

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

**October 14, 2019 6:45 PM Discovery Room (101)**

**In Attendance:** Joe Detrick (Moderator), Rhonda Myers, Peg Over, Amy Karr, Pastor Greg Laszakovits, Karen Ungemach, Pastor Josh Tindall, Dick Keeseey, Duane Hernley, Pastor Pam Reist, Nancy Hivner (Chair), Frank Rhodes, Paula Knudsen Burke (Chair Elect), Kathy Nornhold, Pastor Jason Haldeman, Alyssa Cross (Clerk)

**Guests:** Carroll Kreider; **Finance Committee:** John Over; **Building Improvements Committee:** Barry Garman, Jim Hoffer, Carissa Bonner

I.	<b>Welcome and Recognition of Guests</b>			
II.	<b>Approval of Minutes</b>			
	<ul style="list-style-type: none"> <li>• September 9 - approved</li> </ul>			
III.	<b>Action Item Update &amp; Review</b>			
	<b>Meeting</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
	09/09/2019	Building Project <ul style="list-style-type: none"> <li>• Introduce Scheme 20 to the congregation by the end of September</li> <li>• Nancy to work with the Pastors for a schedule</li> </ul>	Nancy & Pastors	Completed
	09/09/2019	Building Project <ul style="list-style-type: none"> <li>• Finance Committee to come with a package recommendation by October</li> </ul>	Finance	Completed
	02/11/2019	Enhanced Building Security - scheduled for a fall report	Resources	Update provided in the Resource Commission report below. Carry forward.
	09/09/2019	Come up with a communication plan to the congregation regarding shared parking arrangements with the College. An agreement has been reached and a document is available in the church office.	Resources	Check back in in November.
	08/12/2019	Building Maintenance: <ul style="list-style-type: none"> <li>• Pursue opportunities with the college</li> </ul>	Resources	Ongoing. Check back in December.
	08/12/2019	Expressions & Worship Discussion: <ul style="list-style-type: none"> <li>• Explore opportunities for continuing a forum for congregational response/concerns/feedback to worship that may not be a fixed Commission</li> </ul>	Expressions/ Pastor Josh	Carry forward. Check back in December.
	09/09/2019	<ul style="list-style-type: none"> <li>• Replace technology platform</li> <li>• Get training to run it</li> <li>• Evaluate what future needs may be</li> </ul>	Pastor Josh	Ongoing. Update in the Expressions Commission report below. Carry forward for an update in November.
	09/09/2019	Worship Visits: <ul style="list-style-type: none"> <li>• Generate a consolidated list of actionable items in response to the</li> </ul>	Pastors	To come. Carry forward to November.

	Worship Visits/Worship Planning Retreat ● Board & Commissions to think about these		
09/09/2019	Send the Board a list of A/V Tech Team members so that we can recognize and thank them for the work they do	Pastor Josh	Carry forward
08/12/2019	2020 Budget - Try to get your numbers in by the end of September for an initial budget review at the October meeting	All Commissions	Completed
Quarterly Update	Conversations with ECC and ECNS	Pastor Jason	Ongoing. No further scheduled updates needed.
Quarterly Update	Family Dinner Night	Pastor Jason	Ongoing. No further scheduled updates needed.

IV. **Devotions - Pastor Josh**  
Consider how jazz is similar to how we come together as a congregation. It relies on our unique experiences and perspectives, on improvisation, on learning from one another and responding to what happens in the moment when a group is gathered together. We work together within a structure, bringing diversity and ideas, but the end result is unknown to us at the beginning.

V. **2020 Budget Preliminary Review**

- Increases in the Resources budget a result of maintenance repairs that will be necessary now that certain parts of the building are not going to be upgraded as part of the building project. Also expecting to need security upgrades and removal of dead trees.
- **Action Items:**
  - Board Members to consider stretching personal giving next year (% tbd)
  - Resources and Building Committee to meet prior to 11/4 meeting to review which maintenance budget items should be incorporated into the building project so that efforts aren't duplicated
  - Frank to come with updated revenue numbers following October giving
  - Commissions and Leaders to:
    - review budgets to see if any line items can be trimmed
    - review projected 2019 annual spends and see if they appear to be in line with planned spending for the remainder of the year

VI. **Building Project**

- Discussion of proposed financial package for \$6.7M

Source	Amount
Pledges	\$3,700,000
Invested Funds	\$1,300,000
Sweat Equity ( <i>estimated</i> )	\$150,000
Donated Furniture, Fixtures, etc. ( <i>estimated</i> )	\$250,000
Low interest loans from members	<i>Could reduce loan amount</i>

