

**Colonial Church in Prairie Village
Council Minutes
October 18, 2020**

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

Guests: Jerry Gilson, Paula Arbuthnot

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 with a moment of silence and prayer for the Cable family.

Minutes -- The minutes were approved

Treasurer's Report -- The financial report for the month of September reflected total pledge receipts of \$22,097 and total receipts of \$22,401 both of which are less than budget and the prior year. Total disbursements for the month were \$41,087 resulting in a deficit for the month of \$18,687 compared to a budget deficit of \$9,340. Other than normal operating expenses, disbursements included \$1,393 for the delayed billing of lawn care for leaf removal, shrub trimming and mulch earlier this year, \$961 for installation of thermostats for the YMCA rooms, \$334 for repair of the sprinkler system and \$4,029 for quarterly property and liability insurance premium. An additional expense of \$4,980 was transferred to the Designated Funds to cover the balance due on the Heritage room kitchen remodel. Total board disbursements were about \$2,960 greater than budget.

The year-to-date report showed total receipts of \$346,563 compared to \$346,435 for the budget and \$339,257 for 2019. With three months remaining in 2019, total pledge receipts will need to average about \$25,825 per month to reach the budget goal of \$358,925. Total disbursements for the nine months were \$295,895 or about \$22,500 less than budget. The resulting net operating surplus as of September 30, 2020 was \$50,668 which is about \$22,650 greater than budget.

Activity in the Designated Funds included donations of \$420 for meals for Artists Helping the Homeless and \$180 for Neighbors in Need. Disbursements included \$1,754 for replacement computer equipment that was part of the video upgrade several years ago and \$4,980 for the balance due on the Heritage room kitchen remodel project bring the total to \$15,632. The balance due was covered by a transfer from Property Management operating funds. The Garden of Life received \$500 from the sale of a plaque via a transfer from Memorials.

Changes in Fund Balances for September included donations of \$50 to Memorials. Memorials transferred \$750 to Garden of Life with \$500 for the purchase of a plaque and \$250 as a donation to the Garden of Life Endowment Fund. Investment income of \$825 was added to the various endowment funds. Changes in investments during September included the transfer of \$20,000 from the Vanguard operating money market fund. Investment earnings of \$825 were reinvested in the various investments. Financial reports are on file with the treasurer.

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Allan concluded by reminding board chairs to begin planning for the 2021 budget. The forms will be to the Boards before the November Council meeting.

Aaron's Report – Mark Holland has stepped right in. The AV project is moving ahead. He is taking non-member calls which is saving Aaron time. Marylee added his has been an asset for the Board of Worship. Aaron also discussed lessons from a recent memorial service which surpassed established attendance limits. The sanctuary allowed social distancing for the greater number, all of whom wore masks. However, afterwards, attendees' behavior was not consistent with policy and direction. Aaron shared several suggestions to avoid this in the future.

Board Reports

Lower Level Remediation – Jim has continued to explore alternatives to eliminate high moisture levels in southern section of the lower level. Most architects, engineers and foundation contractors with whom he spoke indicated the problem could be addressed without excavating and treating the exterior foundation walls. Rather, installation of interior gutters, membrane, dehumidifiers and sump pumps was recommended. The contractor has been favorably recommended by Colonial members and guarantees his work. The cost is estimated at \$14,000-\$16,000.

The work will include removal of remaining sheet rock from the center room in that section. No work is deemed necessary in the Nursery other than restoring removed sheet rock and fixtures. That work is expected to add \$4,000-\$5,000 to the project cost.

Pledge Drive -- Kelly reported the materials are ready and the drive will start October 25 with a thank you letter going out the week before. The theme, Because of You, Colonial Church is Changing Lives, is shortened to "Changing Lives" on several items. The drive will feature 4-5 video segments on how lives have been changed. Kelly thanked Jan and Jayne for their help in putting this together.

Worship - Cindy said they have been working with Rev. Holland on camera positioning for the new AV equipment. Joseph is exploring ways to expand the capacity of the organ prior to having it tuned. Again this year, we will do poinsettias during Advent. And, six people have stepped up to do children's conversation.

Outreach – Stacy reported the Crosslines Christmas Store will not be held this year. Colonial is going to provide Crosslines gift cards for families. This has been a popular volunteer activity. The Operation Breakthrough Toy Drive will be held in November. The Board is working on identifying mission partners who are active in agencies Colonial supports.

Colonial Women – Weather permitting, they are planning a Halloween movie in the east parking lot.

Old Business

Capital Improvement Committee - The committee was asked to present a list of building repair or renovation projects to solicit donors. The list which totaled \$478,500 included a 10% contingency for cost increases and unforeseen items. The lower level repairs were included but modifying the lower level following the moisture remediation was not because no determination has been made on the use, design and cost. Similarly, organ improvements were not included because the scope and cost

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have not been determined. Some HVAC work may also be necessary bringing the potential total to around \$1,000,000. Harry noted the work of Jim Cook, Jerry Gilson and Linda Moses.

The contract with Rev. Holland includes assistance in developing a capital campaign which could run concurrent with the 2021 pledge campaign.

Jim explained the optimum moisture remediation project timetable is to complete it and have the nursery operational before the church is reopened. He suggested the project be removed from the list and be funded through alternate means.

New Business

YMCA Contract – In anticipation of the Nov 1 renewal date, Bill asked for the Council's comments on extending it. Discussion centered on the uncertainty of the YMCA's need for the space and the possibility of reopening the church and having Sunday School. Because the COVID situation is fluid, one suggestion was to renew it for a quarter at a time. In light of the uncertainties, the program's task force was authorized to decide upon the matter.

By-Laws Change: The lower level remediate will require another Congregational meeting to approve the expenditure. The recommendation to raise the limit was discussed. The consensus was raising the limit was warranted, but no agreement was reached on the amount.

2021 Meeting Calendar – Recognizing multiple meetings scheduled for January, Bill suggested not meeting in February and, possibly other months if the agenda warrants. Elizabeth and others express the opinion that during COVID, the meetings allow the Council to connect with one another and to share information.

Vision – In anticipation of a discussion at the November meeting, Bill asked Council member to think about how they would want Colonial to look as it emerges from the pandemic. What values should influence our decisions moving forward?

There being no other business, the meeting was adjourned at 12:55 pm

Russ Townsley, Clerk