

# FOUNTAIN STREET CHURCH

GOVERNING BOARD MEETING

MONDAY, OCTOBER 21, 2019

Present: Paul Arnold, Jim Ayres, Jean Bahle, Tim Creamer, Steven Depolo, Will Gallmeyer, Kathleen Delp Higgins, Win Irwin, Carol Kooistra, Katie Mitchell, Brad Miller (via phone), Kristin Mayer, Dana Munk (via phone), Amy Preston, Chip Wall.

Staff: Fred Wooden, Christopher Roe, Melissa Hoezee

Scribe: Connie Graham

Guests: Sharon Morley, Judy Botts, Gary Morley, Todd Johnson, Virginia Anzengruber, Kristen Lundeen, Bob Chapla, Geoff Kempter.

Win called to meeting to order.

## Call to Community

Kathleen Delp Higgins read a poem by John O'Donohue and Rumi called "Thresholds".

Christopher Roe mentioned that "trick or treating" will be held in the Social Hall on Sunday and he invited the FSC Governing Board table and Stewardship tables to participate in handing out treats.

## GB minutes – September 16, 2019

Amy Preston moved that minutes be approved. Tim Creamer seconded. Minutes approved.

## Search Committee

Bob Chapla gave an update. The Senior Minister job description is posted on the FSC website. He encouraged everyone to look at the profile, it gives a good image of our church's past and present. The Search Committee is a couple of weeks ahead of where they planned to be. They have started advertising with seminaries, divinity schools, and universities. They are trying to tap into alumni associations because they are looking for an experienced person. They are getting responses. The Search Committee is identifying people they think are good prospects. The Search Committee is encouraging anyone who may know of a good prospect to let them know so that they can we send a letter asking the prospect to look at the documents on the church website. The Search Committee is looking at growing congregations in the United States to see if there are any interesting prospects there. They do some research before reaching out to anyone.

The Internet is very helpful. The Search Committee votes on whether they will contact a person. This is the outreach phase. On Oct 13 the Search Committee held two town hall meetings and asked for questions that they should use in the interview phase. They received 60-90 questions. All will not be used, but the Search Committee will use the ones that are most relevant. The Search Committee will keep coming back to the congregation, but there may be less information to communicate as applicant information is confidential. They will still be hard at work. Carol Kooistra mentioned that she spoke to the new president of Meadville Lombard Theological School and he was forwarding a message to alumni.

Chip Wall asked if there was a common theme in the questions. Bob Chapla said no, but they were all of the things that they have been hearing from the congregation. Bob Chapla said they were making an effort to try to honor all of the voices.

Jean Bahle asked if there is an internal deadline or if it is more open ended. Bob Chapla said that the Search Committee would like to select the one candidate to present to the congregation by March or April.

Carol Kooistra commented that guest speakers are being lined up to cover the services after Fred Wooden leaves and asked that the Pulpit Supply Sub Committee be kept up to date as to when a candidate can be presented to the congregation.

Paul Arnold suggested that the FSC Governing Board look at the job description in case it needed to be adjusted if the job responsibilities are changed by the FSC Governing Board.

Bob Chapla said he thought the most critical point to have the job description final would be before they begin talking to candidates.

### 150<sup>th</sup> Anniversary

Todd Johnson gave an update. The grand celebration on September 15, 2019 was well received. Some people contacted the church to say they would be out of town, but that they appreciated being contacted.

The 'Catherine the Great' Concert was well attended, approximately 200 people came and we ran out of programs.

Last Saturday night was the Homecoming Dance and approximately 200 people came. People came in and out until about 9:30PM. There were people of a variety of age groups. Todd Johnson took a picture and said that these are the people who are going to be building the congregation in the future.

The 5 billboards are up (Wealthy St Bakery, Monroe N, Eastern south of Wealthy, Downtown Market, Fulton St heading towards zoo).

Todd Johnson then gave update about future events.

On November 17, 2019, Dr Gary Dorrien will speak on the future of liberal religion. The 9:30AM service will be a group discussion and the 11AM service will be a sermon. There will be a Q&A after the 11AM service and then Dr Dorrien will speak to the Senior Minister search committee.

