St. Paul’s Lutheran Church - Board of Directors Meeting Minutes

 March 17, 2020 (via conference call)

**DIAL IN #: 605-472-5577**

**ACCESS #: 494369**

2020 St. Paul’s Board of Directors:

Zac Huffman, Tom Cook, Bernice Prescott, Cyndie Dixon, Rick Wood, Diane Segelhorst, Jen Houck, Pastor Dave

Meeting was called to order at 6:35 pm. Pastor Dave provided a brief devotional from 1st Peter Chapter 1: “Praise be to the God and Father of our Lord Jesus Christ. In His great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade….” Pastor Dave led in opening prayer seeking guidance in this changing and challenging period and help for us as we help others as ourselves.

Approval of February 2020 BoD Meeting Minutes. Moved, seconded and passed to approve minutes as submitted.

Treasurer’s Report - February 2020

- February Budget Status: 83.35% of goal, down from January 108.89%; noted that attendance has been declining

 - Offerings YTD: $26,338.68; under goal: ($7,890.56)

- Expenses YTD: $38,660.60; under budget $1,770.24; noted that expenses included approximately $9000 for the new signage and refrigerator

 - Overall YTD: (all income minus expenses) ($10,810.57)

- 2019 financial audit was performed by Frank Newhart and Don Howard on February 27, 2020; no discrepancies were found.

 - 2020 Budget: $205,389.24; decrease of $1,363.54 over 2019

Moved, seconded and passed to approve report as submitted.

Pastor’s Report

- Reviewed the March 17 District-wide conference call concerning the impact of the coronavirus on congregational activities. Pastor Dave and Zac Huffman participated, along with approximately 200 from across the SED. (PowerPoint slides from the conference call were previously distributed to BoD members.) It was reported that congregations are handling the situation in various ways concerning services. Guidance was to be safe and consider technology to stay connected. Another SED conference call will be held next week.

Updates:

- Holy Week Planning: It is not known yet whether St. Paul’s will be able to re-open prior to April 1. Pastor Dave is planning for Palm Sunday and Easter and maintaining flexibility. If we can be together, services will be as normal; if we cannot, then we will work out a means to livestream or otherwise provide a visual service, likely consisting of lessons, prayer and the message.

- What we are doing: Penny Courtney has contacted the shut-ins and other elderly congregants to identify needs. She and pastor Dave are both reviewing what is needed and can be done. Pastor Dave will probably schedule a weekly call-in for this group as a check-in and to provide a devotion. Members should advise Pastor Dave if they are interested in offering some type of assistance, so we are coordinated in our response.

 - Financial impact: eGiving has been announced and encouraged. Discussed giving options for persons who will not use eGiving. Offerings can be mailed, but the mailbox location is insecure. Zac will arrange for mail to be held at the Post Office for pick-up by designated person(s).

 - Q & A: Question raised as to whether St. Paul’s could offer drive-through communion. Pastor Dave will think about the possibility. Question raised as to what should be done for the immediate future. Pastor Dave stated he could do a single service on March 29, if desired, or we could remain closed. It is too early to determine a long-term schedule. The congregation will be given an update on the current status this week. Pastor Dave requested that the BoD meet weekly. Specific issues should be sent to him and Zac ahead of time.

 - March Outreach Coaching w/Tina Jasion - Cyndie Dixon reported. The focus of the session was to set the next steps. Committee members had previously contacted community groups to identify needs. Determine to plan and carryout a few events well, rather than scatter efforts. Committee will set qualitative and quantitative outcomes for each event and create a template to follow. Potential summer event will be Vacation Bible School; fall event could be Trunk ‘n Treat; winter event could be a Christmas activity. The desired outcome is to involve people in relationships, as it is more important than increasing numbers. Committee also looking to add adult events, such as an adult class during VBS.

 - Report card #2 – pending

 - Lenten services – Services are suspended for now and we do not know if they will be resumed.

