

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

August 12, 2019 6:45 PM Discovery Room (101)

In Attendance: Judith Gibble, Dick Keesey, Pastor Pam Reist, Pastor Josh Tindall, Karen Ungemach, George Snavely, Nancy Hivner (Chair), Joe Detrick (Moderator), Paula Knudsen Burke (Chair Elect), Peg Over, Pastor Jason Haldeman, Pastor Greg Laszakovits, Frank Rhodes, Amy Karr, Kevin Engle, Rhonda Myers, Alyssa Cross (Clerk)

I.	<p>Welcome and Recognition of Guests</p> <ul style="list-style-type: none"> • Welcome to Judith Gibble, representative from HR Committee 															
II.	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • June 10 - Approved. 															
III.	<p>Action Item Update & Review</p>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Meeting</th> <th style="width: 40%;">Action Item</th> <th style="width: 20%;">Assigned To</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr> <td>06/10/2019</td> <td>Coordinate discussions with Elizabethtown College regarding shared parking arrangements. Letter Sent on 4/25 with no response as of the May Board Meeting. Revisit in August.</td> <td>Dick</td> <td>Director of Security will respond by the end of the month. Carry forward for an update.</td> </tr> <tr> <td>6/10/2019</td> <td>Building Project Updates Organize an interview with Barry to communicate project updates and next steps. Communicate what the next steps look like from a financial giving perspective: <i>What happens with the money until the project begins?</i> <i>Does it matter when I start my giving?</i></td> <td>Nancy & Paula</td> <td>Working on a date to schedule Barry to present during children's time. Carry forward.</td> </tr> </tbody> </table>				Meeting	Action Item	Assigned To	Status	06/10/2019	Coordinate discussions with Elizabethtown College regarding shared parking arrangements. Letter Sent on 4/25 with no response as of the May Board Meeting. Revisit in August.	Dick	Director of Security will respond by the end of the month. Carry forward for an update.	6/10/2019	Building Project Updates Organize an interview with Barry to communicate project updates and next steps. Communicate what the next steps look like from a financial giving perspective: <i>What happens with the money until the project begins?</i> <i>Does it matter when I start my giving?</i>	Nancy & Paula	Working on a date to schedule Barry to present during children's time. Carry forward.
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<p>IV. Devotions - Pastor Greg</p> <ul style="list-style-type: none"> • Explored common themes of "Moonshot" endeavors: <ul style="list-style-type: none"> ○ Started with a dream/vision ○ Didn't have everything all figured out before they started ○ Took Courage ○ Required many people in different and important roles • Examples from Exodus and Acts • The group shared moonshot examples from this congregation <ul style="list-style-type: none"> ○ Small group working tirelessly to achieve a declaration of sanctuary for those from Central America - amid the conservative climate of the county ○ Children and all skill levels participating in worship ensembles ○ Strides in becoming a more welcoming congregation ○ Establishment of a nursery school to put the new education wing to use during the week 50 years ago ○ Redefining membership in 2003 ○ Disaster Relief ○ Benevolence 																
V.	<p>Building Committee Update</p> <ul style="list-style-type: none"> • Building committee is still working hard, but new sketches are not yet ready 															

	<ul style="list-style-type: none"> Working towards the three goals (space for narthex, classroom, fellowship) and reigning in the sprawl to maintain building efficiencies
VI.	<p>Cleaning our building - Dick Keesey</p> <ul style="list-style-type: none"> A review of what we currently do, options for getting things done better, and concerns of the various options Action Items: (Dick) <ul style="list-style-type: none"> pursue opportunities with the college Place an ad for a part-time facilities manager <ul style="list-style-type: none"> member/member-relatives are welcome to apply Keep the existing cleaning service
VII.	<p>Board Chair Updates</p> <ul style="list-style-type: none"> Nancy's letter to Elgin leadership Overdue for Congregational Survey on the state of our ministry together - draft is in the works Invest in technology to provide a smooth and effective worship experience <ul style="list-style-type: none"> Josh is working on this Finance process - opportunities to tidy it up Making time investments in our youth and young adult and family ministries Action Item: (All Commissions) 2020 budget - try to get your numbers in by the end of September, for an initial review at the October meeting <ul style="list-style-type: none"> Frank will make sure the historical reports get out to the commissions this week.
VIII.	<p>Expressions Commission - Karen Ungemach & Josh Tindall</p> <ul style="list-style-type: none"> Reviewed the Expressions Handbook and categorized the responsibilities under 4 categories: <ul style="list-style-type: none"> (1) No longer needed (2) Self-sufficient (3) Still needed under the Commission (4) Areas to be added/adapted to the Commission responsibility Responsibilities: <ul style="list-style-type: none"> Attendance Coordinator (2) Ushers and Pam do this job now. Worship Center Committee (2) Worship planning- Pastoral Team (4) <ul style="list-style-type: none"> Possibly have a plan to maybe get a group of people from the congregation to give some input meeting possibly quarterly. Drama Committee (4) <ul style="list-style-type: none"> The worship team/pastors could use some help with this. Would also include other creative arts such as dance, and streamers. Coordinators for Sunday Hosts (Hospitality, Deacons) Bulletin Board Committee (Nurture) Fellowship Committee (Hospitality) Wednesday Family Night Fellowship (1) Youth Praise Team (Josh) Head Usher- Ushers (2) Head Usher, Usher Captain (2) Acolyte Coordinator (1) Sound System Chairman (4) <ul style="list-style-type: none"> This led to a discussion of how technology is changing and the need to develop it more fully. Substitute Organist Policy (Josh) Ad Hoc Organist Committee-(Josh)