Family Promise house number 2 is under way. It is south of Rockford and is in better shape than the first one. Skip Swanson is project manager for the Build Guild.

Sweet and Savory event is the 4<sup>th</sup> Sunday of Advent. There will be a family friendly space in the Keeler Lounge. They are thinking of a program or movie for that time. The 150 Challenge participants will be honored.

The Fountain Street Church historical marker will be erected on Thursday October 24, 2019. Todd asked the Governing Board to approve a dedication ceremony for November 24, 2019 at 1:30PM after the Annual Meeting.

Amy Preston moved that the Governing Board approve the proposal for the dedication of the Historical Marker. Tim Creamer seconded.

Win Irwin invited Tim Chester from the Michigan Historical Commission to be there. Carol Kooistra suggested that a formal letter be given to Tim Chester from FSC.

The location will be right outside the tower.

The motion passed unanimously.

#### Staff/OC report

Win Irwin informed that FSC did not get the grant for Sacred Places, although we made it to the second round. The question will be should we apply a third time? Fred Wooden said that the decision letter said that we could follow up and get advice for the next time we apply.

Win Irwin, Chip Wall, Carol Kooistra and Christopher Roe and are working on the committee to recognize Fred Wooden.

Dick Wood made a plea for suggestions for the summer series speakers.

Win Irwin said he read the entire Job description package and felt it was a good description of FSC. At this point we would have to make a change to policy and bylaws to change the job description. He said, *"let's get the best person and see what transpires."*

## Property Committee Report

Kirsten Lundeen gave an update. In collaboration with Gary Morley, the Property Committee wrote up a brief summary of what the Property Committee has done this year. The income for the year included a \$35,000 rollover from 2018 and \$120,000 allocated for 2019. Some projects have been postponed until contractors are available. The Bell Tower will require additional funds. The Property Committee decided to postpone replacing Social Hall chairs. An energy assessment was done and identified a number of upgrades that could be made. Three have been completed so far, more will be done in 2020. There was a roof leak by the trumpet organ pipes and near that leak there is a pipe chamber that needs to be repaired. There is \$60,000 remaining to work on projects. The Property Committee would like to roll some projects over to next year so that they can nibble away at the tower project.

They have been speaking with Win Irwin about what the Property Committee's specific responsibilities will be in the future. The responsibilities will be expanded, and the Property Committee will assist Melissa Hoezee with her special requests.

Carol Kooistra said that a good year ago Jack Woller had talked about adding one or two more handicapped spots in the parking lot, but it never happened. It would be very helpful if that could be done.

## Nominating Committee

The Nominating Committee includes Carol Kooistra (Chair), Chip Wall, Katie Mitchell, Pat Eaman and Judy Botts.

Three current FSC Governing Board members are up for 2<sup>nd</sup> term. Per the bylaws, at least 8 candidates should be selected; however, the Nominating Committee decided that they would not do 8, but will present 5 names and they suggest that the bylaws be changed to read "select at least five candidates". The nominations for the FSC Governing Board are Win Irwin, Chip Wall, Brad Miller, Shelley Jeffries, and Geoff Kempter. Two new members are Shelley Jeffries, and Geoff Kempter. Charlie Gallmayer has agreed to be on the FSC Foundation Board. One member is resigning from the FSC Foundation Board, Mike Wolfe, and Nancy Ayres has agreed to fulfill this congregation position. Lisa Garvey and Bob Chapla were appointed as Governing Board and Ministerial representatives.

## Oversight Committee

Dana Munk gave an update. The Oversight Committee was asked to conduct an exit interview with Jack Woller. They are waiting for a reply from him. The FSC Governing Board is on the 3<sup>rd</sup> review of proposed policy changes. Most of these changes concern the Associate Minister

position. The Oversight Committee is asking for approval from the FSC Governing Board. Dana Munk made motion to approve and Tim Creamer seconded the motion.

Carol Kooistra had a concern that *“we need to decide what an associate minister is, especially when Fred leaves. I am concerned about what Christopher’s duties are and how much will he be involved in the services as we line up speakers.”*

Paul Arnold said that so much is wrong with the policies now, because so much concerns an Executive Director. *“I don’t feel comfortable voting for policy changes when there are so many things that will still need to be changed.”*

Tim Creamer said the discussion was that we would hold off until a new Senior Minister is in place to decide on the structure.

