

Consistory Minutes
April 27, 2014

Those in Attendance:

Whit Wheeler, President;
Lisa Peterson, Secretary;
Peter Rich, Trustee;
Pastor Kristen Curlee;

Marya Hynes, Vice President;
Judy Norton, Treasurer;
Maggie Bernard, Assistant Financial Secretary;

Absent: Sam Le (Financial Secretary)

President Wheeler called the meeting to order at 11:40.

Pastor Kristen led us in devotions.

Minutes:

Peter moved and Marya seconded that the minutes of the March 16, 2014 meeting be approved as corrected. Motion was passed unanimously.

Electronic Votes: There was one electronic vote during this period:

- Judy proposed to the Consistory to get a Certificate of Deposit (CD) with the \$3425 Long Endowment Fund. This will allow Bethel to maintain a better interest rate and return given the changes due to our bank's merger.

The motion passed unanimously.

Finances:

Judy is undertaking an overhaul of our chart of accounts. She proposes presenting the income statement to reflect the general fund only (what we budgeted). She will review fund balances every three months. She would then take any requests for special reports on the in-between months. Members found these proposals a helpful way forward.

We have invested the money from the Long Endowment Fund in a CD with Business Bank.

Judy intends to regularize salary payments so that the custodian is being paid two times per month and all others are being paid at the end of the month. (This is a shift from the custodian being paid every two weeks, which sometimes required more than two salary processes in a given month.)

Audit Report: The auditor is agreeable to meet by phone with the original finance group to discuss his findings if desired. His recommendations were:

- We should determine whether the nursery care provider is on contract or staff. If on contract, we should have a written agreement with the provider, and he/she should bill us for their services. If we take her on as regular staff, we will need to pay payroll tax. The group considered it preferable to maintain the current arrangement, which is working well.
- We should establish additional controls, such as having two people other than the Financial Secretary count and take money from the collection to the bank after Sunday services. The group determined that such practices were not feasible for a church our size.
- On disbursements, we should be sure the chair of each committee approves expenditures and there is documentation for all expenditures. The group considered this a good idea.
- We should establish two checking accounts, one for restricted and one for unrestricted funds. The group considered this arrangement too complicated for a church our size.

Art Lipman will be given an opportunity to comment on these recommendations.

Updates on Old Business:

Consistory - Congregation Communications: On the website under the tab for leadership, there will be a link to the minutes. The president will post the minutes after they have been approved, corrected, and sent to him.

Painting Status: The date has tentatively been set for May 17. Plans are to proceed and start publicizing with the church to seek volunteers to assist La Luz and work on the teen room. Bill Graver provided a very accurate estimate of how much paint will be required. Kristen will look at what our pricing options are. While there may be a significant difference in price for a low-fume paint, the group considered it important to seriously explore this option given the limited ventilation in Fellowship Hall.

Trustee Transfer paperwork: Kristen needs authorization to be the one to run background checks. Whit will sign this authorization and Kristen will run these the week of April 27.

New Business:

Property Committee:

Carolyn will be unable to continue to chair the Property Committee due to extensive other commitments and the amount of time required to follow up on property issues. Because of the challenges of dealing with an aging building, this chairmanship is likely to be an ongoing

problem for the church. Kristen posited that we need to develop a vision on the building, considering how the building furthers our vision and mission and using this to determine how we approach our building problems and where we decide to make expenditures. She noted that we have the gifts within the congregation to cover the administrative needs of the church, so we may want to consider having a position that focuses on working with plumbers, electricians, etc. She advised that we will need to consider how much money we are willing to put into the building in order to sustain it, and what are the variety of choices we have going forward.

The lift has been temporarily fixed. The doors were sticking due to bowing in the wall, which was addressed with a power sander. The bowing was caused by water damage, which is a long term issue that will need to be considered in the context of broader thinking about property priorities.

A plumber has been in to look at multiple fixtures. The utility sink still has its original faucets, which need to be replaced. He will also need to work on the pink toilet and the outdoor tap.

We have had great success with the new exterminator. There has been a significant reduction of pests in the building.

Long-Range Planning Committee: This committee is planning to look at the church's officers and governance structure to determine what is the most appropriate and effective approach for the church with its current membership, vision, and mission. Jean Luks and Sam Le have expressed an interest in participating. The group suggested that this could also be a good place to start considering larger questions about how the building supports our mission. The committee will consist of the president, treasurer, two pastors, and other members as appropriate.

Other New Business:

The Strawberry Festival will take place June 7. Most planning will be done through the outreach committee, with the first planning meeting scheduled to take place May 4.

The Conference annual meeting will take place June 13 and 14 in Delaware. Kristen will be attending. Whit expressed an interest in attending as well.

Senior Pastor's Report:

We had an excellent Holy Week. We will plan to again have Maundy Thursday and Good Friday (possibly ecumenical) services next year. There were 58 attendees at the Easter service.

Kristen will be away the last weekend in July and August 10-17. Worship will be hosted by others on both the 10th and 17th.

The outreach committee would like to participate in the DC Pride parade. Rockville UCC is organizing overall area UCC participation in the parade. We may also consider hosting a table at the Pride festival.

Kim Moeller's last Sunday with the church will be May 11. Kristen has organized a gift for her (a portable communion set), and the church will have a special fellowship hour for her departure. We do not anticipate having a student intern for next year.

The next consistory meeting is scheduled for June 1 after church.

The meeting adjourned at 1:13.

Respectfully submitted,

Lisa J. Peterson, Secretary