

ST. LUCAS UNITED CHURCH OF CHRIST
CHURCH COUNCIL MEETING MINUTES

July 28, 2020

Members present: Debbie Ball, Mike Bohn, Barb Coughlin, Joy Dressel, Ken Hamilton, Gregg Heutel, Dave Johnston, Randy Jurgensen, Don Lang, Skip Salomon, Joanne Scheidt, Lisa Slyman, Carol Stelmach, and Justin Wenk.

Absent: Al Lichtenstein

PASTORS: Rev. Kelly Archer and Rev. Bill Smutz

GUESTS: Lauren Hoggatt. The meeting was held electronically via Zoom due to the Corona virus situation.

The meeting was opened with a prayer by Rev. Smutz.

Welcome to Justin Wenk as our newest Council member. He replaces Jill Meyer.

CONSENT AGENDA:

Preschool Board: **See attached**

Skip made a motion to accept the consent agenda. Joy seconded it. Motion passed.

CLERGY REPORT: Pastor Kelly and Rev. Smutz gave a joint report. Pastor Kelly is concerned about the fitness review and her relationship with the Association. She feels the decision that was made in regards to the Association by the Council is causing problems. She also asked that we speak up to clarify any false rumors that are circulating. Rev. Smutz said we need to keep her relationship with the church separate from her relationship with the Association. Rev. Smutz said the conflict between different groups within the congregation has caused the problem, and Kelly is the collateral damage. Had St. Lucas had an interim minister in place, Kelly wouldn't be in the situation she is in now. We need to help Kelly get through the program of growth. We need to support Kelly. Rev. Smutz wants Council to work on long-term needs

within the congregation...getting through the conflict, healing, establishing core values, vision and mission priorities. We need to work on ways to help the congregation heal. Support Kelly by letting her work through this process. Rev. Smutz wants to be Kelly's advocate for the Committee on Ministry.

Questions from Council: Do we need to send another letter to the congregation with a more positive view on this? Rev. Smutz said it could be a letter, a video clip in one of the services. Kelly wants to talk to Rev. Smutz about how to best handle this. Kelly just wants the truth to be told.

Is Rev. Smutz talking to other groups about putting it to rest? Rev. Smutz has not spoken to other groups.

Is there a statement we can put together so all of Council has the same response? Rev. Smutz and Dave will speak about this.

BUSINESS:

Personnel Committee by Joanne/ Lauren/ Debbie: A candidate is being brought forward for the AV position. Thank you to Randy for all he has done. If we are making a decision purely on finances, then we are not in the position to hire someone. However, we are strongly in need of someone if we want to help grow our church. The people in the office are also working a lot more hours. Adding someone will help alleviate the extra workload on the office staff. If we don't have an AV person during this Covid time, we won't be able to have services. Randy is going to work with the new AV coordinator to help her learn. Lauren spoke to the process of searching/selecting an AV coordinator. Two people were selected to go to the interview team. One candidate seemed to be the best fit for this position. The Committee looked at market rates for this position. The market rates are \$25-\$28 per hour. After reviewing market rates, the recommendation is to offer the candidate \$22.50 per hour. This position does not include benefits or PTO. The candidate's social media was checked by the committee. There were no social media concerns. It was found that the candidate is a strong Christian. Joanne made a motion that we offer Aerin "Ariel" Johnson a part-time offer of \$22.50 an hour. This position does not include benefits or PTO. Carol seconded it. Mike asked if she is subject to the church's employee manual. Dave said she will be. Debbie asked if she had any concerns about being in the church during the Covid time. Lauren and Joanne said they think she will be open to our policies. Dave said she also needs to be open to the times when Randy needs her at church. Lauren said that she feels this job is Ariel's top priority. Lauren feels that she has a lot of skills that will be useful for our congregation in the future as well. Motion passed.

