

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

**September 9, 2019 6:45 PM Discovery Room (101)**

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

**Guests:** John Over (Finance), **Building Improvements Committee:** Barry Garman, Jim Hoffer, Mike Bierbower, Robert Hoffer, Carissa Bonner

I.	<b>Welcome and Recognition of Guests</b> Welcome to John Over from the Finance Committee and to the Building Improvements Committee			
II.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• August 12 - approved as submitted</li> </ul>			
III.	<b>Action Item Update &amp; Review</b>			
	<b>Meeting</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
	06/10/2019	Working on a date to schedule Barry to present during children's time re: Building Project Update/Next Steps	Nancy & Paula	Change to a Congregational Communication Plan - to be assigned to Nancy.
	02/11/2019	Enhanced Building Security - scheduled for a fall report	Resources	Carry forward - next month.
	06/10/2019	Update on discussions with Elizabethtown College regarding shared parking arrangements. Letter Sent on 4/25. Director of Security to respond by the end of August.	Dick	An agreement has been reached and a document is available in the church office. <b>Action Item</b> - Resources to come up with a communication plan to the congregation.
	08/12/2019	Cleaning our Building: <ul style="list-style-type: none"> <li>• Pursue opportunities with the college</li> <li>• Place an ad for part-time facilities manager</li> <li>• Keep the existing cleaning service</li> </ul>	Resources	Carry forward. The possibility of having the college take on our property as part of their maintenance is pending.
	08/12/2019	Explore opportunities for continuing a forum for congregational response/concerns/feedback to worship that may not be a fixed Commission	Expressions/ Pastor Josh	Carry forward - part of the larger Expressions and Worship discussion.
	08/12/2019	<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.
	06/10/2019	Worship Planning Update (following church visits and planning retreat)	Pastor Josh	Covered in the Pastors' Report this evening.
	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	Carry forward through budgeting.
	Quarterly	Small Groups	Nurture/	Initial group has concluded

	<table border="1"> <tr> <td data-bbox="248 90 436 291">Update</td> <td data-bbox="436 90 943 291"></td> <td data-bbox="943 90 1131 291">Pastor Jason</td> <td data-bbox="1131 90 1542 291">their discussion time. Moving on to the next phase. Goal to launch Jan/Feb. Carry forward quarterly.</td> </tr> <tr> <td data-bbox="248 291 436 409">Quarterly Update</td> <td data-bbox="436 291 943 409">Date Night</td> <td data-bbox="943 291 1131 409">Pastor Jason</td> <td data-bbox="1131 291 1542 409">Good feedback. Will continue. Carry forward quarterly.</td> </tr> </table>	Update		Pastor Jason	their discussion time. Moving on to the next phase. Goal to launch Jan/Feb. Carry forward quarterly.	Quarterly Update	Date Night	Pastor Jason	Good feedback. Will continue. Carry forward quarterly.
Update		Pastor Jason	their discussion time. Moving on to the next phase. Goal to launch Jan/Feb. Carry forward quarterly.						
Quarterly Update	Date Night	Pastor Jason	Good feedback. Will continue. Carry forward quarterly.						
IV.	<p><b>Devotions - Pastor Jason</b></p> <ul style="list-style-type: none"> <li>● Poem: We Look With Uncertainty, Anne Hillman</li> <li>● Shared examples of when we walked up to some hard topics</li> <li>● Discussed future hard topics we'll soon be facing (denomination concerns, building project)</li> </ul>								
V.	<p><b>Board Chair Updates</b></p> <ul style="list-style-type: none"> <li>● Congregational Survey - launching in the next two weeks to randomly selected individuals</li> <li>● Facility Manager position - two candidates so far with an interview taking place tomorrow <ul style="list-style-type: none"> <li>○ <b>09/12/2019</b> - via email, the Board affirmed the recommendation from Resources to offer the position of part-time Facilities Manager to Amy Zimmerman.</li> </ul> </li> </ul>								
VI.	<p><b>Building Committee presentation</b></p> <ul style="list-style-type: none"> <li>● A review of the history of how we got to Scheme 20</li> <li>● Revised first floor plan has been shifted on the property to avoid major expense of grade changes. The entire first floor addition will be slab on grade. Maintaining a courtyard enables us to meet coding that would not require additional sprinkler systems.</li> <li>● Cost saving initiatives: <ul style="list-style-type: none"> <li>○ Reduced new construction by 8,000 sf</li> <li>○ Reduced extent of renovation to current Christian Ed wing</li> <li>○ Centennial garden remains - major cost savings by not making any changes to this area</li> <li>○ Relocating multipurpose space to a footprint that doesn't require extensive grading work</li> <li>○ Maintaining current elevator and not adding a second</li> <li>○ Straightening lines</li> <li>○ Maintaining location of major mechanical components</li> </ul> </li> <li>● Cost projection for Scheme 20 = \$6.9M. Cannot reduce any further without impacting ministry programming.</li> </ul> <p><b>Recommendations from the Building Committee to the Board:</b></p> <ul style="list-style-type: none"> <li>● On behalf of the Building Improvement Committee, we recommend Scheme 20 to the Church Board for presentation to Church Council for approval of concept and estimated cost.</li> <li>● If approved: Authorize the Building Improvement Committee to work with the Architect to proceed with Design Development including Plans and Specifications.</li> <li>● Suggested Timeline: <ul style="list-style-type: none"> <li>○ Special Council meeting prior to November 1, 2019</li> <li>○ Design Development: Jan - Apr 2020</li> <li>○ Bid Documents: May - June 2020</li> <li>○ Ready to Bid: August 1, 2020</li> <li>○ Bids Due: September 1, 2020</li> <li>○ Award: September</li> <li>○ Start Construction: October 2020</li> <li>○ Completion: November 2021</li> </ul> </li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>● Introduce Scheme 20 to the congregation by the end of September - for review and digestion <ul style="list-style-type: none"> <li>○ Nancy to work with the Pastors for a schedule</li> </ul> </li> <li>● Finance Committee to come with a package recommendation by October</li> </ul>								