Extend pledge time an additional 1-2 years	<i>Could reduce loan amount</i>
Legacy Gifts (give now and witness the benefit to the church) <i>(estimated)</i>	\$300,000
Loan	\$1,000,000
Construction Loans	<i>Needed in 2021 and 2022</i>

- Draft Recommendation Language
  - We recommend approval of the Scheme 20 concept and estimated cost of \$6,993,756. This means that:
    - The Building Committee is authorized to work with the architect to proceed with Design and Development to develop project specifications.
    - The Building Committee is authorized to spend up to \$500,000 from building project pledge money to pay for this phase of work
    - The Finance Committee is authorized to reallocate \$1,300,000 from invested funds to a conservative investment fund called "Building Project". This money will be used after Council vote to approve the start of construction.
      - Add language to the effect of: *If the Building Project is not approved, the funds would be returned to their respective funds.*
- **Action Item:** Nancy to review plan for educating the congregation on the proposal.

VII. **Board Chair Updates**

- Congregational Surveys are out and currently at 50% response rate. Would like the response to be higher.
- Email campaign is launching. Goals: remind us of who we are as a faith community and demonstrate how our building project will enrich our congregation and the ministry work we do.
- 2020 Retreat: January 11. Location TBD

VIII. **Moonshot Feedback**

- **Action Item:** All Board members should review and identify specific opportunities to be assigned to a current commission.

IX. **Financial Report**

**1. Review of Income Statement as of 9/30/2019**

Through nine months of the year, operating results are negative, with disbursements exceeding revenues by \$41,809. Last year at this time we were in a positive income position of \$49,154. Revenue to date at the end of September is under budget by \$44,102 (\$603,242 received versus \$647,344 budgeted). Revenue is \$8,894 behind where we were a year ago. Regular offerings, at \$556,087, fall short of the budgeted offerings of \$583,594 by \$27,507, and are \$14,290 below last year's amount of \$570,377. A month by month summary of offerings is provided in the graph entitled "ECOB 2019". Note that September improved greatly from July, but was still below the budgeted monthly giving level. A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 9/30 COMPARISON." We're in a relatively poorer offerings position thus far in 2019 than in previous 4 years, except for 2017.

Disbursements through nine months in 2019 are under budget by \$2,292 (\$645,052 actual spending versus \$647,344 budgeted spending) and \$82,070 more than last year. Resources spending is over budget by \$27,042 and \$70,971 more than last year. The main reason for the big increase in spending compared to last year is in Resources for janitorial services, capital improvements and the new classroom trailer.

Overall, as of 9/30/2019 we are in a net loss position of \$41,809, with income well under budget and expenses slightly under budget. Expenses are up significantly from a year ago, while income is down. Historically we have strong giving in the last 3 months. If we control expenses, then we can

	<p>still finish the year in a positive income position.</p> <p><b>2. Cash Position and Long-term Investments with the BFI</b>  Our cash position at 9/30/2019 is \$467,156. This compares to our cash position a year ago of \$152,575. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$390,000 of this cash is invested in a money market fund.</p> <p>Contributions to the building conduit at 9/30/2019 totaled \$468,513 (\$449,235 so far this year). Total expenses to date have been \$184,209 (\$30,827 paid out of 2017 Resources budget, \$26,549 paid from 2018 surplus funds).</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 9/30/2019 was \$2,450,850, which is up \$335,415 from the beginning of the year market value of \$2,115,435, reflecting an investment gain, net of expenses, of \$335,415 (a total investment return for the year of approximately 15.9%). Investment results were up in September, with an approximate return of 0.6% for the month. As of 9/30/2019 our portfolio was invested 100% in a balanced fund (60% domestic stock fund, 40% bond fund).</p>
X.	<p><b>Pastors' Report</b></p> <ul style="list-style-type: none"> <li>● Hearing excitement and anticipation for small groups to begin. Group leaders have been/are being recruited. Anticipating launch in January.</li> <li>● Meeting with David Steele, general secretary went well. He expressed enthusiasm about the good things happening here.</li> <li>● Sentiments of gratitude for love, prayer, and support from this congregation.</li> </ul>
XI.	<p><b>Commission Reports</b></p>
	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>● Still looking for volunteers for BLAZE &amp; Nursery to help in Sunday School</li> <li>● Budget is complete</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>● Requesting approval to utilize \$10k from O'Donnell fund to complete previously approved updates in 4 areas: <ul style="list-style-type: none"> <li>○ Wireless updates to come into compliance for bandwidths. Some may be able to be refurbished to accomplish this.</li> <li>○ Lighting PC</li> <li>○ Streaming Updates - quotes received</li> <li>○ General investigation and cleanup of wiring</li> </ul> </li> <li>● Approved.</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>● Pastor Jason is meeting with a Small Group Planning Committee to plan for small groups. Look for this opportunity in late fall or early winter.</li> <li>● Invitations are out for the Golden Age Dinner. Entertainment will be provided by comedian Matt Telleen. Trina Hollinger will be preparing the meal. Youth will be serving.</li> </ul>
	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>● We welcome Amy Zimmerman as Facilities Manager and look forward to working with her to make our building and grounds a more welcoming place. In her first two weeks on the job she has worked with Premier One, our cleaning service, and the quality of their work has greatly improved. She is responsible for cleaning the sanctuary herself and it looks great. It is nice to see the shine on the tile floors.</li> <li>● Tim Byerly who leads our Safety Team has prepared an Overview draft of an Emergency Operations Plan which was reviewed and affirmed by Resources. The first step in implementing this plan is to develop a strategy for carrying out an Emergency Evacuation Drill for the Sanctuary</li> </ul>

