

## MINUTES - OSLC COUNCIL MONTHLY MEETING **via ZOOM**

July 13, 2020 @ 6:30pm

Attendance:					
X	Pastor Dave	X	Mike Charles	X	Gay Pivonka
X	Pastor Ros	X	Randy Ronsman	X	Jill Proulx
X	Lonnie Peerenboom	X	Dave Haase	X	Robin Williams
X	Doug Gossen	X	Mike Hinz	ABS	Donna Zelazoski
Guest:					

**Call to Order:** 6:31PM

**Opening Prayer:** Pastor Dave

**Open Forum:** None

**Treasure's Report:** Unified receipts for June were \$42,053 on a budget of \$40,876. YTD receipts are better than budget by \$18,464. Gay stated the summer has been very good to OSLC. The budget process for 2021 will begin in September, to be presented to the congregation in November.

**Consent Agenda:** Sent out prior to the meeting for your review, can pull items out and move to new business if needed

- Board of Education – Mike C
- Personnel and Finance – Lonnie P
- Board of Evangelism – Donna Z
- Board of Fellowship – Jill P
- Senior Pastor – Pastor Dave (No Report)
- Treasurer – Gay P
- Elders – Robin W (No Report)
- Board of Stewardship - Dave H (No Report)
- Board of Trustees – Mike H

Dave H made a motion to accept the Consent Agenda, Jill P seconded the motion. Consent Agenda accepted.

**Senior Pastor Report:** Pastor Dave's report stated that attendance has been low at in person services. OSLC is still doing baptisms, funerals, home visits/communion, and weddings.

**Old Business:**

- Co-Existing with COVID-19
  1. Discuss events normally held between now and January 1<sup>st</sup> and how we want to proceed with them.
    - Discussed the Fall Rally, Sunday School, Fish Fry, Confirmation, Voters Meeting
    - It is unlikely the Fall Rally will be held in its traditional form. Options will be discussed at future meeting.
    - Should we hold Sunday School? Once again it is likely that it is will not be held in its current form. The Board of Education should make a recommendation on format, structure, etc. We should look to other community organizations; schools and other churches, etc. for possibilities.
    - Monthly Fish Fries will not be held in person. There may be options to do curb side pickup. We should consider the impact on community businesses.
    - Confirmation will be held in a combination of virtual and small in person sessions.

- How and when the Annual Voters meeting will be held is to be determined.
- The full Council will deal with COVID related church operational issues. Council member should get any pertinent COVID material to Doug G. Elders will continue to be responsible for everything pertaining to congregational worship

**New Business:**

- Nominating Committee. Doug G would like to “cast a wider net” of candidates for future council positions. Options include a nominating committee of past presidents and advertise for candidates. Doug G will form the nominating committee. It should be noted that we currently do not have a President Elect.
- Approve Financial Secretary – Kim Kidney. A motion was made by Dave H to approve Kim Kidney as the Congregation Financial Secretary. The motion was seconded by Gay P. Motion accepted. Mike H will check with the insurance company to see if the money counters should be bonded.
- Mike H asked for advice regarding the repair of the “roof leaks”. Mike H told us that the roofing company said there is much life left in the roof. They suggested that we repair the leaking spots. Robin W made a motion to move forward with the repair of roof leaks. Lonnie P seconded the motion. Motion carried.
- Typically the council does not meet in August. The council determined that we should meet in August.

**Closing Prayer:** Pastor Ros

**Motion to Adjourn:** Mike H                      **Second:** Jill P      Motion carried.

**Meeting Ended:** 8:16PM

**Next Meeting:** August 10, 2020 6:30

**Minute Approval:**

App	Doug Gossen, President	App	Mike Charles, Board of Ed	App	Gay Pivonka, Treasurer
App	Lonnie Peerenboom, P & F	App	Randy Ronsman, Secretary	App	Jill Proulx, Fellowship
	Open, President Elect		Dave Haase, Stewardship	App	Robin Williams, Elders
	Open, Youth	App	Mike Hinz, Trustees	N/A	Donna Zelazoski, Evangelism

**Minutes respectfully submitted by Randy Ronsman, Council Secretary**

## Consent Agendas

- Board of Education – Mike C

July 10, 2020

Subject: Board of Education Report to Council for Meeting on July 13th

1. Preschool
  - Organization continues toward opening the preschool on September 2<sup>nd</sup> as originally planned.
  - A new safety protocol for entering the building will be in place. The temperature of every child will be taken. Families will use social distancing when dropping off and picking up their child.
  - One family withdrew their child from the preschool program.
2. Sunday School
  - Looking at options for Sunday school scheduled to start on September 20<sup>th</sup> or 27<sup>th</sup>. Do we open the building for classes on Sunday morning? Or do we take a different approach and keep children out of the building?
3. Vacation Bible School
  - VBS is canceled for this summer.

