

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

June 4, 2018 6:45 PM Discovery Room (101)

In Attendance: Rhonda Myers, Carroll Kreider (Moderator), Duane Hernley, Pastor Jason Haldeman, Nancy Hivner (Chair), Peggy McFarland, Peg Over, Kevin Engle, Frank Rhodes, Pastor Greg Laszakovits, Dick Keesey, John Over, Alyssa Cross (Clerk)

Building Improvements Committee: Bob Hollinger, Barry Garman, Jim Hoffer, Lisa Clemens, Mike Bierbower, Matt Heinz

I.	<p>Welcome and Recognition of Guests</p> <ul style="list-style-type: none"> ● Members from the Building Improvements Committee in attendance
II.	<p>Devotions (Pastor Jason)</p> <p>Pastor Jason shared a children’s story title ‘Becoming Me’ about new beginnings and the creation story. This story is told in a simple way but is filled with complex ideas; God is in all of us and everything. We are connected to God and to one another. Jason reminded us that as we engage in these difficult topics, remember our origin story and our connectedness..</p>
III.	<p>Approval of May minutes</p> <ul style="list-style-type: none"> ● Minutes approved as corrected.
IV.	<p>Review of Action Items from Previous Meetings</p> <ul style="list-style-type: none"> ● Tenant Action Items: <ul style="list-style-type: none"> ○ Greg and Nancy to work with the Building Committee to identify the costs associated with the Child Care Center portion of the building project. <ul style="list-style-type: none"> ■ Carry forward. Pending more information. ○ Alyssa to write a decision summary from the Council meeting for the next newsletter (actual language of the vote and the vote result counts) <ul style="list-style-type: none"> ■ Complete ○ Pastors to engage with Commissions to identify areas of opportunity to strengthen relationships between tenant entities <ul style="list-style-type: none"> ■ Carry forward. ○ Resources to work on lease provisions and nuts and bolts of our relationship <ul style="list-style-type: none"> ■ Carry forward. ● Readiness Report Action Items: <ul style="list-style-type: none"> ○ Board to read the results of the Capital Fund Campaign Readiness Study and come ready to discuss at the special meeting on May 22. <ul style="list-style-type: none"> ■ Complete ○ Nancy to work with others to summarize the Executive Summary which will include the Board’s interpretation of what this means in light of the results of the vote at the Council Meeting. <ul style="list-style-type: none"> ■ Complete ○ Board to respond to Nancy’s drafted summary (affirm or ammend) <ul style="list-style-type: none"> ■ Complete ○ Nancy to find out what in-person interviewees were promised they would receive at the conclusion of the survey. <ul style="list-style-type: none"> ■ Per Al Sollenberger, interviewees were not promised any additional information. Complete. ● Financial Campaign Action Items <ul style="list-style-type: none"> ○ Leadership Team to work with Finance Committee to identify people who will serve as leaders on a Financial Campaign Team (open to suggestions of names from the Board). Financial Campaign Team will be approved by the Board <ul style="list-style-type: none"> ■ Carry forward. ● Additional Action Items <ul style="list-style-type: none"> ○ Board to consider involvement in the Community Place on Washington project for further discussion at the June meeting

