**Official Board Minutes**

United Church of Christ (Congregational)

**November 27, 2018**

Meeting was called to order by Moderator Rachel Zielinski at 7:08 p.m. Pastor Heidi led the group in prayer. Present were:

Jennifer Barry

Ted Bickley

Kristen Clotworthy

Greg Dickson

Tom Gaumer

Jim Heinrich

Sharon Heinrich

Irene Joyce

Lori Kovatich

Pastor Heidi

Karen Morgan

Bill Schneider

Rachel Zielinski

**Minutes of the 10/23/18 meeting were** approved in a motion by Greg Dickson, seconded by Jen Barry. Motion carried.

**Treasurer’s Report as of 11/27/2018**: Balance of $4,667.46. Income will be from the collection for animals. Disbursements will be for the animals. Ted will provide the specific amounts at the next meeting. Irene Joyce moved to accept the report, seconded by Kristen Clotworthy. Motion passed.

**COMMITTEE REPORTS:**

**Adult Social Club:** More than 20 people attended Branson Country Christmas Dinner & Show and had a good time.

**Advertising/Technology Committee**: Tom Gaumer recommended purchasing an ad in the *Strongsville Post* for our Christmas Eve services. Tom will revise the ad and use a new photo of the church in winter. Bill Schneider moved to spend $180 from the Advertising budget; Kristen Clotworthy seconded. Motion carried.

**Church Treasurer/Financial Secretary**: Lori Kovatich reported that the quarterly pension payments were coming up and that in 2019, it may shift to a monthly expense. Adria Bond sent a report that we received $600 from Tom Perciak at the 200th Anniversary.  We were going to use it for something special but nothing has been done with it yet.  We have a balance in the Thanksgiving Basket account of $927.14. We received $497.00 for the Live Nativity animals.  We also received $200.00 for the calendars from Joyce Reed and $100 came from the Official Board and $100 from Cathy Hawk.  We have not yet received the balance owed us from Diaconate. Rachel Zielinski will donate the remaining $64.90. We received an anonymous donation of $1,000.  $300 was used for Walmart gift cards for needy families.  $700 is going to be used for fixing up the men's restroom off the Gathering Area. Sharon Heinrich moved to transfer the balance of the Thanksgiving Basket account after expenses to the Free Lunch for All program. Kristen Clotworthy seconded and the motion was approved.

**Diaconate:** Jennifer Barry reported that upcoming events include Blue Christmas on Sunday, December 9th at 7 p.m.; Christmas Jazz concert on Friday, December 14th at 7:30 p.m.; Children’s Christmas Pageant followed by a light lunch provided by the Diaconate with a visitor from the North on Sunday, December 16th; Christmas Eve services on Monday, December 24th at 7 p.m. and 11 p.m. and a hymn sing on December 30th. The sacristy needs to be organized.

**Dinners/Free Lunch:** Betty Craig sent a report that Turkey Dinner profit was $1,862.07; $186.20 of which will go to the Free Lunch program. More help is needed on turkey prep day for next year. Free Lunch for All will contribute to paying for the cleaning of the kitchen and pay for dishwasher supplies. Mike Clotworthy donated a bunch of Ecolab supplies from his company, plus the dishwasher has been given a clean bill of health upon inspection. Handy tip: the dishwasher must run one cycle empty before using to wash dishes. Prices for the January 19th Swiss Steak Dinner will be $14.00 for adults, $6.00 for kids 6-12, and still free for kids under 6. Free Lunch for All will not be served on the day after Christmas, December 26th.

**Fit Club:** Irene Joyce reported that they are meeting at South Park mall for their Opera field trip on December 19th. They had to get a new HDMI cable for the DVD player. Thanks to Evan Joyce for donating it. They will be on hiatus until January.

**Minister’s Report:** Rev. Heidi reported that the Thanksgiving Ecumenical Service was really well received. She will host a new member class in January. She was speaking with the Living Water Association minister, Rev. Nayiri Karjian, about our congregation’s growth. Pastor Heidi encouraged everyone to contemplate the implications of our church’s growth. She has lined up new members to light the candles for Advent. The funeral service for Doris Soucie was November 26th.

**Mission Outreach:** Judy Carte reported that Mission Outreach completed 100 comfort kits for homeless veterans, funded entirely by the congregation’s donations. Tony Koussa has volunteered to deliver the items from the Mitten Tree to the Northeast Ohio Coalition for the Homeless. The Christmas Fund offering for retired ministers will be in December.