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ A member from the commission may be helpful to sit in on interviews, although not responsible for making decision as to whether they are hired. This may need to be outlined a little more as to what their role is specifically. ○ Minister of Music (Human Resources) ○ Church Organist (Human Resources) ○ Handchime Choir Director (Human Resources) ○ Children’s Choir Director (Human Resources) ● Looking to the Executive Committee and Church Board to assist us in adapting to the changing needs of our growing church with regards to the following: <ul style="list-style-type: none"> ○ Do we need an Expressions Commission or should we look at changing to a Worship Tech Team? ○ Do we keep Expressions and add a Worship Tech Team? ○ We are in the process right now of changing or updating a lot of our technology for live-streaming and recording. Do we need a part-time person even for a short time to assist us in the change? ● Board Response <ul style="list-style-type: none"> ○ Action Item - Karen/Josh <ul style="list-style-type: none"> ■ Explore opportunities for continuing a forum for congregational response/concerns/feedback to worship that may not be a fixed Commission ○ Action Item - Josh <ul style="list-style-type: none"> ■ Replace technology platform ■ Get training to run it ■ Evaluate what the future needs may be
IX.	<p>Pastors’ Reports</p> <ul style="list-style-type: none"> ● Many needs for pastoral care throughout the summer ● A team is in place and meeting every few weeks to develop a small group program ● Looking for a place to house a new Sunday School class which Don Kraybill will lead ● Difficult conversations took place with other attendees at Annual Conference ● Worship visits are wrapping up with a report to come in September
X.	<p>Treasurer’s Report</p> <p>1. Review of Income Statement as of 06/30/2019</p> <p>Through six months of the year, operating results are positive, with revenues exceeding disbursements by \$14,184. Last year at this time we were in a positive income position of \$28,688. The good news is that revenue to date at the end of June is over budget by \$13,431 (\$444,994 received versus \$431,563 budgeted). Revenue is \$33,862 ahead of where we were a year ago. Regular offerings, at \$413,996, exceed the budgeted offerings of \$389,063 by \$24,933, and are \$31,143 above last year's amount of \$382,853. A month by month summary of offerings is provided in the graph entitled "ECOB 2019". A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 6/30 COMPARISON." We're in a relatively better offerings position thus far in 2019 than in any of the 4 previous years.</p> <p>Disbursements through six months in 2019 are slightly under budget by \$752 (\$430,810 actual spending versus \$431,562 budgeted spending) and \$48,366 more than last year. Resources spending is over budget by \$17,887 and \$42,278 more than last year. The main reason for the big increase in spending compared to last year is in Resources for janitorial services, equipment/improvements and the new classroom trailer.</p> <p>Overall, as of 6/30/2019 we have a net gain position of \$14,184, with income over budget and expenses slightly under budget. Expenses are up more than income from a year ago</p> <p>2. Cash Position and Long-term Investments with the BFI as of 06/30/2019</p>

Our cash position at 6/30/2019 is \$406,397. This compares to our cash position a year ago of \$140,885. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$315,000 of this cash is invested in a money market fund.

Contributions to the building conduit at 6/30/2019 totaled \$326,313 (\$307,035 so far this year). Total expenses to date have been \$165,476 (\$30,827 paid out of 2017 Resources budget, \$26,549 paid from 2018 surplus funds).

The market value of all long-term memorial funds invested with the Brethren Foundation as of 6/30/2019 was \$2,403,447, which is up \$288,012 from the beginning of the year market value of \$2,115,435, reflecting an investment gain, net of expenses, of \$288,012 (a total investment return for the year of approximately 13.6%). Investment results were up significantly in June, with an approximate return of 3.8% for the month. As of 6/30/2019 our portfolio was invested 81.9% in a balanced fund (60% domestic stock fund, 40% bond fund) and 18.1% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.

3. Review of Income Statement as of 07/31/2019

Through seven months of the year, operating results are negative, with disbursements exceeding revenues by \$20,890. Last year at this time we were in a positive income position of \$43,114. Revenue to date at the end of July is under budget by \$19,308 (\$484,182 received versus \$503,490 budgeted). Revenue is \$2,304 behind where we were a year ago. Regular offerings, at \$447,807, fall short of the budgeted offerings of \$453,906 by \$6,099, and are \$5,850 below last year's amount of \$453,657. A month by month summary of offerings is provided in the graph entitled "ECOB 2019". Note that

July was a particularly low giving month. A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 6/30 COMPARISON." We're in a relatively poorer offerings position thus far in 2019 than in previous 4 years, with the exception on 2017.

