

**Elizabethtown Church of the Brethren
Church Board Minutes**

Monday, February 13, 2022, 6:45 PM in Discovery Room & via Zoom

In Attendance: Alyssa Cross (Clerk), Jeff Eisenbise (Chair), Kevin Engle (Chair Elect), Pastor Pam Reist, Pastor Jason Haldeman, Kurt Sollenberger, Dave Leiter, Allison Bradley, Kurt DeGoede, Sandra Flanagan, Kendra Gottshall, Don Ziegler

Via Zoom: Pastor Naomi Kraenbring, George Snavely, Joe Detrick (Moderator), Gina Strouse, Craig Coble, Duane Hernley, Jim Hollinger, Karen Ungemach

I.	<p>Opening Devotions Pastor Jason</p> <ul style="list-style-type: none"> Jason shared a poem from a young camper with reflections on nature and new eyes to approach God
II.	<p>Acceptance of Previous Minutes Board Chair</p> <p>Review of the December 2022 and January 2023 minutes.</p> <p>Action: Motion to accept the previous meeting minutes by Kurt Sollenberger. Seconded by Dave Leiter. Minutes accepted as presented.</p>
III.	<p>Treasurer's Report (Exhibit A) Treasurer</p> <p>1. Financial Review (Dec 2022; Jan 2023)</p> <p><u>December Income Statement</u></p> <p>In 2022 we started with an approved deficit budget of (\$44,942) and ended the year with an actual surplus of \$4,610 (for budgeted revenues and expenses). This was in part thanks to December 2022 offerings of approx. \$153k (compared to prior year December offerings of \$98k). For 2022 in total, offerings came to \$725k which is slightly less than the \$750k offerings budgeted for the year and \$744k offerings in 2021. The budgeted disbursement expense for 2022 was 984k vs. actual disbursements of \$910k. One significant factor in this variance was the Ministry Salaries & Benefits which was under budget by \$113k (21%) for the year due to the unexpected vacant staff positions during 2022.</p> <p><u>January Income Statement</u></p> <p>Actual offerings in January of \$28k are significantly less than budgeted offerings of \$58k and prior year January offerings of \$39k. Total actual budgeted expenses for January were \$61k vs. budgeted expenses of \$71k. The actual expense is under budgeted expense by approx. \$10k mainly due to resources was under budget for the month. This is not unexpected given that maintenance and repairs payments may vary month-to-month and I anticipate that they will use their budgeted amount by year-end. While ministry salaries & benefits expense is in line with the budget this line item is significantly less for January 2023 actual vs. January 2022 actual due to the decrease in staffing/salaries paid this year vs. last. Budgeted disbursements exceeded revenues for the month leaving an operating deficit of \$25k although it is still early in the year.</p> <p>2. Investments and Cash</p> <p>The financial markets gained some positive momentum in January and the Eder Investments accounts provided \$50k of non-budgeted revenue, including interest income of \$3k and an increase in market value of approx. \$47k. Eder investments had a market value of \$1.8M as of January 31. Available cash as of January 31 is \$443,338 which is comparable to the \$480k held as of January 31 of 2022.</p> <p><u>Capital Campaign</u></p> <p>Significant pledges were received in December of 2022 (approx. \$310). Another approx. \$20k was received in January bringing the January 31 pledges receivable balance to \$461k. Potential funds available as of January 31 totaled \$1,462k. This includes the pledges receivable, Eder short term funds, and \$295 of the available cash of \$443k. Total construction costs as of January 31 came to \$3,388k.</p> <p>Action: Motion to approve the Treasurer's Report by Kurt DeGoede and seconded by Kevin Engle. Treasurer's Report accepted as presented.</p>
IV.	<p>Progress Report from Building Committee Jim Hoffer</p> <ul style="list-style-type: none"> Construction work continues in the Church Office/Workroom areas and in the southside lower level of the original building and in the Choir Room. Lighting fixtures for the workroom and office area are still on backorder. Temporary flat panel lighting will be installed until the permanent fixtures arrive. The Electrical Service Upgrade, including a new transformer and main service feeders, were installed by Pennsylvania Power & Light Company at the end of January, 2023. It was a "long haul" with PP&L. This service upgrade provides for the start up of the new heating system which is scheduled to begin on

