

Governance Council Meeting June 11, 2014 Minutes

Present: Jeanine Derr (Moderator), Doug Gaddis (Moderator-Elect), David Bennett, Kay Jansky, Amy McKee, Nancy Pielemeier, Sara Smith, Gary Walbridge

Ex Officio: Rev. Tim Tutt (Senior Minister), Lisa Choate (Clerk)

Absent: Paul Leistra

The meeting was held in the Westmoreland Library and started at 7:30 pm.

Spiritual Practice: We started with a prayer led by Tim and discussed a photograph taken in the sanctuary on Confirmation Sunday.

Consent Agenda

The **Agenda** was approved by unanimous consent.

Minutes:

Motion 14 GC-26: *The Minutes of the May 2014 meeting were approved.*

Resolutions

The following motion was passed via email among Governance Council members and is being recorded here in keeping with the Resolution passed at Governance Council Meeting 2.9.13

Motion 14 GC-27: *To appoint Timothy Tutt, Stephen Dyer, and Jan Lila each to a three year term ending in January 2017 to the Westmoreland Liaison Committee to represent the church in the functioning of the relationship with the Washington Conservatory of Music (WCM) and have authority to make decisions on behalf of the church in implementation of the agreement.*

Motion: Jeanine Derr Second: Doug Gaddis Passed by unanimous consent

Membership Resolutions

Motion 14 GC-28: *Approval of new members, dismissed members, and withdrawn members as indicated in membership report.*

Joined		
Carol Alfred	May 11, 2014	Letter of transfer
Joe Alfred	May 11, 2014	Letter of transfer
John Cooper	May 11, 2014	Letter of transfer
Judy Cooper	May 11, 2014	Letter of transfer
Damien Doyle	May 11, 2014	Letter of transfer
Elizabeth Doyle	May 11, 2014	Letter of transfer
Christina Staufenberger	May 11, 2014	Letter of transfer
Richard Staufenberger	May 11, 2014	Letter of transfer
Transferred out		
Nancy Warner	May 15, 2014	Hamilton Park UCC, Lancaster, PA

Motion: Gary Walbridge, Second: Nancy Pielemeier, Passed by unanimous consent

Information Topics

Westmoreland Childcare Center Contract Negotiations

Jessica Markham has been authorized to negotiate with WCC. She was unable to attend this meeting but will provide a report via email.

Safe Church Policy – Alexis Kassim provided a draft policy in advance of the meeting for review. The Governance Council agreed that the policy is a long document that needs careful review. Alexis provided background on BCE's revision of this document over the last several months. The policy addresses issues of sexual harassment and physical or sexual abuse, but not general safety measures, such as first aid, how to use a fire extinguisher, etc. Those subjects will be addressed through a teacher orientation in September. This document provides sexual harassment guidelines for behavior and procedures for addressing any issues, should they arise. Some issues still need to be finalized, including creating an advocacy panel that would include 3-5 people from the GC, Deacons, and BCE, in case there is a complaint. One new section in the policy addresses background checks. BCE will research companies that do checks for church children's ministries and Alexis will bring info to the GC. The GC members discussed implementation of the background check process. Tim noted that this is an important step to keeping our children safe. GC also discussed making this policy public. GC members were urged to address any specific questions to Alexis.

Committee Reports

Deacons. Kay reported that there are no issues.

BCE. Alexis will cover this in her staff report below.

Outreach Ministries. Outreach Ministries is working towards a single grant-making schedule. We will probably move to a cycle in 2015 where all grants are made in September. Tim asked about the McDowell Fund and whether that was being committed. Those funds have not been committed in either 2013 or 2014, but are available and need to be distributed. Nancy indicated that this is the plan.

BMF. Gary Walbridge reported that three themes were addressed at this meeting. Of greatest concern is that during a six-week period, Westmoreland had no new visitors. BMF plans to consider local events where Westmoreland could be promoted. Other concerns related to coffee hour, particularly during the period while the sanctuary is under renovations.

Finance. George, Trey, and Jeanine have been talking about improving online electronic giving. There are no huge issues at this point, but there is a desire to move the budget year to a different time, but it's unlikely that we will be able to do that this year.

Property. David reported that repairs are moving ahead. A sump pump has been installed in the boiler room. The accessible door openers should be installed in the coming days. David and the committee met with Tim, the staff, Farid, and Roy to talk about how to manage sanctuary renovations this summer.

