

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

December 13, 2021 6:45 PM via Zoom

**In Attendance:** Alyssa Cross (Clerk), Joe Detrick (Moderator), Karen Ungemach, Paula Knudsen Burke (Chair), Frank Rhodes, Kendra Gotshall, George Snavely, Amy Karr, Pastor Pam Reist, Carroll Kreider, Donna Hollinger (Vice Chair Elect), Craig Coble, Duane Hernley, Olivia Knight, Pastor Josh Tindall, Pastor Jason Haldeman, Jeff Eisenbise (Chair Elect), Jim Hollinger

**Racial Justice Working Group Representatives:** Paul Brubaker, Ralph Detrick

**Building Committee:** Barry Garman

I.	<b>Opening Prayer</b> <ul style="list-style-type: none"><li>• Pastor Pam opened the meeting with a prayer.</li></ul>	Pastor Pam
II.	<b>Discussion and Approval of November Minutes</b> <ul style="list-style-type: none"><li>• November Minutes approved as submitted.</li></ul>	Board Chair
III.	<b>Racial Justice Working Group</b> <ul style="list-style-type: none"><li>• <b>Recommendation for Church Leadership Group to participate in an educational event by Racial Literacy Advocates, guided by Dr. Dawnelle Simmons from Elizabethtown College</b><ul style="list-style-type: none"><li>◦ Affirmation and support for this endeavor from the 2021 Board. Knowing that the Board is in a period of transition with new members beginning their term in January, this decision to commit to the event should come from the 2022 Board. The Board will revisit this topic and come to a decision in early 2022.</li></ul></li><li>• Funding for the event: We can apply for a grant from the Brethren Faith in Action Fund from the denomination which would cover half of the cost.</li></ul>	
IV.	<b>Treasurer's Report &amp; Review of 2022 Budget Changes (post-Church Council)</b> <ol style="list-style-type: none"><li>1. <b>Review of Income Statement as of 11/30/2021</b><p>After eleven months in 2021, operating results are negative, with disbursements exceeding revenues by an estimated \$9,099 (at the end of last month the net position was a negative \$40,474). Revenue at the end of November is under budget by \$124,320 (\$711,958 estimated received versus \$836,278 budgeted). Revenue is \$17,846 ahead of where we were at the end of November last year. Regular offerings, estimated at \$646,616 fell short of the budgeted offerings of \$736,419361 by \$89,745, and are \$19,548 above last year's amount of \$627,068(general fund giving is about 3% ahead of last year). A month by month summary of offerings is provided in the graph entitled "ECOB 2021". Note that giving in eight months this year has been below budget and giving in three months has been above budget. November 2021 giving (\$76,944) was well above budget and higher than November 2020's giving (\$59,224). December giving is typically above budget. A 5 year history of month by month offerings is provided in the graph entitled "ECOB Offerings History". A 5 year history of year to date general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 11/30 COMPARISON."</p><p>Disbursements at the end of November are under budget by \$128,818 (\$721,057 actual spending versus \$849,875 budgeted spending) and \$12,638 more than last year. Resources spending, mainly due to elevator repairs, is \$21,816 above budget and \$106,471 more than last year. With the exception of Administration, spending in all other categories is under budget, and, except for Witness, 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 11/30/2021 we are in an estimated net operating loss position of \$9,099, with income and expenses both under budget. Income is \$17,846 more than a year ago and spending is \$12,638 higher than a year ago. Last year at the end of November we were in a net loss position of \$14,307.</p><ul style="list-style-type: none"><li>• <b>Motion from Duane Hernley to earmark any possible 2021 income surplus for Resources to address pressing building maintenance needs. Seconded by Karen Ungemach. The motion passes.</b></li></ul> <ol style="list-style-type: none"><li>2. <b>Cash Position, Building Project, and LT Investments at BFI</b></li></ol> </li></ol>	Treasurer

Our cash position at 11/30/2021 is \$1,623,648. This compares to our cash position a year ago of \$1,459,393. The increase in cash is primarily due to Capital Campaign contributions. Just over \$1,332,000 of this cash is invested in a money market fund.