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ On the agenda for this evening. ○ Nancy to determine a schedule for each Commission to be featured during a Board Meeting. <ul style="list-style-type: none"> ■ Carry forward. Will depend on how the building project progresses.
V.	<p>Updates from the Board Chair</p> <ul style="list-style-type: none"> ● Discussions taking place to identify a Campaign Chair ● Greg, Dick, and Nancy (thanks to Mike Bierbower) have met with several people from the college regarding the building project. Positive meeting. The college seems eager to assist where possible. <ul style="list-style-type: none"> ○ Discussions of shared parking <ul style="list-style-type: none"> ■ Action Item: Dick to coordinate discussions with Elizabethtown College regarding shared parking arrangements ○ Discussions of temporary use at the college during building project. ○ Student interest in a farmers market. Considerations as a ministry. ○ Reciprocity opportunities.
VI.	<p>Discuss re-gifting to Samara and UCEA</p> <ul style="list-style-type: none"> ● We support the work of both of these organizations. ● Not inclined to make a contribution from the invested funds beyond the normal parameters of regifting due to concerns about setting a precedent by using the funds. ● We do support inviting our members and the congregation to participate in the fundraising efforts for both of these organizations <ul style="list-style-type: none"> ○ Action Items: Witness to coordinate interaction with these two entities and to coordinate with the Pastoral Team and Worship Planning Team to fit these into the calendar as equitably as possible
VII.	<p>Building Committee Presentation</p> <ul style="list-style-type: none"> ● Discussions with architect regarding methodology to get to a cost estimate. Developed a list of 5 contractors based on quality. <ul style="list-style-type: none"> ○ Of the five identified contractors, two are unavailable for cost estimates at this time <ul style="list-style-type: none"> ■ Warfel Construction ■ Wagman Construction Inc. ○ Three contractors will participate in providing cost estimates. Enough detail and information is available in the schematics that they are able to provide estimates without having to visit the site <ul style="list-style-type: none"> ■ High Construction ■ Benchmark Construction ■ Horst Construction ○ Estimates expected by Friday, June 8. Additional costs (furnishings, fixtures, etc.) will need to be estimated in addition to construction costs. ● Review of the site plan and parking plan with discussion of a potential bus lane due to curbing replacement project ● Multipurpose room expanded due to request to accommodate up to 500 people
VIII.	<p>Preparations for Special Council Meeting</p> <ul style="list-style-type: none"> ● Color-coding on building drawings will help for clarity prior to meeting ● Important clarification - this is the schematic design (project requirements and goals). There is another phase prior to construction (design development). ● Will be a $\frac{2}{3}$ vote. ● No amendments will be accepted to the vote. ● Action Item: Barry to send language for the cost estimate information to Nancy to include in the Position Statement for the 6/24 Council Meeting vote.

IX.	<p>Treasurer's Report</p> <p>1. Review of Income Statement as of 05/31/2018</p> <p>Through five months of the year operating results are very positive, with revenues exceeding disbursements by \$25,506, which compares the deficit of \$6,921 we had a year ago at 5/31/2017. Revenue to date at the end of May is over budget by \$2,151 (\$338,546 received versus \$336,395 budgeted). Revenue is \$42,710 ahead of where we were a year ago, which puts our operating finances in great position heading into summer. Regular offerings, at \$314,272, exceed the budgeted offerings, including challenge, of \$304,895 by \$9,377, and are \$38,880 above last year's amount of \$275,392. This is a very encouraging trend. A month by month summary of offerings is provided in the graph entitled "ECOB 2018". A five 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 though five months in 2018 are less than budget by \$23,355 (\$313,040 actual spending versus \$336,395 budgeted spending) and \$10,282 more than last year. In general, spending is below budget across all major expense categories. Spending in most categories is similar or a little above last year's amounts. Please note that \$27,891 has been spent on the building project thus far in 2018 outside of the general budget.</p> <p>Overall, as of 5/31/2018 we have a solid net gain position of \$25,506, with income up significantly more so than expenses from a year ago.</p> <p>2. Long-term Investments with the Brethren Foundation</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 5/31/2018 was \$2,307,031, which is up \$17,588 from the beginning of the year market value of \$2,289,443, reflecting a \$10,000 contribution from the Breneman Estate and \$10,214.34 from the Alma Espenshade Estate (split \$10,107 to the Facilities Fund and \$10,107 to the O&M Fund), and an investment loss, net of expenses, of \$2,627 (a total investment return for the year of approximately -0.1%). Investment results rebounded in May, with an approximate return of 1.9% for the month. As of 5/31/2018 our portfolio was invested 82.5% in a balanced fund (60% domestic stock fund, 40% bond fund) and 17.5% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.</p>
X.	<p>Pastors' Reports</p> <ul style="list-style-type: none"> • Pastors are managing schedules with NYC, Pastor Josh's sabbatical, Annual Conference, and vacation time.
XI.	<p>Commission Reports</p>
	<p>Christian Ed Commission</p> <ul style="list-style-type: none"> • No report received. Group has not yet met for the month..
	<p>Expressions Commission</p> <ul style="list-style-type: none"> • No report received. Group has not yet met for the month..
	<p>Nurture Commission</p> <ul style="list-style-type: none"> • The Family Camp Weekend is scheduled for June 15-17. There are still campsites/cabins available. A hike to the rock pile is planned for Saturday morning, Sunday morning ECOB will be leading worship with a potluck following. All are welcome and encouraged to attend! • On May 20, Kason Barlet and Hana Hershey received their 4-year old faith marker at the "Blessing of the Children." On June 3, 10 5th graders will receive their faith marker "Meanest Man in Patrick County." • Brethren Buddies coordinators for the 2018/2019 school year are needed! Many thanks to Karin Laszakovits and Annalie Heinz for coordinating for the last several years.
	<p>Resources Commission</p> <ul style="list-style-type: none"> • No report received.
	<p>Witness Commission</p> <ul style="list-style-type: none"> • We had a generous response for our Community Cupboard collection in May.