	<p>February 21st with the factory representatives present. The gas fired Daken rooftop units will be started first, followed by starting the VRF system. It is anticipated this will take 4 to 5 days to complete. Access to each individual room is needed for the start up to happen. After HVAC start up is complete, system balancing will be scheduled. Access to each individual room will be needed for balancing to be completed. This process will take until late March. After the HVAC start up is complete, the property owner and Horst Construction will coordinate the removal of existing heating equipment on the 1st floor and lower level areas. This will necessitate minor wall repair and touch up painting.</p> <ul style="list-style-type: none"> ● The new Fire Alarm System switch over will be done one floor at a time and requires a 3 day process for each floor. ● Upgrades to Roof Drain Pipes, including interior work and upgraded larger diameter pipe, have been completed. The installation of a new scupper box and a 4" x 5" downspout and connector to the existing drain line has been completed. ● Items on the initial Architectural Punchlist dated January 4, 2023 are being addressed by the contractors. ● Some adjustments were made by the contractors to coordinate with the installation of a new telephone system being installed by the Resources Commission. ● NEW ITEM - Baptistry Water Leak - After the drain was opened after January 15th worship to empty the baptistry, water started leaking through the boiler room ceiling onto the hot water boilers. The diagnosis of the cause of the problem/ordering of parts is in process. Some of the new fiberglass pipe insulation installed in the boiler room absorbed water from the leak and must be replaced. Barry believes this should be covered by contingency money from the building project..The Building Committee will proceed in this manner unless directed otherwise. ● While the latest Project Change Order, which includes numerous miscellaneous items, is being reviewed, the Building Committee continues to believe the project will be completed within the \$1,927,225 Project Budget. <p>UPDATE: Voice/data update did not exceed original budgeted amount and the requested \$15,000 facility fund transfer did not take place.</p>
VI.	<p>Building Project Campaign Pledge Receivables Update Board Chair</p> <ul style="list-style-type: none"> ● Covered with Treasurer's Report.
VII.	<p>Building Committee Proposal Board Chair</p> <ul style="list-style-type: none"> ● Consider proposal to repurpose the fellowship hall stage area into dedicated storage space ● Most storage was planned in the addition and no good storage exists in the building. In the process of preparing for construction, we had removed items from the stairwells. We cannot go back to storing items in the stairwells. Building improvement committee has enough funds to cover the costs to convert the stage into storage area. Take stage down to ground level and create areas with use for the church and our two tenants. Will include heavy duty shelving to make use of the high ceiling space. Expected costs not to exceed \$7,500 (including shelving and ladder). <ul style="list-style-type: none"> ○ Concern about water issues in that area. <ul style="list-style-type: none"> ■ This has been addressed this summer through drainage improvements. <p>Action: Motion to repurpose the fellowship hall stage area into dedicated storage space with total costs not to exceed \$7,500 by Jeff Eisenbise. Motion seconded by Kurt Sollenberger. Motion approved.</p>
VIII.	<p>Commission & Deacon Highlights & Concerns Commission Chairs</p>
	<p>Christian Education</p> <ul style="list-style-type: none"> ● VBS will be August 15-18th ● We look forward to offering more faith formation options for adults starting in March ● Good turn out for the Processed Theology class ● Always looking for volunteers to run children's programs
	<p>Expressions</p> <ul style="list-style-type: none"> ● Relaunched the Commission in January ● Sorting out responsibilities and budget allocations and constraints ● Rachel has ordered a small set of bells and a few pieces of music to start a children's bell choir program ● Exploring a new hymn/song book for expanding worship music ● Worship Center Committee is evaluating existing supply of decorations, banners, and supplies to see what needs to be retired and eventually updated and replaced.
	<p>Nurture</p>