Contributions to the building project at 11/30/2021 totaled \$2,310,395 (\$389,072 in 2021). Non-operating budget building project costs to date are \$893,934 (\$488,772 in 2021). Net cash proceeds available for future building project spending is \$1,416,461.

The market value of all long-term memorial funds invested with the Brethren Foundation as of 11/30/2021 was \$2,644,436, which is up \$128,005 from the beginning of the year market value of \$2,516,431, reflecting an investment gain, net of expenses, of \$128,005 (a total investment return for the year of approximately +5.1%). The investment return for November was -0.4%. As of 11/30/2021 our portfolio was invested \$1,297,522 (49%) in a Short-term investment fund and \$1,346,914 (51%) in a balanced fund (60% domestic stock fund, 40% bond fund).

### **3. 2022 Budget Changes (post Church Council)**

The 2022 church budget was amended at Council on Sunday, November 21 to restore the Witness budget to 10% of the total budget. This means an additional \$7,964 is added back to Witness, bringing the Witness budget to \$89,594 and the total budget to \$895,942. This also increased the budget deficit to \$44,942.

The council amendment necessitated changes to the individual line items of Witness' budget. I added back the 10% cuts to all of the outside organizations which the Witness commission supports (so there was no change from the 2021 budget), which I think is in the spirit of the amendment. This required some reductions in the remaining special categories to balance it out. I ran my proposed changes to the Witness budget by Amy Karr, Chair of the commission, and she and her commission are on board with the proposed changes.

The amended summary and detail is included in the agenda packet.

V.	<b>Approval of Pastoral Housing Allowance</b>	Board Chair
	<ul style="list-style-type: none"><li>● Background: Each year we must approve the \$30,000 IRS housing allowance for the pastors. The IRS requires proof of board approval (by way of a vote included in the board minutes) for the \$30,000 housing allowance for IRS reporting purposes. It is required to be voted on and included in the minutes every year with a copy of those minutes sent to HSI for record-keeping.<ul style="list-style-type: none"><li>○ Please note - this \$30,000 is for IRS tax purposes and does not change the pastors' (Eric, Pam, Josh, and Jason) salaries (\$12,000 housing allowance) which we approved at the November board meeting and the fall council.</li></ul></li><li>● <b>The Board approves a 2022 IRS housing allowance of \$30,000 each for Pastors Eric, Pam, Josh, and Jason.</b><ul style="list-style-type: none"><li>○ Board votes were collected via email with 8 affirmative votes.</li></ul></li></ul>	
VI.	<b>Pastors' Reports</b> Pam <ul style="list-style-type: none"><li>● The pastoral team continues to do the work of 4 pastors and all are looking forward to Eric coming on board and bringing new energy and excitement.</li><li>● Currently working on opportunities for Eric to meet the congregation. Working with Peggy McFarland to make arrangements for him to meet with people. Planning for Eric to attend one of each Commission meetings as a way to get to know the groups. Eric will also be attending the Board Retreat on Jan 22.</li><li>● Advent giving challenge for Nigeria has been very successful and the congregation has been very generous.</li></ul> Jason <ul style="list-style-type: none"><li>● Had a fun gathering last night for the caroling event and cookie making with the Youth</li><li>● Continuing to work on planning the National Youth Conference.</li><li>● Wrapped up finals with Bethany Seminary and have a few weeks off before the spring semester.</li><li>● Continue to face challenges around scheduling Sunday School around Covid transmission rates.</li></ul> Josh <ul style="list-style-type: none"><li>● Preparing for ordination interview January 9</li></ul>	Pastors