Education events for the church calendar include:

July / August – Organize Sunday School staffing and purchase materials for fall quarter

August - Finalize preschool budget for 2020 – 2021 preschool year; register children for Sunday school

September – Start 2020 – 2021 preschool year; start Sunday school year; assemble Education budget for calendar year 2021; start confirmation classes; kick off new Bible study

October / November – Review market for preschool tuitions and staff wage rates (tuitions for 2021-2022 are set for opening enrollment in January)

December – Christmas programs for preschool and Sunday schools; start planning for next year's vacation Bible school

Report by: Mike Charles

- Personnel and Finance – Lonnie P

## **Consent Agenda for Personnel & Finance Meeting – June 8, 2020**

**Treasurer's Report:** Unified receipts for May were \$32,625.82, short for the month by \$18,470.23 over budget for YTD by \$17,288.06. Unified receipt received by mail \$19,197.00 and via online giving \$13,428.82. Distribution still has not been received from the Mueller Trust, expecting \$32,365.75. Gay will follow up with Thrivent Trust Co. Gay expressed concerns about whether or not Packers will have fans in the stands, as concession stand brings in approximate \$31K to our budget each year, and if we don't have that, plus not having a Super Sale (approximate \$8K) and scrip sales will be down, we will need to watch our unified receipts and our expenses.

**Reports:** Jay Dolezal reviewed NEWLHS and Trinity news since he joined the board in February, 2020. Trinity's need for extra classroom space, will be using Fellowship Hall for 2 temporary classrooms, the forming of a Charter Strategic Planning subcommittee, cancellations because of COVID 19, concerns about whether international students will be able to attend in fall.

### **Old Business:**

Employee Handbook – Lonnie reported that the handbook will be an ongoing project. He is going to check with Michelle to see if he can get an electronic copy of the current handbook as that would be much easier to work with to make changes.

**New Business:** Lonnie and Mike H. did a review of pending or proposed maintenance projects on 6/3/20.

- Parking lot resurfacing – completed this past weekend.
- Interior painting – on going project by Mike H., with Brian Paul hired to do repair to hallway wall damage in lower level
- Exterior doors and sills – paint and/or replace
- Outside lights – to be repaired by Excel Electric
- Curbing – will continue along Northside of building to the Northwest corner by playground.
- All lights have been replace with LED bulbs at n/c to OSLC except for the gym
- Roof leaks – repair or replace roof. Estimates range from \$1500 to \$7000 from different vendors for repairs.
- Flooring – has been cleaned in sanctuary and considering whether to clean or replace in other areas
- Renew Cleaning (Scott) is not going to be returning – awaiting bids from other cleaning contractors, consider whether we should hire our own employee or go with a subcontractor. Either way will be more than Renew Cleaning, as more will be required in view of what is necessary because of COVID-19. Gay will try to work up the cost of hiring an employee.
- For each of these projects Mike H. has collected bids or estimates from 3 to 4 vendors.

Mike H. and Robin reviewed our current insurance carrier and coverage and obtained quotes with 4 other companies. Recommendation was to switch to Brotherhood Mutual effective 6/1/20 – increased coverage and at a savings of approximately \$4,100 per year. Motion by Robin, second by Mike, motion carried.

**Investments** – Walter report that as of 3/31/20 our investments were down by 12% compared to 12/31/19 values. As of last Friday, 6/5/20 we are only down by 2% or \$12,448.

## Consent Agenda for Special Personnel & Finance Meeting – June 22, 2020

Lonnie: Main Purpose of our meeting: Scott (Renew Cleaning) is not coming back. Called meeting to discuss whether we should look for another contractor or should we consider hiring our own custodian.

Mike H – has been gathering quotes from three cleaning services. Monthly charges range from \$4,800 to \$6,275 per month. Just today the cheapest service (\$4800 per month) dropped out. The middle service total charges would be \$65,040 for the year. \$22,680 would be the charge for 9 months of the school year for Trinity, leaving \$42,360 or \$3500 per month for OSLC. (In talking with Andrew from Trinity, they have \$16,000 in their budget for cleaning).

Our budget for 2020 for Renew Cleaning was \$18,600.00

The quotes that Mike has received do not include waxing of floors, which is usually done in the summertime or any cleaning of carpets. These were separate charges by Renew if they did any of them.

Discussion continued regarding the hiring of our own custodian. Question – would he/she be able to get everything done in a 40 hour week, plus other things we would like them to do. We may still need to use volunteers for special projects in Spring or Fall inside or outside the building.