	<ul style="list-style-type: none"> ● We decided to continue the online discussion forum with the Lenten devotional. ● We made preliminary plans for re-instituting Faith Markers, which were on hold in 2022. ● We discussed the benefits of a focus on family ministry. ● We reviewed the success of the small group ministry and discussed options for future small groups. ● We discussed the need for a steering committee for the Prime Time Senior ministry. ● We revisited the idea of hosting a John Pavlovitz weekend of events along with the Witness Commission. ● We looked at the results of the listening sessions in reference to what makes people feel nurtured and how we can meet those needs. ● We brainstormed methods for reaching online attenders.
	<p>Resources</p> <ul style="list-style-type: none"> ● Patched, painted, and made some changes to Memorial Lobby and the Narthex. Working with various groups to re-imagine the space in the six alcoves in the Memorial Lobby (the two inside the portico doors will remain coat racks, another coffee corner, kids' corner on the opposite side, the justice library, etc.) Our main concern is that these areas are kept neat and uncluttered. We are having conversations between the historical committee and some decorating professionals to plan how we'll furnish and decorate these areas (potentially to showcase some historical items). ● Narthex bathroom patching and painting in progress. ● Exterior masonry work on the main front porch and other areas has started and is ongoing. ● Plans are in place for new paint and carpet in the office once construction wraps up. ● Office space is needed for our music coordinators. For the time being they're using the library with plans to move down to the choir room once we're able to get in there and do the necessary work. ● Stairwell upgrades are being planned upon completion of construction in the building. ● Met with ECCC staff and Pat Williams to address their concerns and will be addressed in the coming months. We're working with the cleaning company to make improvements. ● Our stoves have multiple gas leaks and were shut down by UGI this week, so we're investigating if it's worthwhile to repair them, or if it's time to invest in new ones ● New phone system has been installed along with updated wiring for wifi/data/internet. ● We're working with a separate cleaning company to do a good deep clean and refinishing of our main floor bathroom floors, as well as the kitchen and Fellowship Hall floors (which really need to be replaced, but cleaning will help for now). ● The baptistry drain/plumbing leaks. Barry is having it fixed through the building project and we hope to refinish the rusting tub before baptisms in April. ● Amy has been busy managing the day to day needs of everyone, and continues to do a great job cleaning out every corner of the church. Storage is a constant issue, and we're working on some ways to resolve that problem. Our tenants have also been involved in this process, and are doing a good job getting rid of their excess, too. ● Crystal, Amy, and I have been working on updating service contracts and renegotiating some vendor contracts. ● Parking lot lights have been fixed ● Discussed fellowship hall and kitchen upgrades <p style="text-align: right;">– Respectfully submitted, Kurt Sollenberger (for Resources)</p>
	<p>Witness</p> <ul style="list-style-type: none"> ● Service Sunday, February 19: we are working on about 5-6 different options of things to do in service to our community, country, and world. Organizing a meal for after church as well. ● April 29: having another chicken barbeque to benefit Haiti and Nigeria. ● O&M Fund: Spent \$8,750 for ministry education. Estimated another \$2-\$3k needed here for the rest of the year.
	<p>Deacons</p> <ul style="list-style-type: none"> ● The deacons (ECOB Ministry Teams) are currently continuing to minister in the following areas: visiting weekly, greeting on Sunday mornings, providing transportation, and responding to benevolence requests.
IX.	<p>Reports from Pastors Pastors</p> <ul style="list-style-type: none"> ● Pam <ul style="list-style-type: none"> ○ Shared a reflection on what a privilege it has been to be in ministry here. ○ We have all been through a lot but life also goes on. We continue to be a people of faith. ● Jason

	<ul style="list-style-type: none"> ○ Process Theology Adult SS class has been well attended. Some folks from outside the congregation have joined for us for these sessions. ○ Considering what spaces exist for other adult opportunities. ○ Kids club has had some more kids lately. ○ May trip to Iona Scotland as part of a Bethany course ○ Encouraged and excited about a future in ministry here ● Naomi <ul style="list-style-type: none"> ○ Appreciating Kim and Rachel coming on as music coordinators. ○ Working on some Lent details ○ Reading “Reorganized Religion: The Reshaping of the American Church and Why it Matters” by Bob Smietana and thinking about the larger dynamics of church structure
X.	<p style="text-align: right;">Board Chair</p> <p>Interim Staffing Opportunities</p> <p>Action: Motion to appoint the Executive Committee as a discernment committee to review the interim staffing opportunity before us. This group will consider the options and prepare a proposal for Board and congregational consideration. Motion by Jeff Eisenbise and seconded by Dave Leiter. Motion accepted.</p> <ul style="list-style-type: none"> ● Executive Committee Members: All commission chairs, Deacon representative, Board Chair, Chair Elect, Moderator, and Clerk. ● Follow-up: Alyssa to send Doodle poll to aforementioned members to determine availability for meeting times.
XI.	<p>Next Meetings</p> <ul style="list-style-type: none"> ● Board Meeting: Monday, March 13, 6:45 pm
XI.	<p style="text-align: right;">Board Chair</p> <p>Word of Closure & Adjournment</p> <ul style="list-style-type: none"> ● Pastor Jason closed the meeting in prayer.

Respectfully submitted,
Alyssa Cross (Clerk)
February 13, 2023