Joanne asked Gregg to speak about the finances in regards to hiring an AV coordinator. Gregg said we are about \$100,000 behind in regular offering at the end of June from what we've budgeted. Gregg has a letter ready to go out to the congregation with the financial information asking for people to give or to give more. The PPP loan will cover our deficit for the first half of the year if the loan is forgiven. We are spending \$15,000 more a month than what we bring in.

Report of Covid-19 Task team by Bill / Dave: The task team talked about the medical/scientific pieces. There are concerns about rising Covid rates in St. Louis County. They are also aware of the guidelines set forth by the County. They will have an outdoor service as well as online service for the next four Sundays. Outdoor worship has reached about 50 people per service. With the health concerns, the task force feels it is best to have the outdoor service. The task force wants to help the Backpack Program get started since school will be resuming. Don wants to know what the process is for the ushers. Debbie said there isn't a big need for the ushers at this point. Dave thinks having a couple around to make sure people are social distancing and to help with setup would be good. Rev. Smutz said a document can be put together for the ushers.

Finance Committee Report by Gregg: Regular offering is down about \$100,000. General fund expenses are \$91,000 higher than revenue. Maintenance and repairs are over budget, but other items are below. General Fund expenses are \$30k below the 2020 budget. This is mainly a result of the budget including a business manager and AV coordinator with neither position filled yet. Thank you to Barb for helping in the office with the financial process. We are in the process of getting the documents ready for the audit. The 2021 budget process began with letters sent out to the various St. Lucas Committees in early July with receipt back to the Financial Secretary requested in early August. We should be getting financial statements from Supporting Solutions on a regular basis in the next few months. Thank you to Gregg and Al for all the work on the finances.

Non-Disclosure Agreement- a legal opinion by Don: Don met with an attorney to review the NDA. The attorney said the NDA is over since the Association rendered its decision. Dave said if we get asked a question, we can give an honest answer. He doesn't think we should be broadcasting all the information. Rev. Smutz wants to talk about it with Dave before making this decision. Skip feels that we need to look out for Kelly's best interest.

Ice Cream Social by Barb: **See Attached.** Barb is looking for people to donate money to help cover the expenses or said a basket could be put out for a free-will offering. Expenses are Ted Drewes ice-cream, DJ, rental of port-a-potty, cake walk prizes. Randy suggested using the AV Coordinator as the DJ. We can play our own music. Gregg said there is a budget for the ice cream social. Instead of selling tickets, reservations will need to be made. Barb will go ahead and plan for the event, but the social committee will look at the state guidelines as the ice cream social approaches.

Pre-School by Joy / Ken / Dave: The preschool is planning on opening August 31. They are getting everything set up for the opening. Some people are dropping out because they don't feel comfortable with sending their kids; however, the numbers aren't dropping because new kids are enrolling. Hand sanitizer dispensers will be placed throughout the building and in every classroom. Students will only use the West entrance; parents won't be allowed in the building. Thank you to Lynda and Barb for working so hard to get everything ready to go for the preschool.

Congregational Meeting by Dave: 53 people sent a request for a congregational meeting. The request came from John Doe. This person could not be verified as a church member. Dave sent an email back stating we can't deal with a John Doe. A person from the church sent an email back requesting the congregational meeting. If only 50 people can attend, we could be discriminating against some. Rev. Smutz participated in two Zoom meetings where there were 200+ and 900+ in attendance. At both meetings the first item on the agenda was to change existing rules/laws to allow electronic meetings and voting. We need to discuss how to proceed. Skip brought up that our Constitution and Bylaws do not allow for a Zoom meeting. Ken said that there are a number of people who don't have the capability of attending via Zoom. Randy suggested setting up a group to study this and work on a solution. Dave is going to put a task force to brainstorm this.