	<ul style="list-style-type: none"> ● Currently collecting items for CWS hygiene kits to be assembled on June 10. ● Planning for a play “Courage Rising “ on Monday September 24th. @ 7:00 p.m. The play will be followed by a time for discussion. The play was written by Rich Barbour a neighbor of John David Bowman and it deals with violence in our society centered around a family in crisis following a mass shooting. Gene and Barb Ellis are two of the family members. ● Placed our annual advertisement (Etown COB) in the Brethren Disaster Auction booklet. ● Crop table is up and running. ● Our congregation is providing a meal on Sunday evening June 3rd for 100 people participating in the Poor People's Campaign in Harrisburg.
	<p>Deacon’s Report</p> <p>Since last reporting, in addition to our weekly ministries, the Deacons have:</p> <ul style="list-style-type: none"> ● Prepared and served a meal to 145 following the memorial service for Don Muston on May 12 ● Prepared and served bread and cup communion during morning worship on May 27
XII.	<p>Next Meetings</p> <ul style="list-style-type: none"> ● Sketches Presented: June 10, June 13, June 17 ● Special Council Meeting: June 24 <ul style="list-style-type: none"> ○ <i>Update 07/09/18: Special Council Meeting was postponed, pending more information from the Building Improvements Committee</i> ● Board Meeting: July 9 <ul style="list-style-type: none"> ○ No commission reports required unless there is urgent business.
XIII.	<p>Adjournment</p>

Respectfully submitted,
Alyssa Cross, Church Clerk
June 5, 2018

Position Statement: Design Sketch Phase of ECOB Building Project

Background

1992 - Last major addition to the building - Memorial Lobby and elevator

2012 – Remodel of chancel area in the sanctuary

2013 - Building assessment to determine the structural integrity of the building and the advisability of remodeling it by Greenfield Architects and JDB Engineering

2015 - Congregation approved a five-year strategic plan, one major component of which was “make building improvements.” A Building Improvement Committee was formed

2015-2016 – Added office space for our Minister of Faith Formation, moved the nursery to the first floor, remodeled a pastor’s office, improved lighting, interior and exterior painting

2016 - Board affirmed the need for a ministry needs assessment to guide the Building Improvement Committee work with an architect to upgrade our building in a more comprehensive way. Initial conversation with the congregation occurred.

2017 - Extensive process to collect ministry visions from key ministry leaders that included every commission, the deacons, our pastors, and the hospitality team. This feedback was consolidated into the one-page document entitled. “Essential Building Transformation Components.”

2017 Spring Church Council meeting - Table discussions on the “Essential...” document resulted in excellent input from the congregation about a possible building project focused on equipping us to meet our ministry needs for the foreseeable future. One key message: “Don’t piecemeal it”

2017 summer - Building Improvement Committee begins work with the architect to prepare sketches that would meet the needs outlined in the summary document. It was also decided that aspirational sketches were desired so we could meet all of our needs in one project.

