

**Peace Church Coordinating Council Minutes**  
**September 20, 2022**  
**6:30 p.m. In person and Zoom**

**Mission statement-**

Our **vision** is to be an accessible, open and affirming community growing in Christian faith, committed to **peace** and **justice**, and reaching out in **healing love** to all of creation, including all people, respecting and valuing the **diversity** of people's sexual orientation, race, culture, gender, age, opinions, and physical and mental abilities.

Present: Joan Peterson, Moderator; Jessica Olson, Vice Moderator; Tom Hystead, Past Moderator; Dick Goese, Treasurer; Diane Swanoski, Secretary; Geof Witrack, Stewardship Chair; Susan Larson Kidd, Spiritual Life Chair; Penny Cragun, Education Chair, Monica Liddle, Acting for Justice Chair, Melissa Boyle, At Large Member; Stephen Dando, At Large Member, Susan Goltz, At Large Member; Nathan Langer, At Large Member, Rev. Jim Mitulski, Interim Minister; Charlotte Frantz, Interim Pastoral Associate, Nathan Holst, Faith Formation Minister

Call to Order 6:00 p.m.

Devotion by Susan Larson Kidd - A metta meditation *Loving Kindness* in the Buddhist tradition.

Agenda Changes: Additions to agenda include:

- Talk about the possible use of an employment agency for the office administrator position
- Discuss using Downtown Computer for IT management..
- Request to respond to 150th Anniversary invitation.

**Consent Agenda vote** - Consent Agenda includes:

- Minutes of August 16 Coordinating Council meeting.
- Committee reports (Spiritual Life, Christian Education, Social Justice Hub, Property/Stewardship)
- Standing Committee Reports- HR and Finance Reports
- Written Reports from Pastor Charlotte Frantz and Nathan Holst
- Report from 150<sup>th</sup> committee

Updates to consent agenda -

- Correction to August minutes - Susan Goltz was not in attendance.
- From Tech Report - There is a necessity to establish a process for tech support needs and notification.
- From the Treasurer - The financial balance sheet shows a balance in the checking account, however that includes the final \$40,000 from the gifted money.
- From Nathan Holst's Report - Patricia Benson at St. Paul Episcopal Church has offered to help distribute Gabriel Fund food and gas cards, in addition to discretionary funds, for the next few months.

- From the HR report - A correction that Nancy Nelson will be retiring on September 30th. Recognition of her service includes a luncheon for staff under the tent. The congregation is invited to send in cards for her and emails can be sent via Charlotte's email.
- Finance committee update regarding review of our financial policy and procedure - Tom Hystead has asked Tom Curran and Jen Smith to do an audit of our financial policy and procedure mid-late November.
- From Dick Goese, Treasurer - The CD's we owned have been redeemed and are now in higher interest bearing accounts.

It is moved by Tom Hysted and seconded by Nathan Langer to accept the consent agenda as updated. The Consent Agenda is unanimously approved as updated.

#### **Pastor Jim's report -**

- It has been a busy time and he is trying to keep up with it.
- Beginning September 12th we are back to regular Fall schedule and programming..
- There was open conversation after worship on Sunday about Elise's termination, which about a dozen folks attended.
- The Council retreats were great.
- Pastor Jim will be gone Thursday thru Sunday to attend the funeral of a friend.
- Pastor Jim had conversations with David Hogg about the 150th Anniversary Celebration. David Hogg has requested extra security. We have two police officers hired.

#### **Old Business -**

- **Aurora Borealis Day Care update-** Tom Hystead
  - A summary of the current Daycare situation is in the Council folder.
  - The Daycare is officially closed.
  - A task force will meet to discuss options and how to proceed with the daycare space, including space/tenant options and valuation. The task force is made up of Diane Swanoski, Susan Goltz, Monica Liddle, and Susan Larson Kidd.
  - The daycare space will be thoroughly cleaned by Dan Shepard, Custodian.
- **Transition Team and Holy Cow survey-** Jessica Olson
  - There have been 95 responses to the survey so far.
  - The Transition Team requests assistance from Council members in calling people. Jessica will forward the google doc of names and the script to Council members.
  - The Team will discuss where to turn in hard copies.
- **Roof repairs and sealing parking lot -** Jessica Olson
  - Matt Ryan will contact Jamar Company about roof repairs (we have a contract with them for annual roof checks.) The estimated cost is \$1,200. They are working to determine what is causing the leak (and ceiling tile staining) in the classroom next to the conference room.
  - The entire roof should be replaced within the next five years.
  - The parking lots are both due for seal coating. The estimated cost is \$4,000-\$5,000 for the upper lot alone. The seal coating will be postponed until 2023.
- **Pastor Jim's contract extension -**