DISCUSSION:

"Imagining the Church after COVID-19" by Carol / Joy: Carol wants us as leaders of the church to start thinking of the future in two ways: talk about the divisiveness and ways to bring us together so we become an attractive church for a senior minister. She also wants us to talk about projects that can bring us together. Carol spoke to Michele about helping families who have someone with a disability. Joy said we need to think about the future and what will become important. We need to think about people who need a support group after going through Covid, and kids who have had schooling at home and need some tutoring. We need to think about how we can be of service to people. Dave asked if this focus is on people in our congregation or people in the general public. Joy said it could be for either. Joanne brought up the need for an updated strategic plan. A strategic plan needs to be put in place before the community needs are addressed. Carol suggested starting a task force to work on this. Randy suggested involving people from the congregation to lead this force.

Vesper/Prayer services: Dave wants to thank all of the people who have made the Vesper/Prayer services possible. He feels they have gone very well. A possible Saturday evening service is being thought about. Barb wants to try and entice some of the younger families to attend. She suggested perhaps Amy could plan something for the youth.

OPEN FORUM:

Joanne wants to know if we have a plan to circle back to the congregation who is upset with the decision to withhold money from the Association. Carol said the people feel we lied to them. Don made a motion that we restore for the rest of the year the monthly payment to the St. Louis Association. Carol seconded it. Motion passed.

Randy has been working with Bill and Kelly on the online worship services. He said we should appreciate the ability and flexibility they have put in to making the services work. He gave a big thank you to the ministers.

Joy asked that when voting on something by email to reply all so we can see what everyone is saying.

Barb brought up Kathy Herron's email about the quarterly Zoom meetings with the congregation and Council. This will be discussed next month.

Don applauded what Carol and Joy said earlier in "Imagining the Church after COVID-19".

ADJOURNMENT: The meeting was adjourned at 8:07 with the Lord's Prayer.

Respectfully Submitted by Lisa Slyman

Special Events Committee

Ice Cream Social

September 13, 2020

5:00 – 7:00 pm

Notes from Meeting on July 1, 2020

Make this a free event if possible and have baskets for a free will offering.

Have people make reservations to get a count

Have it at the Pavilion

People will need to bring their own chair, food and drink.

Ice Cream (Ted Drewes) will be provided.

Have Music – DJ

Ask the Ukulele group to play

Social Distance Games

Cake walk with numbers 6 feet apart. Paint the numbers in the grass. Prizes would be individually wrapped items like Little Debbie cookies, Twinkies, Ding Dongs etc.

Photo Scavenger Hunt – Kids would look for items on a list and take pictures on their phones.

Simon Says

Jump the Creek

DJ could lead – Hokey Pokey, Chicken Dance, Line Dances etc.

Other – Committee will look into other game options



St. Lucas United Church of Christ
11735 Denny Road, St. Louis, MO 63126

Preschool Board Meeting Minutes ~ Tues, June 9, 2020

Board Members Present: Stan Burcham (Chairperson), Karen Papin (Vice-Chairperson), Monica Knobloch (Secretary), Ken Graesser (Financial Officer), Ted Ball, Karen Eckert, Darin Hoggatt, Kristi Kienzler, Susan Giesing

Council Board Member: Joy Dressel

Board Members Absent:

Preschool Director/Teachers Present: Lynda Klosterman, Director

Call to Order and Opening Prayer

The St.Lucas United Church of Christ Preschool Board Video (Zoom) meeting was called to order by Stan Burcham at 6:30 pm, Tues, June 9, 2020, with an opening prayer by Stan Burcham .

Review of May Preschool Board Meeting Minutes

The May 12., 2020 Preschool Board meeting minutes were reviewed. A motion was made by Karen Eckert seconded by Ted Ball to approve the May 12, 2020 Preschool Board meeting minutes as corrected. Motion approved.

Teacher's Report

There were no teachers present at the June 9th meeting; therefore, there was no teacher's report.