Paul Arnold said his concern was that FSC doesn’t look like it knows what we are doing if the policies are not current.

Dana Munk said there is a certain amount of the future we can’t predict. We may not need the Executive Director position, but it isn’t hurting anything to leave it in.

Amy Preston said we don’t know if it is wrong. Carol Kooistra said we are only approving a part of the policies tonight. Fred Wooden said that the wording could be changed to say an Executive Director “may” be appointed, instead of that it “will” be.

Paul Arnold said I don’t see the point in approving them when we know that we will be changing them.

Carol Kooistra said they are not bylaws, but are policies and are guides.

Win Irwin recommended that the changes that have been made be approved and the rest be referred back to the Oversight Committee. Dana Munk said *“we know there will be future changes. My thinking is change what we can change. Because of the volume of changes, it may be easier to do it incrementally.”*

Brad Miller had a question. *“What is the urgency of passing it tonight? Could it wait and be passed in total?”*

Dana replied that it was up to the FSC Governing Board.

The motion was voted on – 6 voted to approve, 7 opposed and 1 abstained.

The changes are not approved.

Paul Arnold motioned that it be sent back to the Oversight Committee for further changes. Dana Munk said that the committee needs some guidance. Paul Arnold withdrew his motion.

Carol Kooistra moved that review of policies be delayed until the new minister is hired.

Tim Creamer said that the issue goes back to Paul Arnold's concern about having the policies in place before the new Senior Minister arrives.

Dana Munk commented that when a new person comes in, to a position of leadership, this would give the person the flexibility to lead in the manner that he/she feels appropriate.

Fred Wooden said that for a minister looking into a possible church, ambiguity can be seen as a positive or a red flag depending on the person. *"It's best to be honest with the situation and say that we need someone who will work with us to build the structure that will take us into the future. Someone who is interested in that process is the person you want to have. Being frank is healthier. That is my opinion as someone who has been interviewed by 20 churches. To change the policies now to please some unknown entity is not healthy, best to be upfront, this is not a deficit."*

Jim Ayres said these are not bylaws, they are policies, *"we could say this is how we see it."* Paul Arnold agreed, *"are we a strong Board or a weak Board?"* Tim Creamer said there is another consideration and one of the reasons we don't have an Executive Director is that we can't afford it.

Dana Munk seconded the motion.

A vote was taken on the Motion. The motion was not approved.

Carol Kooistra said, *"what are we asking the Oversight Committee to do?"* She stressed that the assignment needs to be clear. Dana Munk asked if it could be postponed until the Board could set a really specific time. Tim Creamer said the issue of the Executive Team and Executive Director would need to be addressed in the policies. Will Gallmeyer had a comment, *"there is no harm in having policies that reflect the situation that exists now. The document says there may be an Executive Director. We would just make clear that it is flexible."* Win Irwin said that the search documents do make it clear that it is flexible.

Carol Kooistra said the policies is a big document, there are a lot of pieces to address and consider. Is the assignment to review the entire policies and by when? Kristin Mayer said that we are not happy with the wording because it doesn't reflect the position that we are now in.

Win Irwin suggested that he meet with the Oversight Committee as the answer is not simple or easy, a lot of changes would need to be made and it is complicated. Then the Oversight Committee can come back with something for the FSC Governing Board to approve.

## Stewardship Committee Report

Bob Chapla reported that as of today there have been 118 pledges for \$282,165, 43% of the goal. The average is \$2,400. The first people to pledge are usually the highest pledges. There have been some challenges with the database. The problem was if a payment wasn't made on the 2019 pledge, a statement didn't go out, but the Stewardship Committee wants to contact people who pledged in previous years. Paul Arnold has been given more access to the data base. The Stewardship Committee continues to talk about meeting with small groups and they are trying to connect with these groups. This is what the pledge campaign is about and to answer any questions that people have. FSC Governing Board members will be assigned to contact folks. November 15, 2019 is the soft deadline – after that we need to start contacting them.

Chip Wall said is there a way to double check that people don't get a reminder who have made a pledge already. It has been messy in the past.

