receipts and get paid **so that grant monies are all used up by 12/31/26, or we lose it. Note: 47% of the grant months are done, but we have only spent 33.4% of available funds.**
- The Chicago-based group, Arise—that addresses workplace justice—pays \$100 via PayPal when they come.
- The kitchen update expense (\$672) was the purchase of a new stove.
- We have a big donor that will be giving \$10 to 15,000 soon—a huge help!
- **Memorial Board:**
 - Current balance is \$40,475.25
 - One scholarship payment of \$2000 was paid out to Hillman for tuition in August.
- **Operations:**
 - We have received 2 names for the potential handyman position. Elizabeth is going to set up timeline/interviews for them to individually meet with Shawn and Mark. She will communicate with Joan and Diane who submitted the names to receive needed contact information.
 - There is a list of things that need attention in the church that is online and can be edited by anyone, according to Shawn.
 - Mark/Shawn have spent the last couple of Saturdays working on projects; they are still working on the Ring door bells, which needs reset. Jason looked at the church WiFi on Sunday; he reports it's good to go. Thanks to the 3 of you!
 - Fire alarm transmitter battery was replaced on September 5th. This is a free service, and the battery should be good for 2-3 years.
 - Two church vacuum cleaners were repaired. Thanks to Bob Mason for taking the lead on this!
 - Mark has spent much time looking at doors to improve functionality. This might be a good handyman job.
 - According to Shawn, weather stripping replacement to all exterior doors is in progress. The south entrance and main west entrances are complete.
 - Shawn noted that the cleaning crew's cleaning is slightly improving. When he talked with the cleaning crew, it seemed responsive. **They noted they want to have one cleaning period during the sunlight (i.e., Saturday) so they**

can see better to do deeper cleaning jobs. Shawn is in touch with another cleaning company to meet and have them make a bid.

- o Council approved allocating \$1000 under worship expenses for a new AV laptop (Looking into using Youth Group and VBS reserve funds, which would be replaced via donations when they start up again). Elizabeth is going to ask Sharon to send out a churchwide email letting members know about the laptop.
- o A new sign was installed in the carport stating the hours the pantry is closed for Apple Tree traffic. An Apple Tree family requested testing for lead paint. The cost was around \$1000, and the results showed no problems.
- o The Kids Quest/Community Room was painted thanks to Mark, JT, Andrea, and Tim! Continued work will be done on the baseboard and other improvements.
- o Company assessing the floors will be sending a quote; need 2 days to complete.
- o On Saturday, the 21st, NICOR checked the exterior for any gas leaks.
- o Pat noted that Lanagan did snowplowing one time last winter at \$230. Now the company will charge \$324 each time and \$350 for salting. Pat will ask Bob Mason and Darrell to get at least 3 bids by October 10th – 15th. These bids will then be passed onto Shawn and Mark.
- **Apple Tree:**
 - o Apple Tree parent introduction days in early September went very well!
 - o The new Apple Tree Board is in place. Barb will get all AT phone numbers.
 - o Michele and Alaine made the decision **that all the teachers will be paid hourly moving forward (versus how they were paid partially hourly and partially salary). The Co-directors make \$42,000/year as salary, plus Alaine receives hourly pay for her teaching.** Michelle will be paid to be Director 75% of the time, and Alaine 25%. Their Director schedule is: Michelle...M, T, Th, F; and Alaine...W, & teaching all day Th & Fri. Both of their hours are 8:30 to 3:30+.
 - o The AT teachers have been receiving 4 paid weeks/year for holidays; this is a lot more than most teachers get. Although this is a nice perk, Pat told them this has to be reconsidered financially.
 - o They also are looking at paying for a music teacher; AT board doesn't think they should. Instead, they could charge \$4/month as a special fee.
 - o AT purchased a new copier at \$350.
 - o AT has 13 fewer students (due to parents not knowing if AT would be open in the fall), which is a loss of \$23,400. Instead of getting rid of a staff person, they hired a new aide. She has since been let go. **They did reduce the cost of supplies from \$25,653 to \$15690.** After user cost, the final Go Fund Me monies raised was \$8271.64. AT's goal was \$10,000. Their other fundraiser on church grounds brought in around \$2000. So, it looks like they met their goal! AT needs to raise tuition in January, but they only want to raise it a little. They'll have to raise it more by noting how AT's tuition is way under market.