2017 September - First sketches presented to the congregation for input during three congregational meetings. Comments and suggestions were captured and needed revisions identified.

2018 February - Revised sketches presented to the congregation via three meetings. They were also posted on the church website along with a recording of one of the presentation meetings. Again, excellent feedback encouraged the Board and the Building Improvement Committee to keep working.

2018 March - Carry-in meal for more detailed table discussions about the sketches. Questions and concerns were carefully recorded and collected by the Building Improvement Committee. Their list of priorities for additional work on the sketches was affirmed by the Board at the April meeting.

2018 May – Spring Church Council affirms commitment to ECCC and ECNS by wide voting margins

2018 June – Third version of sketches is delivered to complete the design sketch phase of the effort. The BIC delivers what was requested – sketches of a building to meet future ministry needs

Nine Building redesign elements on the “Essentials” list:

- **Open narthex area and seating**, including permanent welcome center, coffee/refreshment space
- **New/Updated fellowship space**, to accommodate larger crowds, with upgraded kitchen, and easier access
- **Handicapped accessibility**, renovating and building to provide this in all areas
- **Education/Service Hub**, with a central gathering space, adjoining flexible classrooms/small group gathering spaces with maximum flexibility, video conference capabilities, and Resource Rooms for faith formation leaders/Sunday School teachers and witness activities
- **Increased sanctuary size** and ancillary spaces, adding a secure control room for video and sound recording and editing; upgraded music room space and storage, rehearsal equipment, and sound reinforcement

- **Spaces to support ministerial activities**, including upgraded technology throughout the building, a large conference room, upgraded church office suite, pastors' offices in better proximity to each other and church office
- **Climate-conditioned, conveniently located secure storage space** to protect and preserve ministry belongings, minimize duplication, and simplify access
- **Space for continued investment in affordable child care and early education** for families in our community
- **Building components to enhance our energy conservation**, review of mechanical, electrical, and plumbing systems, and strengthened building security and ease-of-use

Conclusion:

The Building Improvement Committee has delivered sketches which align with our ministry priorities and list of essential components for remodeling and expanding our building. The Board recommends that the congregation affirm this. An affirmative vote does not mean that bids will be solicited to build the building. It means that these sketches are aspirational. They show the building that incorporates the elements of our "Essentials" list. These sketches are subject to change and can be revisited before a vote is taken to proceed to build.

Insert cost estimate info:

Before a vote to proceed with the project, the Board is recommending that a Capital Campaign be organized in the next few months, led by a Capital Campaign Committee. All church members will be invited to make three-year commitments to the building improvement fund. When results of the campaign are known, the Board will make new recommendations that will reflect next steps in the building project.

Motion:

- 1) **After many hours of planning and discussion, the Board is recommending affirmation of the sketches placed before you. On behalf of the 2018 Church Board, I move that the Council affirm that the building sketches as presented be accepted as our building/remodeling and expansions plan. A threshold of 80% will be necessary to proceed with motion two.**
- 2) **On behalf of the Board, I move that the Council support the Board's recommendation that a Capital Campaign Committee be formed to plan and deliver a campaign to be initiated within the next 90-120 days.**