VII.	<p><b>Pastors' Report</b></p> <ul style="list-style-type: none"> <li>● Worship Visits <ul style="list-style-type: none"> <li>○ Identified congregations that excel in some ways</li> </ul> </li> <li>● What do we do well? <ul style="list-style-type: none"> <li>○ Own identity - unapologetically living out practicing peace, service, and openness to all</li> <li>○ Welcoming and relaxed - in worship style and in practice</li> </ul> </li> <li>● What was notable? <ul style="list-style-type: none"> <li>○ Most stylistically unique - blended styles and variety</li> <li>○ High volunteer involvement in music</li> <li>○ All but 2 had gone away from hymnals</li> <li>○ Churches with screens involved lots of lighting - darker environments or ability to darken</li> </ul> </li> <li>● What could we be doing better? <ul style="list-style-type: none"> <li>○ Welcoming first time visitor process (navigation, parking, directions for children)</li> <li>○ Building first impressions - dingy entryways, bathroom facilities</li> <li>○ Technology - livestreaming improvements</li> </ul> </li> <li>● Not currently working on - could in the future <ul style="list-style-type: none"> <li>○ Accommodating more members (physical space in worship). Noting that when the worship space is too full it becomes unwelcoming.</li> <li>○ Arrangement of ensembles or music groups up front - more engagement</li> <li>○ Electronic giving opportunities during offertory</li> <li>○ Update of Bulletins - quality, look, type of information, ways to connect</li> </ul> </li> <li>● Will we as a congregation lean in to owning our identity and to reaching out to others?</li> </ul> <ul style="list-style-type: none"> <li>● <b>Action Items</b> <ul style="list-style-type: none"> <li>○ Pastoral Team - Generate a consolidated list of actionable items</li> <li>○ Board and Commissions to think about these things and how we want to be as a congregation for the future</li> <li>○ Josh - send the Board a list of the A/V tech team members so we can recognize and thank them for the work they do</li> </ul> </li> </ul>
VIII.	<p><b>Commission Reports</b></p>
	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>● No report received</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>● No report received</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>● The Church Picnic was a beautiful day and very well attended! We had a beef bbq/hot dog and macaroni 'n cheese meal with plenty of side dishes from the congregation and homemade ice cream. Bingo, can jam, giant bubbles and face painting were enjoyed by many. Jeli Mora had a terrific bake sale as a fundraiser for supporting those affected by gun violence.</li> <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>● Plans are underway for the Golden Age Dinner. Entertainment will be provided by comedian Matt Telleen. Watch for more information.</li> </ul>
	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>● No report received</li> </ul>
	<p><b>Witness Commission</b></p> <ul style="list-style-type: none"> <li>● No report received</li> </ul>

	<p><b>Deacon's Report</b></p> <ul style="list-style-type: none"> <li>No report received</li> </ul>
IX.	<p><b>Financial Report</b></p> <p><b>1. Review of Income Statement as of 8/31/2019</b></p> <p>Through eight months of the year, operating results are negative, with disbursements exceeding revenues by \$48,574. Last year at this time we were in a positive income position of \$32,038. Revenue to date at the end of August is under budget by \$37,046 (\$538,371 received versus \$575,417 budgeted). Revenue is \$2,213 ahead of where we were a year ago. Regular offerings, at \$497,372, fall short of the budgeted offerings of \$518,750 by \$21,378, and are \$2,012 below last year's amount of \$499,384. A month by month summary of offerings is provided in the graph entitled "ECOB 2019". Note that August improved greatly from July, but was still our second lowest giving month this year. A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 8/31 COMPARISON." We're in a relatively poorer offerings position thus far in 2019 than in previous 4 years, except for 2017.</p> <p>Disbursements through eight months in 2019 are over budget by \$11,527 (\$586,944 actual spending versus \$575,417 budgeted spending) and \$82,824 more than last year. Resources spending is over budget by \$36,335 and \$73,975 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.</p> <p>Overall, as of 8/31/2019 we are in a net loss position of \$48,574, with income under budget and expenses over budget. Expenses are up significantly from a year ago, while income has been flat. If we can match last year's giving in the last 4 months and control expenses, then we can still finish the year in a positive income position.</p> <p><b>2. Cash Position and Long-term Investments with the BFI</b></p> <p>Our cash position at 8/31/2019 is \$423,342. This compares to our cash position a year ago of \$129,170. 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 8/31/2019 totaled \$414,675 (\$395,397 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).</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 8/31/2019 was \$2,436,594, which is up \$321,159 from the beginning of the year market value of \$2,115,435, reflecting an investment gain, net of expenses, of \$321,159 (a total investment return for the year of approximately 15.2%). Investment results were up in August, with an approximate return of 0.6% for the month. As of 8/31/2019 our portfolio was invested 81.5% in a balanced fund (60% domestic stock fund, 40% bond fund) and 18.5% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.</p>
X.	<p><b>Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>10/14/2019   October Board Meeting</li> <li>Special Council Meeting   tentative for early November</li> </ul>
XI.	<p><b>Adjournment</b></p>

Respectfully submitted,  
Alyssa Cross (Church Clerk)  
October 10, 2019