

Holy Covenant MCC Board Minutes

November 2019

- I: Meeting called to order: 7:18 pm
Present: Martha Daniels, Barbara Adams Latsaras, Roxann Victory, Sue Calahan, Joanie Baird
Regrets:
Guests:
- II: **Opening Prayer** – Roxann Victory
- III: **Check in** – Barbara has adopted a dog named Gracie. Martha has signed up with new health coverage. Roxann and Joanie are okay.
- IV: **Approval of the Agenda** – Barbara Adams Latsaras
- Motion to add AA use of building, Board office cleaning, Listing of tasks under New Business. Under the Treasure the use of Square for collecting money.
 - Motion to approve the adjusted agenda by Barbara, 2nd by Roxann, all in favor.
- V: **Approval of October 2019 Board Minutes** - Barbara Adams Latsaras
- Motion to approve the October minutes by Sue, seconded by Roxann, all in favor.
- VI: **Reports**
- A. **Clerk's Report** (verbal) – Barbara Adams Latsaras
- We are holding at 23 – adults and 2-children
 - **Membership Review** - Sue moved to go into Executive Session, Roxanne 2nd at 7:27 pm. Discussion about sending letter out to those members who have not shown any attendance or financial support of Holy Covenant within the last year. Motion to come out of Executive session at 7:40 pm by Sue, Barbara 2nd. All in favor.
- B. **Treasurer's Report**
- a. **Tithe** - Deferred until Marina gets back from knee surgery
 - b. **IRS Update** – Nothing – Barbara will call and see what the progress is on it.
 - c. **Bills**
 - In October we had a loss of about (-\$320).
 - We still owe the Fire Alarm monitoring \$185, and the CVLI \$244. (The CVLI has already been covered, so I think that we should pay it.)
 - All of the Oct bills are paid.
 - November bills are paid except the Com Ed bill \$167 due 12/2, the ACS bill \$31 which is auto paid around 11/30, and the Nicor bill \$186, which is due 12/4/19.
 - The Nicor bill again includes \$65 more for the deposit, so the actual gas only is \$121, which is double the amount for October. See the Cash Requirements report for details.
 - Our current cash balance as of 11/20/19 is \$1374, plus the anticipated Bingo net revenue about \$350 plus two Sundays @325 so I estimated the balance on 12/1 to be \$2343.

Holy Covenant MCC Board Minutes November 2019

Therefore, we probably will have enough to pay Martha in full or I think we could pay Martha only \$1650 on 12/1 and the remaining \$694 the following week so that we can pay the November utilities on time, since we are obligated to pay ComEd due to a repayment agreement and already are required to pay a deposit to Nicor. (If we don't pay the ComEd by 12/2, the \$200 remainder of the June/July/Aug is immediately due as well, possibly including interest.)

- My Cash Requirements includes all of the known expenses and estimated revenue, but the bills could be paid in a different order if that is the consensus.
- We did not have enough cash to pay the Oct 2019 UFMCC assessment, so I didn't pay it yet. I am waiting for Marina to tell us how to proceed on payments for current 2019 Assessments. The 2018 payment is suspended for now.
- Unusual current bills for October 2019:
 - a) Constant Contact annual \$149/yr.
 - b) Safe Deposit box annual fee \$65, which was incorrectly taken out of the Designated Account, so I transferred \$65 from Operating to Designated to restore the Designated balance so it covers the A/C fund.
 - c) Light bulbs for the sign \$45.
- d. **Square** – Barbara brought to the Board an alternate way to accept money via Square. Square works without being online and the money is deposited into the bank account the next day. Cost is comparable to PayPal and may be less money.

C. Pastor's Notes

Worship

I am working on December worship, which includes Christmas Eve, of course. We may have a Longest Night service on Saturday, December 21 at 7pm. Rev. Nilsa Irizarry will be leading worship on December 29. Roxann Victory and I have discussed an event for worship leaders (readers, announcements, etc.). We haven't set a date yet, but probably a Saturday afternoon—brunch and training/review.