**Music Committee:** Ingrid Dickson sent a report that Advent Music is being planned. Mike Elkins is trying out a keyboard to play instead of the piano, because of tuning and sound issues. Sharon Heinrich will play the organ in Sunday services on a regular basis to be determined. The Christmas Jazz concert is Friday evening, Dec. 14.  Tickets are $10. Help with the reception would be welcomed. This is a fundraiser for the Music Ministry, which keeps our Music program strong and high quality and saves dipping into the general fund for necessary music-related expenses. It has been determined that the piano upstairs is too much disrepair to be fixed. Rob and Linda Stepan have generously volunteered to donate a Yamaha keyboard to be used for Children's Choir practices upstairs. Chancel Choir will not sing at the Christmas Eve 7pm service. The Band and perhaps some additional singers will handle the Music for the early service. Chancel Choir with some guests and some bells will do the 11pm service. Musicians will be off on Dec. 30th with Mike Elkins handling a Hymn/carol sing with the congregation. On a puzzling and disturbing note, some of our Manhasset music stands are missing....

**Stewardship Committee:** Sharon Heinrich reported that the annual fall campaign concluded on November 11.  We continue to receive Estimate of Giving cards.  We will communicate the campaign status with a pie plate display, where the apples symbolize the cards received.

**Sunday School:** Kristen Clotworthy reported that Bibles have been ordered to give to students without one. The Christmas Pageant is underway, with a dress rehearsal on December 9th after church. Curriculum will be ordered and Pastor Heidi and Chuck will pick it up to save shipping charges. Suzi Foley and Kristen are going to work on reestablishing a youth group.

**Thrift Shop:** Karen Morgan reported that the Thrift Shop is doing well and working hard to keep up with donations. Help is greatly needed on Thursdays and on the 2nd Wednesday of each month. Thanks to Jim and Sharon Heinrich for installing new lights. Two new magnetic signs will be purchased for the Royalton Road entrance.

**Trustees:** Greg Dickson reported that an inflation percentage will be used to create the 2019 budget.   Dave Williams has volunteered to serve on the committee. The Stewardship campaign was outstanding this year. The church financial software will now utilize a cloud based platform to assist the Financial Secretary, Treasurer, and church secretary with an easier and more efficient format. The trustees voted to hire Gwen (she cleaned the Royalton Rd. House) to thoroughly clean the kitchen, Pilgrim Hall, and the Pilgrim Hall restrooms due to the heavy use of those areas.  We are under budget on our custodian. It was suggested the free lunch program may contribute to this one-time expense of $475. There are plans to upgrade the gathering area men’s restroom to a unisex restroom.  The Trustees are aware of the issues in the Pilgrim Hall women’s restroom with the rusty partition and outdated décor.  We will look at both of those areas in early 2019. A special thank you to Bill Craig who repaired a leaky toilet in the Pilgrim Hall men’s room free of charge. George Love will be our snow plow contractor for the season again. For those who park in the Pomeroy lot Sunday morning:  We will talk with Pomeroy about building a path from the kitchen sidewalk to the Pomeroy parking lot. For now, we will use the orange cone Sunday mornings for easier access to the sidewalk. A church member has asked again to enlarge and frame a photo and display it in the church somewhere. The Trustees have already voted to keep it on display in the Parlor where it is now. The Trustees will also discuss a snow cancellation policy for Sunday mornings, as well as a method for notifying people if we cancel.

**Women's Fellowship:** No report.

**OLD BUSINESS:**

The Retreat is February 15th – 17th, 2019. Cost is $70 for adults, $15 for kids 6-12, and free for kids 5 and under. Sign-up sheets will be posted.

37 families were fed with the Thanksgiving Basket program—over 200 people! Thanks to everyone who contributed and who helped pack the baskets. Unclaimed baskets, plus two fresh turkeys, were raffled off at the Free Lunch program.

662 people came through for the Open House and Live Nativity. It was rainy, but a great event. Thanks to all helpers. $922 was collected for the animals, which cost $680. Irene Joyce moved to pay $100 as a deposit for next year. Kristen Clotworthy seconded and the motion was approved.

**Nominating Committee:** Kristen Clotworthy, Sharon Heinrich, Pastor Heidi, Rachel Zielinski, and Bill Schneider will meet on Sunday, December 2nd.

**NEW BUSINESS:**

The Annual Meeting is January 27, 2019. Rachel Zielinski and Karen Morgan will be out of town. Bill Schneider will run the meeting and Sharon Heinrich will take the minutes. Rachel will line up folks to do the Pancake Breakfast. Irene Joyce moved to allot $150 for the Pancake Breakfast, seconded by Kristen Clotworthy. Motion carried.

Irene Joyce mentioned that an AA group has requested to use the church every Sunday at 2 p.m. The consensus of the board was that this was not feasible for our church.

Irene Joyce moved to accept a donation of a custom watercolor painting of the church, seconded by Greg Dickson. Motion passed.

Cleaning of the kitchen has been scheduled for December 8th.

Auditing Committee: Rachel has secured Sally Herzog to help and will enlist others. Lori Kovatich volunteered to help as well.

Bill Schneider motioned for adjournment at 8:43 p.m., seconded by Tom Gaumer. Motion carried. The next regular meeting of the Official Board will be **Tuesday, January 22, 2019, at 7:00 p.m.**  **NO MEETING IN DECEMBER.**

Irene Joyce, Secretary