Director's Report – Lynda Klosterman

Lynda reviewed the following items with the St. Lucas Preschool Board members:

- Enrollment and Staffing
 - o Registration for 2020-2021 – there are currently 132 children enrolled to date. .
- Fundraising
 - o Texas Roadhouse \$135 received
 - o Donations of \$634 in honor of Miles Meyers (\$4684 including last month

Discussion regarding the After Care Expenses/Revenue:

Monthly Tuition	T/Th	\$ 82 per month		
	M/W/F	\$123 per month		
	M-F	\$205 per month		
Enrollment Guidelines;:	Eligible for all full day students			
Enrollment:	T/Th	1 child	\$ 82 for 9 months	\$ 738
	M/W/F	2 children	\$123 for 9 months	\$2,214
	T/Th	1 child	\$205 for 9 months	<u>\$1,845</u>
Projected Tuition/Revenue:				\$4,797
Projected Salary Cost:				(\$7,776)

Two Teachers per above paid from 2:00-4:00 p.m.

2 hours @ \$12.00 per hour or \$24.00 per day for 2 teachers for 162 sessions

- Assistants (s) - none needed		
- FICA	7.65%	<u>(\$595.00)</u>
- Gross Profit		<u>(\$ 3,574.00)</u>
- Tuition Revenue from 5 children attending preschool:		
- Monday - Friday full day		\$ 4,950.00
- M/W/F full day	\$3357.00 X 2 =	\$ 6,714.00
- T/Th full day		<u>\$ 2,232.00</u>
-		
Total:		\$13,896.00

A motion was made by Ted Ball and seconded by Karen Papin to notify parents that there will be a June 30 deadline to decide whether to continue the After Care Program due to small student numbers signed up for the program. Therefore the program may not take place next year. Motion carried.

Council Report ~

Joy Dressel reported that the council discussed Covid task force plans. At this time Vesper will take place outdoors for the next 3 Sundays. The church will open for indoor services starting July 5 and discussion will continue regarding reservations for seating. There will be a 9:00 and 11:00 service, attendees will be dismissed by rows, masks will be required, hand sanitizer will be available, and there will not be singing or handling of hymnals. Reopening of the rest of the building is undecided at this time. The Semi Annual Meeting is not planned at this time. A motion was passed for deferring yearly funding to the St. Louis Association due to budget issues. The Suitcase Drive outreach project is postponed at this time due to Covid. Art Supply Collections (new items) will continue with safety precautions in place.

Old Business

Letters of Intent - staff received letters of intent

Classrooms - have been moved around to complete the remediation which is slow moving. An email to address timing of cleanup and remediation will be sent to determine completion date.

New Business

The motion was made by Ken Graesser and seconded by Susan Giesing to increase hourly rate by 2% for teacher assistants and Muffie and Barb a 2 ½ % increase. Motion carried.

A motion was made by Ken Graesser and seconded by Monica Knobloch to increase the hourly rate for After Care, Before Care, and Lunch Bunch Program from \$12.00 to \$12.25 /hr. Motion carried.

School Re-opening considerations - No CDC guidelines for numbers of students in classrooms. Ted Ball made the motion and Kristi Kienzler seconded to move the classroom size from 9 to 10 children maximum in each classroom. Motion carried. Lynda Klosterman will be contacting parents.

Regarding pick up and drop off of children due to Covid:

The parents will drive up and an assistant will get the child from the car. Discussion will continue regarding personal protection clothing. Lynda Klosterman will work through an organizational draft of procedural protocol to be sent to board members for further discussion.

A follow up letter was received from Dr. Martin Schmidt regarding children wearing masks.

Regarding staff and student temperatures: Dr. Schmidt purchased a thermometer for St. Lucas Preschool.