Disbursements through seven months in 2019 are slightly over budget by \$1,583 (\$505,072 actual spending versus \$503,489 budgeted spending) and \$61,700 more than last year. Resources spending is over budget by \$22,640 and \$53,464 more than last year. The main reason for the big increase in spending compared to last year is in Resources for janitorial services, equipment/improvements, capital improvements and the new classroom trailer. Annual conference expenses hit the income statement in July.

Overall, as of 7/31/2019 we are in a net loss position of \$20,890, with income under budget and expenses slightly under budget. Expenses are up significantly more than income from a year ago.

4. Cash Position and Long-term Investments with the BFI as of 07/31/2019

Our cash position at 7/31/2019 is \$416,021. This compares to our cash position a year ago of \$143,341. 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.

Contributions to the building conduit at 7/31/2019 totaled \$370,564 (\$351,286 so far this year). Total expenses to date have been \$165,476 (\$30,827 paid out of 2017 Resources budget, \$26,549 paid from 2018 surplus funds).

The market value of all long-term memorial funds invested with the Brethren Foundation as of 7/31/2019 was \$2,422,094, which is up \$306,659 from the beginning of the year market value of \$2,115,435, reflecting an investment gain, net of expenses, of \$306,659 (a total investment return for the year of approximately 14.5%). Investment results were up in July, with an approximate return of 0.8% for the month. As of 7/31/2019 our portfolio was invested 82.0% in a balanced fund (60% domestic stock fund, 40% bond fund) and 18.0% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.

XI.

Commission Reports

Christian Ed Commission

- Looking for new volunteers to help in Sunday School

	<ul style="list-style-type: none"> ● VBS dates will be August 13-16 ● Children’s Church is now twice a month ● Working with adult Sunday School classes to meet their changing needs
	<p>Expressions Commission</p> <ul style="list-style-type: none"> ● See agenda item VIII.
	<p>Nurture Commission</p> <ul style="list-style-type: none"> ● Father’s Day weekend at Camp Swatara went well. Not all cabins were full, but a good time was had by those who went. Pastor Jason and some ECOB church members led the Sunday morning worship. ● A Date Night was held on Friday, June 21 at the church. There were 2 infants, 5 pre-k kids, and 4 elementary school aged kids with lots of volunteers to oversee the activities. This will be held again in the future! ● The Church Picnic will be August 25 following worship. A beef bbq/hot dog and macaroni ‘n cheese meal will be provided. All are encouraged to bring a side dish to share. Homemade ice cream will be provided for dessert. Play all-church bingo and can jam, blow giant bubbles and get your face painted. ● 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.
	<p>Resources Commission</p> <ul style="list-style-type: none"> ● Due to continuing problems with keeping our building clean using our own employees and two different cleaning services and the resignation of our Facilities Manager, Tim Duncan effective on approximately October 1, 2019, Resources is taking a look at a variety of options for how we handle cleaning and Facilities Management. Some of these options could have a significant impact on how we do things and the resources budget. ● We are currently investigating the viability of several options we decided to consider. We will have a more detailed report available for discussion at the Board meeting ● When we had our own cleaning staff, we were not able to hire and retain good people to do the job. Both the first cleaning service we used and the one we are currently using have had major staffing problems and were/are not able to get anyone to do a consistent quality job for any length of time. ● Evergreens around the perimeter are dying - looking for quotes to remove them.
	<p>Witness Commission</p> <ul style="list-style-type: none"> ● Meet with Jeli Mora to discuss plans for her bake sale to be held Sunday August 25 after church and in conjunction with the church picnic. She is raising money to support groups (to be determined) working to reduce the level of violence in our country. She feels led to do this following the recent shootings in El Paso and Dayton. ● Run/Walk for Peace – final total of \$5,307 was sent to CPOW. Karin Laszakovits and Paula Burke will be stepping down from the planning team. Much thanks to them for their hard work!! We are looking for two new members to join the 2020 planning team. ● Nancy Becker has coordinated the Blood Bank Drive for many years and is looking for someone to take over that position. ● Dona McDonough is replacing Judith Gibble as our UCEA representative. Our other representatives are Beth DeGoede and Pastor Pam. ● Received a thank you from Isaiah Fwam Lokai for our financial assistance to him. ● *Action Item – Need Board Approval on Camp Swatara stipends from O&M <ul style="list-style-type: none"> ○ 4 stipends (\$750) to Camp Swatara full time staff: Alex Mora, Nate DeGoede, Marina McDonough, Lauren Ober Miller ○ 1 stipend (\$250) to Camp Swatara kitchen staff: Ben Heinz ○ Approved.

	<ul style="list-style-type: none"> • In the planning stages for the best way to solicit ideas from the entire Congregation for Jim Hollinger 's "big idea". With our new building program as our launch pad, what is our moon shot??
	<p>Deacon's Report</p> <ul style="list-style-type: none"> • Since last reporting at the June Council meeting, the deacons have 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 when needed by members. • In addition, we assisted the pastors with the baptism service on Sunday morning, July 30.
XII.	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> • 09/09/2019 September Board Meeting
XIII.	<p>Adjournment</p>

Respectfully submitted,
Alyssa Cross (Church Clerk)
September 4, 2019