

# Elizabethtown Church of the Brethren

## Church Board Minutes

June 14, 2021 6:45 PM via Zoom

**In Attendance:** Alyssa Cross (Clerk), Joe Detrick (Moderator), Paula Knudsen Burke (Chair), Carroll Kreider, Amy Karr, Pastor Josh Tindall, Pastor Jason Haldeman, Pastor Pam Reist, Oliva Knight, Kendra Gottshall, Jordan Eberhart-Bingeman, Craig Coble, Duane Hernley, Barry Garman

I.	<b>Opening Devotions</b> <ul style="list-style-type: none"><li>Pastor Jason opened with a devotion focused on doing great things by taking one step at a time and making incremental changes to build momentum.</li></ul>	Pastor Jason
II.	<b>Discussion and Approval of 05/10/2021 Minutes</b> <ul style="list-style-type: none"><li>Approved with corrections.</li></ul>	Board Chair
III.	<b>Treasurer's Report</b> <b>1. Review of Income Statement as of 05/31/2021</b> <p>After five months in 2021, preliminary operating results are negative, with disbursements exceeding revenues by \$33,750 (at the end of last month the net position was a negative \$16,764). Revenue at the end of May is under budget by \$49,019 (\$331,107 received versus \$380,126 budgeted). Revenue is \$35,566 behind where we were at the end of May last year. Regular offerings, at \$300,602, fell short of the budgeted offerings of \$334,710 by \$34,108, and are \$33,967 below last year's amount of \$334,569 (general fund giving is about 10% behind last year). A month by month summary of offerings is provided in the graph entitled "ECOB 2021". Note that giving in every month this year has been below budget except for April. May 2021 giving (\$50,829) was well below budget, and much less than May 2020's historic giving (\$129,908). A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 5/31 COMPARISON."</p> <p>Disbursements at the end of May are under budget by \$21,451 (\$364,857 actual spending versus \$386,308 budgeted spending) and \$42,125 more than last year. Resources spending, mainly due to elevator repairs, is \$42,189 above budget and \$83,502 more than last year. With the exception of Administration, spending in all other categories is under budget and is less than a year ago. Ministry Salaries &amp; Benefits is significantly less than budget and a year ago, due mainly to Pastor Greg's departure.</p> <p>Overall, as of 5/31/2021 we are in a preliminary net operating loss position of \$33,750, with income and expenses both under budget. Income is less than a year ago and spending is higher than a year ago. Last year at the end of May we were in a net gain position of \$43,941.</p> <b>2. Cash Position, Building Project, and LT Investments at BFI</b> <p>Our cash position at 5/31/2021 is \$1,865,451. This compares to our cash position a year ago of \$1,304,273. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$1,631,000 of this cash is invested in a money market fund.</p> <p>Contributions to the building project at 5/31/2021 totaled \$2,072,720 (\$151,397 in 2021, \$9,143 in May). Non-operating budget building project costs to date are \$444,697 (\$39,535 in 2021). Net proceeds available for future building project spending is \$1,628,023.</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 5/31/2021 was \$2,585,956, which is up \$69,525 from the beginning of the year market value of \$2,516,431, reflecting an investment gain, net of expenses, of \$69,525 (a total investment return for the year of approximately +2.8%). The investment return for May was +0.2%. As of 5/31/2021 our portfolio was invested \$1,302,534 (50%) in a Short-term investment fund and \$1,283,423 (50%) in a balanced fund (60% domestic stock fund, 40% bond fund).</p>	Treasurer
IV.	<b>Pastors' Reports</b> Pam <ul style="list-style-type: none"><li>Reopening: working hard on having a hybrid experience (virtual and in-person).</li></ul>	Pastors