Upcoming Events

Parent Orientation - August 26th at 6:30 p.m.
Peek N Plays - August 27th and 28th
First Day of School - August 31st

Personnel

Lynda Klosterman reported the following changes for the 2020-2021 school year:

Mrs. Nottelmann will be moving to the Pinkird Room to teach Pre-K full days
Mrs. Feliciano will be moving to the White Bird Room to teach 3 year old full days
Mrs. Boevingloh will be moving to the Orange Bird Room to teach full day Pre-K on M/W/F and half day 3 year olds on T/Th
Mrs. Vavak will be the assistant in the two year old room M-F
Mrs. Huster will be the hallway assistant T/Th half days
Mrs. Simon will be the hallway assistant M-F full days

Hiring 2 M-F half day teachers for two and three year olds. Discussion regarding whether teachers should be degreed or certified in early childhood education. It was decided that past experience should be considered and additional training would be beneficial.

Board Officers:

Stan Burcham has agreed to continue the Chairman position for one year. Karen Papin has agreed to continue the Vice Chairman position for one year. Ken Graesser has agreed to continue as financial chairman. Monica Knobloch has agreed to continue the office of secretary.

A motion was made by Kristi Kienzler and seconded by Karen Eckert to retain current officers for 2020-2021. Motion carried.

Financial Report

Ken Graesser reviewed the following financial reports with the St. Lucas Preschool Board members:

Balance Sheets (comparing - May 31, 2020 vs. May 31, 2019)

- Checking Account – increased approx. \$35,000
- Cash - Certificates of Deposit - decreased \$25,000 (one of the CDs matured)
- Total Assets - increased approx. \$10,000
- Payroll Liabilities (Annuities Withheld, FICA and Medicare Withheld. Federal Taxes Withheld and State Taxes Withheld) increased approx. \$5,000 due to having 2 months of withholdings this year versus one month last year, payments were made to St. Lucas early in June.
- Summer Tuition Deferred decreased approx \$7,000 due to the cancelation of summer school this year.
- Total Liabilities - decreased approx. \$3,000
- St. Lucas Preschool Equity - increased approx. \$15,000
- Current Year Net Income - decreased approx. \$13,000
- Total Fund Principal - increased approx. \$13,000
- Actual Detail Comparison May 31, 2020 versus May 31, 2019
 - Paycheck Protection Program - increased approx \$37,000 which represents check received in May
 - Total Tuition - decreased approx. \$45,000 due to not holding classes for more than 2 months this year because of Covid-19
 - Total Revenue n- decreased approx. \$7,000
 - Total Teachers - increased approx. \$8,000
 - Total Salaries & Benefits - increased approx. \$4,000
 - Facilities, Utilities, Custodial decreased \$3,000 due to not holding classes in April and May
 - Capital Campaign - decreased \$5,000
 - Donation to St. Lucas - increased approx. \$10,000 (represents reimbursements to St. Lucas for the remediation costs)

- Equip/Furn - Office decrease approx. \$7,000 due to buying a new copier in the prior year
- Total Expenses - decreased approx. \$6,000
- Net Profit (Loss) - decreased approx. \$1,500 (due to Total Revenue being down \$7,300 and total expenses being down \$5,800)

Ken also reviewed the financial statements provided to St. Lucas for the Semi Annual Report. These statements included Balance Sheet, Detailed Expenses and Analysis of Revenues and Expenses. A notable item in these statements was the projected Paycheck Protection Program (PPP) revenue in the current year of \$42,544. Projected Net Income for the current year is \$21,1771, which shows the significance of the PPP revenue.

Purchase of PPE for staff and other necessary items for preschool will be ordered for the beginning of the school year. Karen Papin and Kristi Kienzler suggested the purchase of facemasks that have clear inserts so children will be able to see teacher's smiles and to aid those who may read lips due to hearing loss.

A motion was made by Ted Ball and seconded by Daren to accept the May 2020 financial reports. Motion approved.

For the Good of the Order

- Thank you to our board members for continuity during this difficult time.

A motion was made by Stan Burcham and seconded by Ken Graesser to adjourn the meeting. Motion carried. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Monica Knobloch

Monica Knobloch
Secretary

The next meeting will be Tuesday, July 14, 2020, 6:30 pm