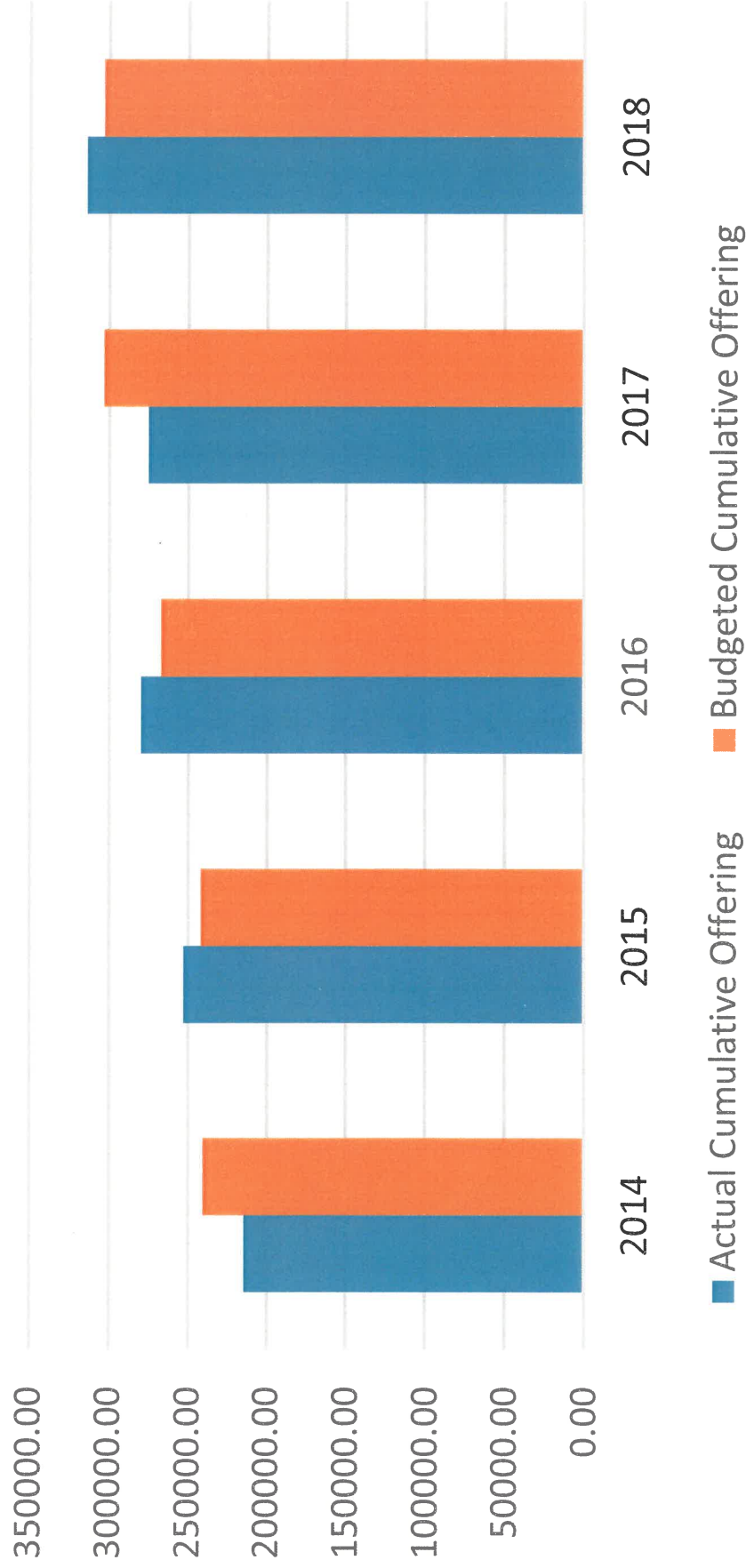
Elizabethtown Church of the Brethren
Comparative Income Statement with Current Year Budget
For the Five Months Ending May 31, 2018

	Budget This Yr	YTD - Budget	YTD - Actual	YTD - Last Year
Budgeted Revenues				
Offerings; Finance Com. Recom	727,760.00	303,233.35	314,272.17	275,392.14
Offerings Congregational Chall	3,988.00	1,661.69	0.00	0.00
Rents	47,600.00	19,833.39	20,880.00	17,056.47
Interest Income	0.00	0.00	57.78	50.22
Transfer from Housing Fund	8,000.00	3,333.35	3,333.35	3,333.35
Transfer from Facility Fund	20,000.00	8,333.35	0.00	0.00
Discounts	0.00	0.00	2.77	3.61
Total Budgeted Revenues	807,348.00	336,395.13	338,546.07	295,835.79
Budgeted Disbursements				
Ministry Salaries & Benefits	517,271.00	215,529.79	208,626.61	202,221.12
Administration	27,900.00	11,625.11	10,243.19	11,756.43
Expressions	11,002.00	4,584.31	4,478.09	2,259.86
Nurture	17,150.00	7,146.09	1,908.43	1,984.04
Christian Education	6,000.00	2,500.04	1,499.76	1,543.77
Witness/Outreach	75,000.00	31,250.34	33,263.03	30,767.46
Resources	142,925.00	59,552.29	52,150.97	50,612.03
Deacon Board	3,100.00	1,291.74	869.50	163.15
MAP	7,000.00	2,916.73	0.00	1,449.39
Total Budgeted Disbursements	807,348.00	336,396.44	313,039.58	302,757.25
Net Budgeted Items	0.00	(1.31)	25,506.49	(6,921.46)