	<ul style="list-style-type: none"> <li>• Expressions would like to use O'Donnell Memorial Funds to upgrade the microphones for Pam and Eric and to ensure that the A/V hardware and software are up to date.           <ul style="list-style-type: none"> <li>◦ Board unanimously approves the use of the O'Donnell Funds.</li> </ul> </li> </ul>
VII.	<p><b>Recommendation of the Building Committee</b></p> <ul style="list-style-type: none"> <li>• The Building Committee is in agreement with the Leadership Team that it is in the best interest of the congregation to pause further planning for a building expansion until the congregation has time to work at a post-Covid assessment of our facility needs.</li> <li>• The Building Committee, at the direction of the congregation, has already committed funds and began construction on Phase 1 of the renovation plans, namely:           <ul style="list-style-type: none"> <li>◦ Renovations of the CE bathrooms</li> <li>◦ Re-roofing of the CE building</li> <li>◦ Pre-purchased rooftop HVAC units and supporting steel framing for the existing building</li> <li>◦ Pre-purchased the associated indoor terminal units.</li> </ul> </li> <li>• The phase is primarily directed to an all-inclusive upgrade to the HVAC for the entire plant with planning provisions to make it compatible with any future additions. We feel that a pause after this work is completed will be logical and cost-effective.</li> <li>• Because the Building Committee's work of refining the scope of the project required 20 revisions to the architectural plans, we have reached the budget limit for A&amp;E work (\$546,930 of \$550,000) allocated.</li> </ul> <p><b>We are requesting Board Approval of an additional \$268,000 to complete the design development phase of the project.</b></p> <ul style="list-style-type: none"> <li>◦ The Board will reconvene within a week to further discuss this topic and arrive at a decision.</li> </ul> <ul style="list-style-type: none"> <li>• An option for consideration would be to consider the installation of the new HVAC equipment in the existing building this summer as Phase 2 of the project. Council would need to approve architectural/engineering to proceed with this work by the end of January in order to get bids in time to begin mobilizing by early May, with work progressing through the end of August.</li> </ul>
VII.	<b>Commission Reports</b>
	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>• No written report</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>• No written report</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>• Budget: We reviewed the budget process for the Fall Council Meeting.</li> <li>• Faith Markers: Faith markers for third grade will be completed shortly with video to follow for sharing in worship.</li> <li>• Holiday outreach: We made plans to send holiday cards to all those who are on the church's visitation list and poinsettias to specified individuals.</li> <li>• Advent Discussion Board: We reviewed process and positive numbers of participation in the new online discussion board platform for the Advent devotional.</li> <li>• Carols, Cocoa, &amp; Cookies: We discussed specific plans to prepare for this event to be held on December 12, 2021, at 6:30PM.</li> <li>• Christmas Eve Service: We will not be sponsoring any events to go with the one Christmas Eve service, due to COVID concerns. No indoor visiting or refreshments.</li> </ul>
	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>• Replaced shrubbery and re-mulched the landscaping area</li> <li>• Installed LED bulbs in the sanctuary.</li> <li>• The Slate Roof is Vermont Slate; contractor indicates that it should last another 40-50 years if managed well. GSM Roofing has been contracted to place a copper ridge cap across the peaks of the slate roof. Twenty broken slates will be removed and replaced.</li> <li>• Pastor Eric's office and the Blaze Room (101) are scheduled to be painted.</li> <li>• Name plaques have been ordered and installed on all pastors' offices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working with Newly Restored, to clean all carpets in the building and begin to restore the shine on all other floors and steps.</li> <li>• Duane Hernley and Carroll Kreider met with ECCC Director, Assistant Director, and Patricia Williams (liaison) December 8, 2021, to discuss some safety issues, clutter, needs, and our desire to restore and beautify our facilities.</li> <li>• Hopefully, some of our water issues are behind us. Will be mapping (camera) the underground drainage system to determine if there are broken and/or clogged pipes and to have an official layout of the drainage system.</li> <li>• Plaster repair scheduling must occur.</li> <li>• Our goal for 2022 is to begin the re-furnishing process of our Church facility—Beautify Elizabethtown Church of the Brethren!</li> </ul>
	<p><b>Witness Commission</b></p> <ul style="list-style-type: none"> <li>• No written report</li> </ul>
	<p><b>Deacon's Report</b></p> <ul style="list-style-type: none"> <li>• No written report</li> </ul>
VIII.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Special Board meeting date TBD to revisit the recommendation from the Building Committee</li> <li>• 2022 Church Board Retreat: Saturday, January 22, 2022, 9:00 am - Noon (Young Center)</li> </ul>
IX.	<p><b>Closing Prayer</b></p> <ul style="list-style-type: none"> <li>• Prayer for clarity and wisdom for the decisions we are facing.</li> </ul>

Respectfully submitted,  
 Alyssa Cross (Clerk)  
 December 13, 2021