

**Colonial Church in Prairie Village  
Council Minutes  
January 17, 2021**

Attending: Bill Sanderson, Ken Werne, Elizabeth Uppman, Brook Carson, Stacey Algren, Harry Morrison, Marylee Battaglia, Cindy Burgdorfer, Bob Burgdorfer, Heather Brasel, Kate Nicolai, Kelly Hansen, Jim Cook, Mary Penrose, Martha Wofford, Aaron Roberts, Allan Weil, Russ Townsley.

Due to social distancing policies in force in response to the COVID-19 pandemic, the meeting was held utilizing Zoom. Bill opened the meeting at 11:30 a.m.

**Minutes** – The minutes of the December meeting were approved.

**Treasurer's Report** -- Allan reported that total receipts for the month of December were \$28,656 including pledges of \$28,648 both of which were less than budget and prior year. Total disbursements for the month were \$42,746 which resulted in a net operating deficit for the month of \$14,090 compared to a budget deficit of \$7,077. Other than normal operating expenses, expenditures for December included \$200 staff holiday gifts, \$4,634 for first quarterly installment of 2021 property and liability insurance, \$1,014 for first half of 2020 property taxes, \$800 to paint and install a handrail on the altar stairs, \$210 for treating the parking lot for ice and \$1,256 for replacing furnace and humidifier filters.

The year-to-date report for the year ended December 31, 2020 reflected total receipts of \$419,015 or about \$16,300 less than budget and about \$7,300 less than 2019. On a positive note, total current pledges were only 1.5% shy of the budget amount. Other income, plate giving and rent were down due to the pandemic's effect on worship and building use. Interest income declined as a result lower interest rates after March. Total disbursements for the year were \$404,405 which was about \$30,900 less than budget. The resulting net operating surplus for the year ended December 31, 2020 of \$14,610 will be added to the Contingency Fund. Allan attributed favorable budget variances for the Administrative Board, Board of Education, Board of Worship and Board of Property Management to the pandemic's effect on church operations.

Activity in the Designated Funds for the month of December included donations of \$1,300 for meals for Artists Helping the Homeless, donations of \$1,430 for the Christmas Fund, additional donations of \$250 to Neighbors in Need, prepaid pledges of \$19,156 resulting in total prepaid pledges for 2021 of \$33,781 and a gift of \$5,360 from the Garden Club to restore the shade garden in the spring. Disbursements in December included \$3,632 for preventing moisture in the lower level from the Pemberton Charitable Foundation. In addition, the Pemberton gifts were used for the Colonial Quiltmakers (\$600) and \$7,005 for Spread Christmas Spirit gifts.

Memorials added additional donations of \$1,240. Total investment earnings of \$4,595 were added to the various endowment funds and the Contingency Fund. Changes in investments during December included transfers of \$4,000 from U S Bank money market and \$25,000 from Vanguard money market to checking. Also, two CDs at CrossFirst Bank were renewed for an additional eleven months at .75%. Monthly and year-end distributions of \$4,595 were reinvested in the various funds. As of December 31, 2020, the fair market value of all endowment funds exceeded the historical cost by \$124,336.

Financial reports are on file with the treasurer.

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**Aaron's Report** – Due to credible threats to UCC churches on the east coast, the church building was closed temporarily. In anticipation of returning to in-person services later this year, Aaron asked for volunteers to work out details. Marylee, Martha, Jim Cook and Cindy offered to work with Aaron and Joseph Kern.

### **Board Reports**

**Property Management** – Jim reported the lower-level remediation work has been completed and the odor is no longer present.

**Outreach** – Stacy said the Board voted by email to approve \$5,000 of spendable endowment funds to Metro Lutheran Ministries for utility and rent relief and asked the Administrative Board, as Trustees, to approve the distribution.

**Worship** – Marylee indicated the Board is, after many years, replacing the holder for the Advent Candles.

**Colonial Women** – Marylee reported that Savers donations have reached 40% of the Rummage Sale goal for clothing and about 15% for hard goods.

