

Consistory Minutes
March 16, 2014

Those in Attendance:

Whit Wheeler, President;	Marya Hynes, Vice President;
Lisa Peterson, Secretary;	Judy Norton, Treasurer;
Peter Rich, Trustee;	Maggie Bernard, Assistant Financial Secretary;
Pastor Kristen Curlee;	Pastor Carolyn Richar

Guests: Bill and Joan Graver

Absent: Sam Le (Financial Secretary)

President Wheeler called the meeting to order.

Pastor Kristen led us in devotions.

Minutes:

Marya moved and Judy seconded that the minutes of the January 5, 2014 meeting be approved as corrected. Motion was passed unanimously.

Electronic Votes: There were two electronic votes during this period:

- Recommendation from Kristen that we cancel the retreat coming up in May because there was not sufficient interest
- Recommendation from Judy and Art to: transfer and close out the \$85 Food voucher donations originally given for the “Bethel Carlin Connection” years ago and transfer \$50 from the Pastor Discretionary Funds and to use it for AFAC; and to spend the projected May 31, 2014 balance of the Dave Lawton End Fund – approx. \$70 – for the Employer payroll tax for Kim Moeller’s salary and absorb the difference in the Operating Fund/General Fund.

Both passed unanimously 4-0.

Finances:

Judy did not yet have a February financial report. She discussed the financial review conducted by Robert Zeigler on March 10. She clarified the way in which a review is different from an audit (which involves exchanges of letters with our bank). Zeigler worked from our bank statements and receipts in a bank reconciliation process. He identified one check with insufficient back-up, recommended that our nursery attendant be on staff rather than contract,

and suggested that we do a re-allocation of our net assets in December rather than January. Judy advised that the review will cost less than \$1,500 (possibly less than \$1,000).

Our accounts are currently at Business Bank, which has been combined with Cardinal Bank. With the merger, our interest rates are less than half of what we were getting. Judy is looking at moving what funds we can to achieve better interest rates.

Judy recommended that we clarify the definition of the Finance Committee to include the Treasurer, Financial Secretary, Trustee, representatives from the Property and Personnel committees, and Spritual Council. Sam Le (Financial Secretary) has stated that he is willing to participate in the Finance Committee.

Updates on Old Business:

Consistory - Congregation Communications: The group discussed the logistics of posting consistory minutes on the website. It was determined that it should be easy to post these and not require outside technical assistance. The Secretary will provide a copy of the minutes to the President after their approval.

Painting Status: We discussed seeking volunteers to measure the space to be painted, but determined that we should be able to locate plans that contain the relevant measurements rather than physically measuring. Joan said she would be able to look for the plans. If plans are unavailable, Whit and Bill volunteered to help with measurements. We will seek quotes for both regular and no-fume paints based on the measurements. There is likely to be a significant difference in cost between the two. There may still be an area of wall we need to take apart. We don't yet have the information on drainage to know whether this step will be required. We hope to have the hall painted by Easter. La Luz has volunteered to do the painting.

Organizational Structure: Peter moved that we formalize the organizational structure presented at the congregational meeting: Whit Wheeler, President; Marya Hynes, Vice President; Lisa Peterson, Secretary; Judy Norton, Treasurer; Peter Rich, Trustee. Judy seconded the motion and it was approved unanimously. Jean Luks is currently finishing the nominations report.

New Business:

Property Committee:

There have been numerous visits, and as many different recommendations, to determine how to address our moisture problems. On the drainage issue, there has been a suggestion to remove a portion of interior wall, apply an epoxy seal, and replace the wall. This would allow for only

internal work, so would have a lower cost. In the furnace room, there is water coming in during storms, but it is draining as it should. We are trying to determine whether this is a situation that must be addressed now, or one that can wait.

Looking at the problem of a spike in water usage, all toilet flappers have now been replaced. The third floor and first floor utility sinks leak and require attention. The first floor sink has leaked on and off for several years, so there may be a larger problem than washers. There is a person who could provide an appraisal on these sinks for about \$100. The group agreed to have them come.

The pre-teens are keen to make changes to their classroom off the balcony. During a weekend in May, they would like to re-paint the room a new shade of light blue and get rid of or re-paint some old furniture. They will need help to carry some of the stuff out. It was suggested that this work be done at the same time as the painting of Fellowship Hall. There was also some discussion of whether to replace the air conditioner in this room, as the existing one does not work. Because there is no Sunday school during the summer, there was some question as to whether this was necessary. We may want to look into something portable for this space.

Consistory 2014 Priorities:

The group discussed the need to look at our governance structure. The constitution and by-laws were written when we were a larger church. Whit proposed that we use the long-range planning committee to go through these documents and determine a way forward. People also discussed the need to have each committee look at its records and develop a records retention policy. There is a similar need for better organization and retirement of items in the community room.

With changes in officers in the church, there was a question on whether the current name on the insurance policy needs to be changed. We need to change the names on our safe deposit box, but this can only be done after we get a document from Arlington County. Kristen will work with Peter to move this information. Background checks are in process on Judy Norton and Sam Le for their new financial roles. Maggie Bernard will be provided the paperwork for a background check as well. Judy suggested that, in the event of an emergency that temporarily prevents her from handling the church's finances, Art Lipman be authorized to fill in until she is again available. Art is willing and able to do this. Judy moved that Art serve as assistant treasurer in the event of an emergency, Peter seconded, and the motion was unanimously approved.

Senior Pastor's Report:

A law has been changed in Virginia to allow churches to incorporate. We will need to decide whether we wish to do so.

We will be receiving as new members Chrissy Waldo and Ralph Buglass on March 30. Kristen is in conversations with three other potential new members as well. We will need to do a formal consistory covenant during the service on March 23.

In outreach, plans are proceeding for a public viewing and discussion of the documentary Bridegroom. There is consensus around screening on Saturday June 21 or Sunday June 22. We have requested permission for the public screening, as well as guidelines on what we need to do to show the film. For the discussion, we would like to have a theologian focused on discussion of marriage in the Bible and a representative from an organization such as People of Faith for Equality in Virginia. There are conversations on faith throughout the film, and it does not demonize those who are opposed to same-sex marriage. There are three instances of profanity in the film. Kristen is trying to determine whether we can get a version that bleeps out these instances.

Sam would like to set up a “calendar tree” app. The app he found will take up to 50 subscribers free. This calendar can be linked to an Outlook or computer calendar, or to a smart phone. This will allow members of the congregation to have completely up to date calendar information, rather than relying on the Beacon calendar, which cannot be updated once published.

Associate Pastor’s Report:

Work at the clinic in El Salvador is going well. By March 11, the clinic had already seen roughly 125 patients that month. Some members of the church used to pledge specific amounts to the clinic, but we no longer have enough such pledges to support the doctor’s salary. Carolyn will do a number of short presentations, likely through the Beacon, to get new support. \$20 to \$30 more each from a small group of members would help make up the balance of the salary. It would be helpful to obtain 501(c)3 status for the clinic. Specific material needs at the clinic are an adult scale and a fetal Doppler.

Carolyn had previously spoken to consistory about possible sponsorship for a young boy living with the doctor. She has not yet been able to pursue this further because she has not yet received information on what expenses would need to be covered.

The next consistory meeting is scheduled for April 27 after church.

Respectfully submitted,

Lisa J. Peterson, Secretary