- Pastor Jim has a contract extension for three months, and monthly thereafter.
- He requested an increase of \$220 per month due to the increase of his rent.

## **New Business-**

- **Vote on serving beer at the Oct. 8th Anniversary dinner -**
  - It is moved by Dick Goese and seconded by Nathan Langer that we serve beer at the 150th Anniversary dinner. The motion is unanimously approved.
- **Executive Committee voted to approve hiring of employment lawyer-**
  - A motion was made by Tom Hystead at a meeting of the Executive Committee that "Peace Church retain Don Erickson as legal counsel for our current employment issues". The motion was unanimously approved by the Executive Committee.
- **Discussion of having topic specific meeting once per month via Zoom-**
  - The Coordinating Council will meet by Room and Zoom on Oct. 11th @ 6:30. This will be in addition to our regular meeting the third Tuesday of each month and will be topic specific and not to discuss Council business.
  - Stacy Johnston, HR Specialist is available for the Tuesday, October 11th meeting.
  - We will postpone the UCC Fund talk/speaker until the November topic specific meeting.
- **Looking for members for HR, Finance, Property and Vice Treasurer-**
  - Dick Goese is resigning as Treasurer as of January 1st, 2023.
  - There will be further discussion at the October meeting.
- **Stewardship Team assistance -**
  - Geof Witrak, Stewardship Chair, asks the Council if we can ask Janelle Kohls about timeline\order details for the Stewardship Campaign. Geof will contact her to see if she is able to help.
- **Office spaces-**
  - Discussion tabled until next meeting.
- **Hiring of Tim Peters for temporary employment-**
  - Tim Peters will work up to eight hours a week on building scheduling and set-up.
- **Council volunteers for Oct. 1<sup>st</sup> and Oct. 8th for Anniversary Celebration.**
  - All Council members are asked to consider volunteering for both of the 150th Anniversary events.
- **Search Committee-**
  - We are ready to take nominations for the Search Committee.
  - Cindy Mueller, UCC Conference minister, suggests that the Council may want to appoint the chair of the Committee.
  - It will be announced that we are looking for search committee members. Current Peace members may nominate someone or self nominate. All those interested will complete and submit an application that Jessica Olson has updated and will be made available as a google doc. Applications will be due by October 14th.
  - Council members are asked to share names of people they think would be a good fit for the Committee. Jessica Olson will forward a google doc to Council members.
- **Proposal for an employment agency -**
  - Joan Peterson asks on behalf of the HR Committee that we consider using a temp employment agency to fill the office staff position if there is not a qualified application within the next couple of weeks.

- The cost for a temp through an agency is higher than for a permanent employee, however, the agency pays insurance and benefits.
- There is an opportunity to see if a temp is a good fit for us before having the option of hiring them as a permanent employee.
- Jessica Olson makes a motion to use a temp agency if a candidate for the office position is not hired before Nancy Nelson leaves. The motion is seconded by Monica Liddle and unanimously passes.
- **Computer agency**
  - The Tech Team is working with Downtown Computer to create more technology access to other church offices.
  - Downtown Computer will extend our phone system (and thereby technology access) at a cost of \$3,400.
  - Downtown Computer is willing to manage our technology at an estimated initial cost of \$3,000+ and a monthly fee of \$439 per month.
  - Computer agency discussion will continue in Executive session

Next topic specific meeting on October 11 @ 6:30 by Zoom and Room

Next regular Council meeting on October 18 @ 6:30 by Zoom and Room. Devotion by Penny Cragun

Adjournment - Move to Executive session at 8:30 p.m.

Respectfully submitted,  
Diane Swanoski, Secretary