### **Old Business**

**2021 Priorities** - Reopening the church building is the top priority. While the timing will depend on developments with the pandemic, a celebration on Gathering Sunday, traditionally the start of the new program year, seems a good target. Actual use of the building could begin sooner. A suggestion toward that end is to offer the building to be used as a vaccine inoculation site.

Exploring the possibility of a Capital Campaign is another priority. A survey is part of the proposal for an extended contract with Rev. Holland. Review of potential community use of the facility would be included in this project.

**Nominating Committee** – Bill proposed having retiring Council Member as well as one or two members of the congregation serve on the committee. Under the by-laws, terms of the Moderator, Assistant Moderator (currently vacant), Chairs of Property Management, Parish Life, Stewardship, Worship and one Admin Board Member (Heather Brasel) expire in June 2021. Bill has agreed to a second term. Kelly is transitioning into a full term as Chair of Stewardship. Similarly, Cindy is transitioning into a full term as Chair of Worship. Mary and Elizabeth expressed willingness to continue in their current positions.

**Small Group Activity Sign Ups** – The project to create a platform where members can participate or share areas of interest is underway. Heather Winker has created a platform, is coordinating and advertising events.

**Contract Extension/Rev. Holland** - The list of deliverables that was distributed before the meeting. The consensus was to extend the contract as proposed.

### **New Business**

**Budget Proposal** – Martha moved, Stacy seconded proposing the budget developed in the recent work session to the membership at the semiannual meeting on February 7. The motions passed without dissent.

**Major Capital Project Plans** - Bill asked Jim for his top priorities for major maintenance projects. The budget includes work on the asphalt area of the parking lots, but does not address curbing, sidewalks and paved driveways. Jim indicated the parking lot/paving continues to deteriorate creating multiple issues. Repair/replacement (\$25,000) is his top priority to be done as soon as funds are available.

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The sanctuary roof has come to the end of its useful life. Minor leaks are developing. While they can be patched for about \$5,000, that is a short-term fix. Replacement of the roof (\$16,000) is prudent and next on the priority list.

Both of these projects are natural additions for a capital campaign. While that is the preferred way to fund them and is currently being explored, a campaign has been delayed for several reasons. To avoid further deterioration and a major event, each of these projects need to be completed in the next 1-2 years. Russ encouraged the Council to commit to raising the major maintenance budget to \$15,000 to \$20,000 each year in order to avoid developing a laundry list of repairs.

**The Membership Meeting will be February 7 after the second service.**

**No February Council meeting is scheduled.**

There being no other business, the meeting was adjourned at 12:45 pm

*Russ Townsley*, Clerk

**Colonial Church in Prairie Village  
Administrative Board Minutes  
January 17, 2021**

Attending: Bill Sanderson, Ken Werne, Bob Burgdorfer, Heather Brasel, Kate Nicolai, Brooke Carson, Aaron Roberts, Allan Weil, Russ Townsley.

Bill called the meeting to order which was also held via Zoom to order at 12:50 p.m.

**Minutes** – Russ noted a change in the date and a correction that the recommended Pemberton Fund distribution did not come from the committee. The minutes of the December meeting and the January budget work session were approved.

**Treasurer's Report** -- The Treasurer's report was approved without dissent.

**Old Business**

**Contract Extension Rev Holland** – Allan recommended the contract extension be funded by the remaining federal relief funding (\$3,700) with the balance from the spendable General Endowment funds. Harry moved, Heather seconded the contract extension proposal be accepted. Passed.

**New Business**

**Outreach Disbursement** – Harry moved, Bob seconded the disbursement of \$5,000 to Metro Lutheran Ministries from the Outreach Endowment for debt relief programming. Motion passed.

**Property Management Priorities** – Further discussion was held on increasing major maintenance funding in future budgets.

There being no other business, the meeting was adjourned at 1:20 p.m.

*Russ Townsley*, Clerk