Custodian would be responsible for entire building and Trinity would pay their share. **Motion** made by Doug, seconded by Robin to move ahead with the hiring of a full time custodian and use a contractor in the meantime on a month to month basis. **Motion carried.**

Mike H will put together the job posting, suggestions as to places to post it – our own website, Facebook, channel 11 website, Job Center, Workforce development, Monster.

Lonnie and Mike will be talking with Andrew at Trinity, sharing info as to our plans.

Lonnie mentioned that Mike should be compensated in the meantime for things he is doing above and beyond that of head Trustee.

Who is to do the Interviewing of job applicants – volunteers – Robin, Doug, Mike, Lonnie and Jay if an extra is needed. Pastor Dave indicated that he too would like a small amount of time to talk with applicants.

**Stained Glass Window Project** – Dave Haase reported that Conrad Pickel Design have sent us an invoice for the next payment on partial completion of the windows for \$14,600. Although contract called for a payment when windows were partially completed, there was a misunderstanding that they weren't to start until we did our fundraising. After discussion with Mr. Pickel, they will accept a payment of the \$6,000 we have at this time and they will hold going any further until we have more fundraising completed. **Motion** made by Dave Haase, seconded by Jay that we forward a check of \$6,000 to Conrad Pickel Design at this time. **Motion carried.**

**Camera purchase** – Mike H and Pastor Ros had been considering spending approximately \$2,000 now to buy a camera to be installed in the sanctuary to help with the live streaming from the sanctuary. The proposal we have from Camera Corner has 2 cameras to be installed for a cost of

\$7,000. They are recommending that we go ahead with the Camera Corner proposal, as it would mean two cameras, professionally installed and it is part of the A/V approved project instead of trying to do it with one camera by ourselves. **Motion** made by Dave Haase, seconded by Gay to go ahead with the \$7,000 purchase of the camera portion of the Camera Corner bid. **Motion carried.**

### **Consent Agenda for Personnel & Finance special email Meeting – July 6, 2020:**

**At our June 22 meeting a Motion made by Dave Haase, seconded by Gay to go ahead with the \$7,000 purchase of the camera portion of the Camera Corner bid. Motion carried.**

Email meeting to seek approval of additional funds for approved Camera purchase above.

At our June 22 we approved \$7,000 to purchase cameras direct from Camera Corner instead of spending \$2K and doing it ourselves. (This would have originally been part of the A/V bid that was approved, but delayed because of COVID-19.) Pastor Ros has contacted Camera Corner with that request and has received a new quote. The new quote came in at \$13,916.33. When Mike Hinz and Pastor Ros talked about \$7K, they were not taking into consideration labor for installation and price changes and models being discontinued. Below is an explanation Ros received from Camera Corner:

- Original camera was obsolete, upgraded to the IP 30x zoom camera from PTZ optics which will require no power to be installed by an electrician
- IP based camera controller – step up from the original controller from Marshall. This allow you to talk to the camera through the network switch.
- Changed streaming box to Versastreamer which can record and output to Youtube and Facebook at the same time. Less money for this compared to the original quote.
- Added in network switch which was not part of the original video camera quote because it was in the “control” portion of the quote. We will need this for everything to talk to each other.
- Removed multiviewer monitor to a single furnished by owner monitor ( monitor needs to be 1080p and have an hdmi input) Saves money with this route and gives you a bigger image.
- The smaller Marshall camera located at the column near the front has been updated to their latest version. Older one was discontinued.
- Audio has been rerouted to go through the Roland switcher
- Roland switcher stayed the same.
- Added labor for training, commissioning, etc that was not allocated for this because original quote was for doing the whole system.

We would like to move on this part of the A/V projection now, because of the time it will take to order the cameras, save the prices and with Camera Corner's work schedule - we are looking at work would not be done until August.

**Motion made** by Mike and seconded by Jay that we proceed with Camera Corner for the purchase and installation of equipment per their proposal at a cost of \$13,916.33. Motion approved by Mike, Jay, Doug, Robin, Dave Haase, Lonnie and Gay. **Motion carried.**

- Board of Evangelism – Donna Z

## Board of Evangelism Report to Council 7-11-2020

Cards and calls continue to 40 individuals/couples on our lists. Bernice Machut has passed. Most people are doing well and are “unsheltering” to some degree.

The LWML Convention for June was done virtually rather than in person. Several LWML members watched parts of the live streaming. For the service project to be done at the convention 835 eye glass cases had been made. Due to the change in the convention the project was not done. Instead, 735 were donated to Most Ministries in Ann Arbor, Michigan and 100 were donated to Friends of Haiti in Green Bay.

An anonymous donation was received for the Manna for Life food barrel. This donation and money from Alms, totaling \$260, was taken to Manna. No food collection has been sent to Manna since March. We will need to work out a plan to begin the food collection again.