Pastoral Care

I responded to various prayer requests, either privately or via the community prayers on Sunday. I continue to support the two men in Cook County Jail via prayers, court support, visits, letters, and phone calls. The Pastoral Care team had a short meeting last week. We are working on communication—how to let the pastor know when someone would like a visit/call, whether they are ill or homebound or have some other need.

Social Action Ministry

We continue as usual with Share Food Share Love and finding homes for the Bombas socks. We held a "card party" to color postcards and write messages on them for LGBTQ+ people who are incarcerated, in partnership with Black and Pink. We are preparing for a Christmas project, which hasn't been finalized yet, probably holiday foods and cooking supplies for Share Food Share Love.

Holy Covenant MCC Board Minutes

November 2019

Social Action Ministry – cont.

AgeOptions held a presentation on the changes and updates to Medicare on November 14; copies of the presentation have been made available on the back table in the sanctuary.

Education/Formation

Financial Peace University, a faith-based financial health program continues. We have had turnout of between two and four attendees each week.

Administration

I will be in town for Christmas this year, as Ben and Caitlin are planning to be here. Rev. Nilsa will be leading worship on December 29.

Community Outreach

There are several events in the community—I post the flyers as they are available and put them in What's Happening at Holy Covenant.

MCC

The Governing Board has implemented a reorganization plan, intended to streamline work and cut costs. I posted the information on the HC Facebook page.

Motion to accept all reports – Sue Calahan motions, 2nd by Roxann Victory, all approved

VIII: Continued Items

A. Buildings and Grounds – Sue Calahan

- Chimney – need to contact two other people to give us a quote
- Sensor light over back of garage needs will be fixed before she leaves for Florida
- Fix railing in stairway
- Snow removal – will announce in church, bulletin, emails

B. Fundraising – Rev. Martha Daniels

HamBingo will be at Hamburger Mary's in Oak Park on the following dates with the Board Member responsible for each month noted. Need more gifts. Rox will make vouchers to give as gifts for the next DQB. Need gift cards and bags.

- November 24th – Sue raffle tickets, Rox
- December 8th – Joanie, Barbara cash box with Square and PayPal
- January 26th – Rox
- March 22nd – Barbara
- Fall dance was successful. Everyone liked the Karaoke and photo booth was a big hit.

C. UFMCC News – Rev. Martha Daniels

See Pastor's notes.

D. Social Media Coordinator – Barbara Adams Latsaras.

- Continuing to add sermon videos to the website and upload to YouTube
- Continued posting to Instagram and Facebook

Holy Covenant MCC Board Minutes November 2019

- Sending out newsletter monthly with Constant Contact – 172 total contacts with a separate mailing list of 22 being identifiable Holy Covenant congregants

- E. Revitalization – Rev. Martha Daniels**
 - Meeting on 12/5 with Roxann and Andrew

- F. AgeOptions Project**
 - Medicare meeting – Katie is project coordinator had 2-people at the meeting. Katie and Martha to meet to discuss future meetings.

- G. Congregational Meeting**
 - Postponed until 12/8. No Quorum. Need counters that are non-members.

- I. Pastoral Evaluation**
 - Barbara and Martha will sit down to discuss the contract.
 - Pastoral evaluation will be discussed with survey at December meeting

IX: New Business

- A. Forms** – Martha will create forms for December meeting
- B.** AA wants to use the space on the 2nd Tuesday of the month for a regional meeting with donation to come.
- C.** Board office cleaning will be 12/7 12:00 to? All Board members should be there.
- D.** Listing of tasks from Board Meeting will be sent by Martha to all Board members.

IX: Executive Session if needed (closed)

Moved to Executive session earlier at 7:27pm and moved out at 7:40 pm

Barb moved to adjourn meeting at 9:35 pm and Rox 2nd. All in favor

Closing prayer: Sue Calahan