	<p>and Sunday School Classrooms and actually having one on a Sunday morning. This will require the formation of a temporary cross-functional team with representatives of the current Safety Team, Resources, the Pastoral Team, Christian Ed, Sunday School, the Facilities Manager and others recommended by the Church Board. We are currently working on getting this team together. An Emergency Evacuation Drill is the first step in implementing any Emergency Operations Plan. Once this component is in place, specific types of emergencies can be addressed.</p> <ul style="list-style-type: none"> <li>○ <b>Action Item</b> - Christian Ed to provide some suggestions for those who may be a good fit for this committee.</li> <li>● The Green Team led by Karen Wenger is adding trees and shrubs around the perimeter of the church property and will be making recommendations to Resources for landscaping along Mount Joy Street where dead trees have been removed and it is likely additional tree removal will be necessary next summer.</li> </ul>
	<p><b>Witness Commission</b></p> <ul style="list-style-type: none"> <li>● Over \$1000 was sent to Gifford’s Law Center to Prevent Gun Violence from Jeli Mora’s fundraiser.</li> <li>● Participating in Elizabethtown College Inaugural food drive through October 23. We will have our regular Community Cupboard collection in November.</li> <li>● Collecting new/gently used shoes through October.</li> <li>● Janet Gingrich will be the new blood drive coordinator.</li> <li>● BHA visit on Sunday, November 17th during SS and moment for mission during worship.</li> <li>● 11 people went to New Windsor for a SERRV workday on September 24. We will be going again in March.</li> <li>● Began to generate “big idea/moonshot ideas” at October Lovefeast.</li> <li>● Looking for individuals to be on the Run for Peace steering committee.</li> <li>● Worked on budget.....will stay at 10% of total budget.</li> <li>● Planning an evening with Petra Peace Builders on Saturday October 26th from 6 – 7:30 (light chili meal provided).</li> </ul>
	<p><b>Deacon’s Report</b></p> <p>Since last reporting, the deacons have:</p> <ul style="list-style-type: none"> <li>● Continued our weekly schedule of greeting at the doors on Sunday morning; visiting in hospitals, retirement homes, and community; responding to benevolence requests; and providing transportation as needed by members.</li> <li>● Sept 15 – held our semi-annual meal/meeting with the following action: <ul style="list-style-type: none"> <li>○ Accepted volunteers to assist pastors with the Fall Feast of Love</li> <li>○ Accepted volunteers to assist with bread baking</li> <li>○ Accepted reports of various deacon committees</li> <li>○ Agreed to allow Vida to make changes needed in updating the Deacon Handbook, to be received /ratified at our January reorganization meeting</li> </ul> </li> <li>● October 4 – Baked communion bread</li> <li>● October 6 – Prepared and served bread and cup communion during morning worship</li> <li>● October 6 – Assisted as table leaders and prepared for and gave guidance to the foot washing and hand washing stations</li> <li>● The deacons extend our appreciation to all who, when asked, assist with the duties of the deacons.</li> </ul>
XII.	<p><b>Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>● 11/04//2019   November Board Meeting -- note change in date</li> <li>● 11/17/2019   Fall Church Council</li> </ul>
XIII.	<p><b>Adjournment</b></p>

Respectfully submitted,  
Alyssa Cross (Church Clerk)  
October 31, 2019