	<ul style="list-style-type: none"> <li>Continuing with guest preachers; David Steele, General Secretary of the Church of the Brethren, to speak next Sunday.</li> <li>Have been doing and planning for funerals and interments. The Peace Memorial Garden is a gift to the congregation.</li> <li>Anointing service is coming up on June 27 after worship.</li> <li>Samuel and Rebecca Dali made a presentation at the Young Center. They are now back in Nigeria. Remembering them in prayer as they have felt fear of going back.</li> <li>Working on a “New Friends” class for those interested in becoming members. Have some people ready to start the class in July and August.</li> <li>Annual Conference coming up at the end of the month.</li> </ul> <p><b>Josh</b></p> <ul style="list-style-type: none"> <li>In-person worship has been a major focus. It's been a real boost and a positive emotional experience. First two Sundays have gone well. Grateful for volunteers. Analytics are a little tricky but estimating about a 50/50 split for virtual vs in person attendance. Worship will continue to evolve as we go along.</li> <li>Working on preparations for Annual Conference worship services.</li> </ul> <p><b>Jason</b></p> <ul style="list-style-type: none"> <li>Have been able to continue offering Adult Sunday School at 9am. Attendance has dropped. Could be partially related to summer vacations and in-person attendance.</li> <li>Working on developing relationships and fun experiences in youth sunday school; focusing on cultivating relationships after such a long time apart.</li> </ul> <p><b>Questions, Comments, Discussion</b></p> <ul style="list-style-type: none"> <li>Are people reading communications? Community Cupboard donations are lacking. Is it a lack of awareness? Verbal announcements tend to carry more weight.</li> </ul>	
V.	<p><b>Update on Search Committee</b></p> <ul style="list-style-type: none"> <li>Currently in the interviewing process.</li> </ul>	Board Chair
VI.	<p><b>Update on Building Committee</b></p> <ul style="list-style-type: none"> <li>Horst (general contractor) will begin Christian Education wing demolition within the next week or week and a half. Awaiting change order confirming final cost due to omission of new kitchen and stage area from scope of work.</li> <li>CMC (mechanical contractor) gave us an original price of \$770,000. After reduction in scope of work they deducted \$164,350, bringing the current cost to \$605,650. The building committee met last week to discuss a proposal from CMC to purchase the VRF heating and cooling system (variable refrigerant flow) interior terminal units for \$99,625 (allows for storing the units for up to 1 year), bringing the revised HVAC total to \$705,275. <b>The Building Committee recommends that we purchase these terminal units at this time.</b></li> <li>We already have ordered the rooftop units. Because of lag time in production and shipping, we are projecting installation approximately October – November. By purchasing the interior units now, we save on inflation and also allow the engineers to finalize plans for connection of the terminal and rooftop units.</li> <li>After this purchase, the only work to be purchased for heating and cooling of the entire building is ductwork and piping to install (material and labor).</li> </ul> <p><b>Questions, Comments, and Discussion</b></p> <ul style="list-style-type: none"> <li>Action Items prior to July meeting: Barry to follow up with CMC regarding the warranty start date (from purchase or installation), cost and timing details for storage, and any potential degradation in equipment seals by sitting in storage for an extended time.</li> <li>Paperwork for deed transfer for property with the College has been completed; however, the deed cannot be recorded until the building plans are approved and recorded with the County.</li> </ul> <p><b>June 17 Barry's follow-up with CMC:</b></p> <ul style="list-style-type: none"> <li>No charge for 1 year of storage.</li> <li>No concerns with storing the units for a year or so; there are no belts or seals that will go bad.</li> <li>10-year warranty begins at time of installation.</li> </ul> <p><b>June 23 vote via email on HVAC issue:</b></p> <ul style="list-style-type: none"> <li>The Board approved the Building Committee's recommendation to proceed with purchasing the terminal units at this time.</li> </ul>	Board Chair
VII.	<b>Commission Reports</b>	

	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>When the building project wraps up in Christian Ed wing, looking to move Blaze from the stage to Room 102. Trying to get all of the kids in one central location.</li> <li>Zoom Cart: Just signed paperwork and will be submitting it to Sage. About a 6-week lead time. Will be put to use in the large Adult SS Class.</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>Not much spending this year (minor spending on sheet music and software updates) and have not tapped into any Memorial Funds. Working with the A/V team for potential spending on audio and/or video upgrades in the fall.</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>Looking at dates for an outdoor movie night.</li> <li>Faith markers are being distributed and collecting photos for a slideshow.</li> <li>Looking towards the fall to think about a Golden Age Dinner and other regular Nurture events/activities.</li> </ul>
	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>Spending a lot of time on the maintenance and grooming of the exterior.</li> <li>Need to check on plaster issues in the ceiling of the sanctuary.</li> <li>Elevator is fully paid (\$162,748)</li> <li>New signs have been installed at Market and Cedar Streets.</li> </ul>
	<p><b>Witness Commission</b></p> <ul style="list-style-type: none"> <li>Chicken BBQ Fundraiser for Haiti Medical Clinic was a huge success raising \$15,349.02</li> <li>June is Community Cupboard Collection Month <ul style="list-style-type: none"> <li>Putting together a video to call attention to the project and show how/where to donate.</li> </ul> </li> <li>Witness Hosted Nancy Bieber in June for two prayer sessions</li> <li>Jon Pavlovitz event still has interest. Will look at getting back to rescheduling.</li> <li>Lancaster Pride Festival has been rescheduled for October 2021 (had previously talked about signing up at a vendor for the June 2020 event that did not take place).</li> </ul>
	<p><b>Deacon's Report</b></p> <ul style="list-style-type: none"> <li>Continue to use the Benevolence Fund to meet needs.</li> <li>Also continue to do outreach and maintain relationships and connections.</li> <li>Bread &amp; Cup Communion on July 4</li> </ul>
VIII.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>Update on Pastor Pam and the District Executive Committee <ul style="list-style-type: none"> <li>The District Executive Committee is taking a recommendation to the District Board at the June 22 meeting to initiate a conversation with our leadership team. Nothing more is known at this time.</li> </ul> </li> <li>Board Chair <ul style="list-style-type: none"> <li>Gifts discernment is still working on filling the role. Have reached out to two pairs of potential co-chair groups, but have not had success yet.</li> </ul> </li> </ul>
IX.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>Board Meeting: Monday, July 12, 6:45 pm @ the Church (Parlor to be reserved).</li> </ul>
X.	<p><b>Closing Prayer</b></p> <p>Pastor Pam closed the meeting in prayer.</p> <p>Meeting concluded at 8:36 pm.</p>

Respectfully submitted,

Alyssa Cross, Clerk

June 23, 2021