Personnel. This committee is deep into the review process. Paul Conner asked that GC members respond to the call for evaluation of Tim. They would like as many comments as possible.

Nominating. Paul was unable to attend, but Mary Grossnick has requested that we consider people who might join the Stewardship committee.

Stewardship. Doug distributed by email information about the online giving page. The current page isn't very welcoming and is somewhat complicated in terms of procedures. Doug proposed language for simplifying and indicating to givers that credit card payments incur a 3% charge to encourage those contributing funds to cover that fee. Overall, the goal is to make online giving easier and more welcoming. Doug agreed that he would be the contact for any comments. There are some administrative issues with electronic giving that need to be discussed. VANCO also has an option to connect a church database to the donations site, but we have not taken advantage of that.

Another issue is the gifts of securities. The current procedure for donating securities is complicated and there are ways to simplify it, but some have expressed concerns about posting so much information (DTC and account numbers) on the website. Westmoreland needs to consider that.

Jeanine asked for opinions on how to promote online giving to the congregation. David suggested that we discuss with the treasurers issues associated with processing online gifts. It may make sense to invite them to a future meeting to discuss the issues with us. Tim suggested that at some point Westmoreland might consider having a paid bookkeeper on staff that could assume some of the burden. David Bennett also suggested that we should consider a "donate" button on the front page. We are very invested in social media, including the weekly pieces that the church distributes. The website has fallen behind and some of the information is old. The last big revisions were when we were searching for a minister.

GC members expressed appreciation to Doug for preparing this issue for our discussion.

Staff Reports

Pastor's Report

Alexis reported that BCE has been working on the Safe Church policy. They are also planning for next year's teaching teams, reconfiguring the teaching rooms, cleaning up, and organizing. They are also planning to purchase some new furniture.

In terms of upcoming events, Peace Camp is coming up the week after next. The Mission trips are prepared. Going forward, we have a good group of 15 teens who participated in Confirmation and need a set of activities. There is also a group of fifth graders who will be moving into the youth group in the fall.

This fall OWL classes will be held, and then that cohort will move on to Confirmation class the following year.

Tim thanked Alexis for her work on Confirmation and all her summer activities including the Mission trips, and Peace Camp. Confirmation Sunday was lovely.

Tim reported that staff performance reviews are ongoing and have been enjoyable. Summer On the Circle starts this weekend. Worship will be abbreviated and classes will follow. During June, Alexis will lead a class based on "Inequality for All." Tim is leading a class about what the UCC believes. In July, Jill Johnson will do a discussion of "Learning to Walk in the Dark." Tim will lead a session on civil rights. Alejandro will lead a series on the history of music. Church will be held in the social hall for all Sundays in August. This will give the workers eight weeks to complete the work in the sanctuary. After worship in

the social hall, we will do service projects, like making sandwiches, etc. Everything has to be moved out of the sanctuary for the renovations.

The Central Atlantic Conference of the UCC will meet this weekend (June 14). The conference will consider a resolution to divest from companies that profit from Israel's occupation of the West Bank and discuss the Redskins name and the "new Jim Crow." Resolutions will be voted on regionally across the U.S. and then go to the Synod.

Tim's columns on not believing in the literal Devil have been widely responded to. Westmorelanders have been very positive in their responses, while some others have been more judgmental. Tim is preparing a new column about the issue of authority.

Small conversations update. Attendees have confirmed that Westmorelanders are interested in outreach, open minds, and good music. There have been some good suggestions, such as having water fountains in the social hall. Three of these conversations remain.

Clerk of the Rolls

Janet Moyer prepared this report for the meeting.

Current Membership

Active Members	383	Includes out of area, unable to attend, "seldom seen"
Associate Members	10	Retain primary membership elsewhere
Inactive Members	100	
Children & Youth (not confirmed)	61	In member households
Children & Youth (not confirmed)	26	Non-member & Guest households
Active Non-Members	44	Will not join
Friends	2	Unlikely to join

Total average attendance in May is down about 5% from May 2013, unusual given the trend since September 2012, primarily due to lower children's attendance. We had a few new guests in May and eight people joined. Our largest group of guests include 61 individuals who attend anywhere from a couple of times a year to once every couple of months. They are adult children of members, parents of members, a few spouses and folks who just want to keep some sort of relationship with Westmoreland. All together, they add to the ranks of our weekly guests and we're always glad to see them.