 - Cindy Drabick is working from home and should be advised of any needs. All outside users have been advised that our facilities are closed.

Items, Issues & Projects

 1 - St. Paul’s revised Profile submitted to SED December 12, 2019

 - list of 8 pastoral candidates was received February 20, 2020

- Call Committee has been formed; member list will be provided to the congregation, and includes: Madonna Howard, Michelle Angeli, Devan Dugan, Jane Felsentreger, Ron Hauser, Jerry Kane and Rachel McCumbee.

 - Initial Call Committee meeting date is to be determined with pastor Schaefer.

 - Roster of members / voting members - Zac is in the process of reviewing

 2 - Review open items & old business from February 2020 BoD meeting

- Photo directory - Jen Houck is creating the booklet. She previously provided samples and will send a pdf file for review prior to printing. 100 will be printed for hard copies will be available for the congregation, and an electronic copy will be on the members section of the website.

- Signage (Dell & Rick) - 2Q 2020. Permit has been obtained and the signage has been delivered. Foster Electric has been contracted to repair the outside wiring on March 23. Team still hopes the sign is completed by Easter.

- Rick reported that the computer is being set up for steaming services.

- Anne Arundel County water - John Segelhorst and Zac Huffman met with AA Co Dept. Public Works om January 7, 2020 and had a phone call with Jessica Brown on February 12. The updated petition has been submitted. We do not yet have permission from the adjoining subdivision to come through the existing pipes. Zac is trying to contact the Homeowners Assn president. The next step will then be to identify a licensed utility contractor to do the work.

- Downstairs flooring / painting project - (Patrice J. & Craig S.) – 2Q 2020. The property committee recommended the bid of Bay Country Flooring at $31,743. The work consists of: removing the fellowship hall flooring and level the floor beneath; install new flooring in FH, classrooms and hallway. Bathrooms and kitchen are not included. Contract requires approval of the BoD and the congregation because it exceeds $25,000. BoD discussed if this project should proceed at this time, since revenue is down, we are facing the costs of a new pastor this year, and the costs of obtaining County water are yet unknown. However, the improvements would make the facility more attractive to visitors and potential pastors and could conveniently be done while the building is not in use. BoD voted to not proceed immediately, but review in two weeks, with the intent of determining the costs of the water hook-up and determining which improvement is the higher priority. The bid does not have a deadline.

- BGE LED light replacement project - John S. – completed; cost was approximately $5000

- Sunday School Director needed to replace Heidi W. Need has been announced but there have as yet been no volunteers.

- Eternal Flame candle – Fixture has been purchased; installation pending and the property committee is awaiting altar guild approval of the marked location.

- BoD 2021 slate status confirmed as correct as shown below. Since many terms expire at 12/2022, it may be wise to find an appropriate means to adjust, such as electing one of those expirations for a one-year term to 12/2023. There is time to consider this.

 President - Zac H. (12/21)

 VP – will be vacant 12/20

 Secretary - Bernice P. (12/22)

 Members at large - Rick W. (12/22)

 Cyndie D. (12/22)

 Diane S. (12/21)

 Jen H. (12/22)

 Financial Secretary - Michelle C. (12/22)

 3 - Capital improvement 2020 projects pending - approximate cost

 - Downstairs flooring $ 31,743 +/- (bid recommended; on hold)

 - Downstairs painting $ 5,000 +/- (Craig S)

 - Water fountain $ 1,000 +/- on hold

 - St. Paul’s Electronic Sign $ 14,000 +/- 2Q 2020

 - Altar remodel tabled at February BoD meeting

 - LED light replacement $ 5,000 +/- BGE sub; April 2020

 4 - New Business

- Schedule weekly BoD “check-in” conference calls during crisis. Agreed to meet each Monday at 5:30 p.m., via the same conference call number and password.

Meeting adjourned at 7:45 p.m. with Lord’s Prayer.

Respectfully Submitted,

Bernice Prescott, Secretary