- o Pat had a first AT budget meeting and went through how to balance their account. Alaine will handle expenses and Michelle income.
- o Pat has had 4 budget meetings with the Directors and had another one on September 26. **They are still learning and need nurturing and guidance.** There was the question of whether or not Michelle should deposit checks the same day—Pat noted most tuition is done through EFT or a photo is taken of the check.
- o Craig’s name was removed from the bank account and Alaine’s put on with Pat and Sharon. Pat requested that another person from Council also be on the account, and Joe volunteered. Everyone agreed.
- o All staff passed food handling; one of the teachers, Maggie, took coursework to become a Director, if need be. She passed and will be reimbursed the tuition of \$300.
- o The lead testing cost will be split 50/50 between AT and the church. Rhea Joy will let them know.
- o Preschool playground mulch has to be at a specific level. Elizabeth sent all Council members mandated regulations. Bags of mulch have been purchased prior. Cost of meeting the required level will be split 50/50 with the church.
- **Membership and Welcoming:**
 - o Peg Glenn—a friend of Barb and Joe—has visited church on Sunday and has participated in Hope Day, Spirit Supper, and weeding around the church.
 - o Michelle Zekas was in the new members class, and then got sick. Barb texted her, but never heard from or saw her again.
 - o Two ladies from Shorewood—Veronica and Carolyn have been to our church a couple of times. Mars, a young woman from Plainfield has made it to church three Sundays in a row. She also met with Barb, who took down her contact information and invited her to the upcoming Spirit Supper.
- **Congregational Life:**
 - o Our picnic and dessert auction were both successful! **The auction brought in \$350!**
 - o Everyone agreed that a Thanksgiving dinner would be wonderful to have. It will be on Sunday, November 10th at 5 p.m. Ginny will have a sign-up sheet for food and/or money donations.
- **Community Outreach:**
 - o As noted earlier, Hope Days will be 2 hrs. long.
 - o Household goods will be placed on tables in the south hallway. Therefore, the room dividers and table/chair dollies will not have to be moved.
 - o There will be a Halloween center for October only. If you have any Halloween decorations or costumes, please bring them to the church. Also wear something orange, black, or purple, if possible; or, something with Halloween pictures on it.

- o We need more volunteers for set-up, folding clothes, and Hope Day. Jessica from the Methodist church is going to look for volunteers from her church. Pat is going to talk with members of Board of Excellence to see if someone could let high schoolers needing community volunteer hours (30) know about such an opportunity at Hope Days. Joan will create a flyer for them to post and/or distribute. Clothes dividing and folding will occur after church, Sunday, October 29th. All hands are needed, even for 20 minutes! Thank you!
- o Joan will create the Hope Day half-sheet flyers for the Oct/Nov event, Pat will copy and bundle them, and Hope Day Team volunteers will deliver them to the schools. Large HD flyers have been given to all team members to pass on to people in need they meet and place in store windows, libraries, etc.
- o Elizabeth is going to put together a packet of social services resources to run off and pass out at Hope Day events.
- **Calendar Review:**
 - o Next Congregational Meeting will be Oct 13th
 - o Soup Sales: beginning November 3rd
 - o Thanksgiving Dinner: November 10th, 5 p.m.
- **Old Business**
 - o Shawn still working on Remove the Pews questionnaire.
 - o The Financial computer was replaced this month at a cost of \$469 (Best Buy), and **Shawn and Mark installed the software.**
 - o Pulpit exchange via Eastern Association in August went well. PCCUCC participated and Shawn is hoping for more exchanges.
- **New Business**
 - o Joe is in the process of purchasing materials for a confirmation class. We have 2 possible participants.
 - o Pat brought up putting a choir together to sing twice in December (e.g., 2nd Sunday and Christmas) and at least once a month in the future. Heather was part of the discussion and thinks she could do practices after church. Possible choir members: Pat, Joan, Maddison, Mark, Shawn.
 - o Shawn will be attending the Eastern Asso. fall meeting on 9/28 at St. John UCC in Kankakee. If anyone else wants to go, you can still register. The \$30 registration plus mileage can be reimbursed by applying to the Memorial Fund.
 - o Shawn will be attending the Illinois Conference on Nov. 1 & 2 in Western Springs. He will likely be slated as a candidate for Vice Moderator for the 2025 EA Council. Way to go, Shawn! The conference and association continue to have openings for committees.
 - o At the next Congregational Meeting, Shawn would like to talk about the big picture: a new Sanctuary Revitalization fund. Be transparent about the AV computer.

- **Meeting Completion**

- o Ginny will lead the October Council meeting.
- o Joe lead us in a closing prayer.
- o Joan made the motion to adjourn. Elizabeth seconded the motion.