### Upcoming Events:

- August Back to School Collection (no information received)
- September UWGB students Back to School gift bags (would entail a cost)
- November/December: Borneman Nursing Home Christmas gift collection and Salvation Army Toys for Teens collection
- December: Live Nativity, Flowers for Shut Ins, Salvation Army Bell Ringing
- Ongoing: Manna for Life Food Barrel Collection and Visitor Follow Up
  
- On Hold: We had committed to participate in the Habitat for Humanity Faith Build and to provide a donation of \$1000. This was put on hold with a plan to start in September. I have contacted them twice and been told they would contact us when a plan was developed.

- Board of Fellowship – Jill P

### Report from the Board of Fellowship for July, 2020

#### Fish Fries:

1. To continue to have 9 fish fries per year, we will need to get a license.
2. With the license, a person with a ServSafe certification needs to be present at each event.
3. Goal is to have 4 people take a class and become certified. We have two people committed at this point. Fees paid out of BOF budget.
4. Goal is to recruit for a 3 person fish fry leadership team. We have one person committed at this point.

#### Meeting Date:

1. Our meeting date has been changed from the first Tuesday to the first Wednesday of each month.

#### Events which are sponsored by the BOF for the remainder of the year:

1. Super Sale – August
2. Rally/Anticipation Sunday – September
3. Fish Fries – Sept., Oct., Nov., and December
4. Live Nativity - December

- Treasurer – Gay P

## TREASURER'S REPORT

### Unified receipts

June \$ 42,053.45

Total	\$	42,053.45	YTD Total	\$	284,164.13
Budget	\$	40,876.84	YTD Budget	\$	265,699.46
Over	\$	1,176.61	Over YTD	\$	18,464.67

2019		YTD for 2019		2020		YTD for 2020			
Jan. 19	\$	34,974.58	\$	34,974.58	Jan. 20	\$	33,861.25	\$	33,861.25
Feb. 19	\$	33,699.57	\$	68,674.15	Feb. 20	\$	51,182.80	\$	85,044.05
Mar. 19	\$	64,695.29	\$	133,369.44	Mar. 20	\$	42,487.04	\$	127,531.09
Apr. 19	\$	53,993.65	\$	187,363.09	Apr. 20	\$	81,953.77	\$	209,484.86
May. 19	\$	33,860.12	\$	221,223.21	May. 20	\$	32,625.82	\$	242,110.68
June. 19	\$	48,662.77	\$	269,885.98	June. 20	\$	42,053.45	\$	284,164.13
July. 19	\$	32,634.07	\$	302,520.05	July. 20				
Aug. 19	\$	33,169.29	\$	335,689.34	Aug. 20				
Sept. 19	\$	44,923.50	\$	380,612.84	Sept. 20				
Oct. 19	\$	39,322.14	\$	419,934.98	Oct. 20				
Nov. 19	\$	39,546.10	\$	459,481.08	Nov. 20				
Dec. 19	\$	77,610.47	\$	537,091.55	Dec. 20				

Weekly	\$	10,219.21
4 wk	\$	40,876.84
5 wk	\$	51,096.05

June receipts over to budget by \$1,175.61

YTD receipts over budget by \$18,464.67

Receipts received by mail \$26,378.00 and online giving \$16,678.45 for a total \$43,053.45

Receipts ahead of 2019 by \$14,278.15

Mueller Trust distribution received - \$32,365.75

- Board of Trustees – Mike H

## Trustee Report

July 11, 2020

Activity around the facility includes:

Painting in process – Fellowship Hall, Basement Hallway, Preschool entry room, Preschool Hallway, and Nursery Downstairs

Slight leaks in roof? -- New water spots in sanctuary and narthex and ceiling tiles in south hallway. Will need to discuss fixing these.

Landscaping ideas, Dan Shadian says to just spray weed killer on all weeds coming through, where they aren't supposed to be. . . A full update would be up to \$20,000

Trinity would like to add flag pole or two on west side (approve/disapprove)

Trinity has added lockers in the education hallway, and walls in classroom 6 for office separation

They have been waxing and prepping classrooms and fellowship hall for next school year

Carpeting – Preschool carpeting is very worn, might consider replacing, if not we need to shampoo and prep it as well as possible for next school year, has not been cleaned for 6 years. May need to consider cleaning more than once a year with covid pandemic

Continue to sanitize as well as possible between activities at the building, and utilize Team Clean 2X per week to help lighten my load to maintain the facility. Still working to get a job posting and a full time offer to the right candidate

Will need to strip and wax all VCT tile on the church end of the building as time allows and areas are accessible to work on.

**Any nominations of volunteers to join the formal 5-member team of trustees to name in the constitution, would be appreciated.**

- Senior Pastor – Pastor Dave H (No Report)
- Elders – Robin W (No Report)
- Board of Stewardship - Dave H (No Report)