Attendance: 3-year comparison

Average weekly	Adults	Children/Youth	Total
May 2014	170	26	196
May 2013	172	33	205
May 2012	139	14	153

Guest Tracking

New in 'current month'	New since January	Returned at least once:	Ongoing guests
Adults: 4	Adults: 33	Adults: 16 48%	Adults: 21
Children: 2	Children: 10	Children: 4 40%	Children: 16

Total:	6	Total:	43	Total:	20 47%	Total:	37
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Treasurer. Mike provided an update by email.

Old Business

Ministerial Housing: Mary Staley

Mary joined us for this session. Last fall, Hans got in touch with Mary, John Edie, and Louise Stoner-Crawford to be an interim committee on pastor housing. The charge was to examine what other churches in the area do in terms of housing for their ministers. After research, they found that every church in some fashion tries to assist the senior minister and sometimes associate minister find affordable housing. There are three common options: 1) parsonage, which would require that the church maintain a structure; 2) housing allowance; or 3) equity sharing option. Parsonage and equity sharing are the most common. After meeting with Tim, the best option seems to be going ahead with the equity sharing.

Jeanine asked whether Mary would be comfortable reviewing the contract. We have obtained St. Columba's contract as well as a boilerplate contract from a church in California, and Mary agreed to continue to review documents. Tim and Amy will be represented by a real estate lawyer who is well qualified to assist in the development of a final document. Remaining issues are the determination of the partnership percentages. This will be worked out in the process, but 80/20 seems likely. This will be an investment for the church, as well as for Amy and Tim, shifting the church's stocks and bonds investments to real estate.

Governance Council members had several comments about the situation. David pointed out that Mary's report was both clear and thorough. Doug indicated that we are investing in Westmoreland's human capital by assisting with housing. Nancy remarked that it is a good investment with the real estate market in this area. Jeanine suggested that we could give a guideline of "up to \$200,000" that could be committed on behalf of the church, while indicating that this is a suggestion rather than a motion. We will raise this issue for discussion at the June 15 Congregational Conversation and indicate that this is the path that the GC is pursuing.

The following draft motion was prepared, which we plan to share with the congregation on Sunday and subsequently vote upon:

"DRAFT Motion 14-GC - _____ to affirm entrance of WCUC into a shared equity agreement with Rev. Timothy Tutt and Amy P. Tutt to meet the need for ministerial housing. Funds for such an agreement up to \$200,000 would be reallocated from current investments."

B. Custodial Services transition. Sarah Smith

Sarah provided background on the transition for Debbie and Martell. Sarah had previously shared an email with background information. A purse will be collected and given to Debbie at the special coffee hour on June 29. Two church members have volunteered to help her navigate the SSDI application process, which can be lengthy. Per the resolution below, the GC discussed and approved hiring Martell Galloway as a part-time employee for 26 hours per week to be compensated at \$15/hour plus benefits, including vacation and health care. A cleaning service will be hired to provide supplemental cleaning. The cost for the remaining 6 months of the year is \$11,800. Farid will increase his work hours by five hours per week in order to supervise the new arrangements and purchase cleaning supplies, which

combined will add \$9000 to the budget. Overall these changes may result in our exceeding the budgeted allotment for cleaning services by up to \$4500, which was also approved by the GC.

Other issues remaining include a loan of approximately \$3000 which D & M Contracting owe to the church. They have paid a substantial part of the original loan, and GC agreed that as part of the transition process the church should forgive the balance that is due.

Motion 14-GC -29: *To approve the decision to end WCUCC's cleaning contract with D&M Contractors as of June 30, 2014. GC approves the hiring of Martell Galloway as a part-time employee as of July 1, 2014 to provide 26 hours of cleaning services per week at a rate of \$15/hour plus benefits as stipulated in the employment agreement. In addition, the GC approves the hiring of a cleaning service company to provide additional cleaning services to the church. As part of this transition, GC also approves an increase of 5 hours per week to Farid Beltran's hours as Property Consultant so that he may supervise the new arrangement. Expenditures of up to \$4500 in excess of the amount budgeted for cleaning services and supplies in the 2014 budget are authorized.*

Motion: David Bennett, Second: Doug Gaddis, Passed by unanimous consent

New Business

No new business was raised.

Closing Prayer was offered by Alexis at 9:30 p.m.

Next Meeting: Wednesday, July 9, 2014 at 7:30 p.m.

Respectfully submitted, Lisa Choate, Clerk