ECOB 2018



ECOB YTD 5/31 COMPARISON



Elizabethtown Church of the Brethren
 777 South Mt Joy St.
 Elizabethtown, PA 17022
 5/1/2018 - 5/31/2018

	(1) Beginning Balance	(2) Contributions	(3) Distribution	(4) Transfers	(5) Adjusted Balance	(6) Admin Fees	(7) Interest & Dividends	(8) Market Value Fluctuation	(9) Ending Balance
Christian Education Program									
Balanced	37,017.08	0.00	0.00	0.00	37,017.08	0.00	76.00	690.13	37,783.21
Christian Education Program Totals:	37,017.08	0.00	0.00	0.00	37,017.08	0.00	76.00	690.13	37,783.21
Ezra Bucher Scholarship									
Balanced	81,209.12	0.00	0.00	0.00	81,209.12	0.00	166.83	1,513.93	82,889.88
Ezra Bucher Scholarship Totals:	81,209.12	0.00	0.00	0.00	81,209.12	0.00	166.83	1,513.93	82,889.88
Facility Fund									
Balanced	571,614.65	5,107.17	0.00	0.00	576,721.82	0.00	1,175.61	10,636.20	588,533.63
Bond	200,282.66	0.00	0.00	0.00	200,282.66	0.00	534.53	1,111.78	201,928.97
Facility Fund Totals:	771,897.31	5,107.17	0.00	0.00	777,004.48	0.00	1,710.14	11,747.98	790,462.60
M O'Donnell Music Ministries Fund									
Balanced	454,447.91	0.00	0.00	0.00	454,447.91	0.00	934.02	8,471.49	463,853.42
M O'Donnell Music Ministries Fund Totals:	454,447.91	0.00	0.00	0.00	454,447.91	0.00	934.02	8,471.49	463,853.42
Memorial Fund									
Balanced	7,950.76	0.00	0.00	0.00	7,950.76	0.00	16.26	148.29	8,115.31
Memorial Fund Totals:	7,950.76	0.00	0.00	0.00	7,950.76	0.00	16.26	148.29	8,115.31
Organ Improvement									
Balanced	15,513.89	0.00	0.00	0.00	15,513.89	0.00	31.80	289.28	15,834.97
Organ Improvement Totals:	15,513.89	0.00	0.00	0.00	15,513.89	0.00	31.80	289.28	15,834.97
Outreach & Ministry Education									
Balanced	479,285.73	5,107.17	0.00	0.00	484,392.90	0.00	985.84	8,915.07	494,293.81
Bond	200,282.65	0.00	0.00	0.00	200,282.65	0.00	534.53	1,111.79	201,928.97
Outreach & Ministry Education Totals:	679,568.38	5,107.17	0.00	0.00	684,675.55	0.00	1,520.37	10,026.86	696,222.78
Pastor Housing									
Balanced	207,572.29	0.00	0.00	0.00	207,572.29	0.00	426.61	3,869.43	211,868.33
Pastor Housing Totals:	207,572.29	0.00	0.00	0.00	207,572.29	0.00	426.61	3,869.43	211,868.33
Elizabethtown Church of the Brethren Totals: 2,255,176.74 10,214.34 0.00 0.00 2,265,391.08 0.00 4,882.03 36,757.39 2,307,030.50									