Tim Creamer said, *"let's make sure all the Board members have turned in their pledges by November 15."* Bob Chapla agreed that it is important to have 100% participation by November 15. Kristin Mayer said that even if you are enrolled in Autopay, you still need to complete a pledge card. The goal is \$650,000.

November 10, 2019 will be *Stewardship Sunday* for someone to make an announcement during the service to remind congregants to get their pledges in. Kristin Mayer said that she thought there would be more on November 10, 2019, people of different generations, etc. Paul Arnold replied that could be done and they would need to meet on that. Melissa Hoezee said she and Paul Arnold are meeting on Thursday to brainstorm and she will help with the database.

Paul Arnold said he would like to see the Board not to just send out cards, but to call them and thank them, to ask what their ideas are to build a stronger community, *"you could leave a voice mail or an email message if can't reach the people"*. He said he would be assigned 10 people to call to each Board member. Just to thank people. Paul Arnold also said that the Stewardship Committee has been meeting with different groups. Paul Arnold said that he spoke to people at the dance, but he was not sure how effective it was to speak to people at events. Christopher Roe is carrying pledge cards to Fountain Off Fountain events. Another idea was to have coffee and small receptions at people's homes to invite people who haven't pledged.

Kristin Mayer agreed to help with Stewardship Sunday and said, *"we have not yet determined what we want to do. One idea is a luncheon on the 10<sup>th</sup> and volunteers would be needed from the Board. It would be for everyone in the congregation. More details will come out this week. At the Annual Meeting we want a presence there to speak about the pledges and where we are. In January, we will have list of those who haven't pledge for the Board to contact."*

## Financials

Tim Creamer gave the report. September ended with a deficit over \$100,000, obviously this is not good. Things are expected to be better by end of the year. Projection for uncommitted cash on hand is \$60,000 in the red. Would like to see it get to zero. There is not enough revenue to support our expenses. Tim Creamer moved to accept September financial report. The motion was approved.

Tim Creamer spoke about the budget. *"We are early in the process. We need a budget in November to be approved for Annual Meeting. Revenue figures are based on this year's actual. We don't want to inflate revenue expectations. We are budgeting a \$40,000 surplus to rebuild cash reserves and \$5,000 to pay back towards the Foundation. It is a small figure, but it shows good faith and is an important first step. Most versions of the budget have \$2,000 for adult education, we want to rebuild this program. Retirement was cut last year from 10% to 5%. We are looking at possibly reducing more positions to ¾ time and what insurance would cost for people that are at ¾ time. The variable cost is staff. We have very loyal people. We have to consider all options. Nothing is set in stone. We are determined not to base our budget on unrealistic expectations. After allocations of proposed budgets show in the red, I wanted to show where we are at and what we are considering."*

Jean Bahle asked if event revenue was based on past year. Tim Creamer said yes and the figures are net of expenses, which wasn't done in the past. If revenue comes in higher, we need to replenish uncommitted cash. What is not reflected is any property expenditures that are paid through the Foundation. The current year's operating expenses that were charged to the Foundation go back to the General Fund. Carol Kooistra had a question about expenditures for music. Tim Creamer replied that the amount would be smaller next year than the music expenditure in the past. Carol Kooistra agreed to give Tim Creamer a proposal for music expenditures. In November the budget will be presented to the FSC Governing Board for approval and will be presented to the members at the Annual Meeting.

Chip Wall asked if there is any increase or decrease in the pledges so far? Melissa Hoezee provided the statistics: 31% have increased pledge amount, 9% decreased, 55% remained the same. There are 5 new pledges this year.

Win Irwin said this budget does not anticipate any additional support from the Foundation. Maybe we have to accept as a Governing Board that this is a smaller church and we have to decide what that looks like. Tim Creamer said that last year was the first time we took the budget from the Annual Meeting and it was not revised in January. There is no policy that we can't pass a budget in the red, but we don't have the funds to do that, we are not flush with reserve

### Communications Committee

Chip Wall said the Communications Committee and other committees are working on their Chart of Work.

### New Business

There was no new business

Motion to adjourn was made by Tim Creamer.

Motion Passed.

Meeting adjourned at 9:00PM.