

St. Mark United Methodist Church

Church Council Meeting Minutes

Date: April 23, 2023 **Time:** 12:30 pm **Location:** Room 111

In attendance:

1. Amber Stewart
2. Pastor Carolyn Stephens
3. Karen Hannula
4. Mark Wood
5. Joel Black
6. Kathy Fazenbaker
7. Lilly Berrios
8. Lee Edwards
9. Eric Steverson
10. Deana Hilton
11. Noey Barrera
12. Belva White
13. Robert Gilleo
14. Greg Washington
15. Mary Abbott Waite – online
- 16.

- The **April 2023** meeting of the **Church Council** was held in person in Room 111 on April 23, 2023. Amber Stewart, President of the Church Council, Presided.
- The meeting was Called to Order at 12:34 by **Amber Stewart**.
- **Pastor Carolyn Stephens** led the council in prayer.

Amber Stewart proposed that the minutes from the February 12, 2023 Church Council meeting not be approved as they were not complete. Amber will send out the minutes once Eric has the transcript from the recording from Johnny.

REPORTS

Connectivity/Hospitality

- No Report – Refer to meeting packet distributed prior to the April 2023 meeting in the meeting packet. [Link to Report](#)
- Be prepared to recruit parking deck ambassadors.
- Social media ideas.
- Mark Wood inquired about the active shooter training, and could we get information about it?

- Can we discuss more and provide an instructional video and provide guidance on how to proceed during an emergency and how to exit the building.

Solidarity

- No Report

Wiggins Task Force

- Confirming access to the internet.
- Door locks
- Final cleaning
- Have the agreement.
- Reasonable goal to be open by June 1, 2023

Ministries

- June 4- 8 Hinton Retreat
- Elliott-Earby's to host youth trip
- Next Summer – Puerto Rico Youth Mission Trip
- September 17 – Jess will be on maternity leave.
- Youth Budget – it's tight.
 - Jess shared with Joel several weeks ago, inflation has hurt everything everywhere, including in missional space.
 - In 2019, when we took the young people to Hinton, it was \$195. A kid is \$395 per kid. This year, I am anticipating that I will be scholarshiping at least 50% of the kids that are to go.
 - And the other financial hiccup is that we never received a final billing statement from our 2022 trip to Hinton. And so \$2,900 of the youth ministry mission budget from this year has already been spent. That should have been accounted for until last year's finances, but the books were already closed.
 - Right now, twelve of us are signed up, but I'm anticipating that we'll have several more.

Treasurer's Report

- Mark Wood reported:
 - On the financials we are showing a \$17,000 or so year to date deficit. But that's not a cause for concern at this point. We've just deferred taking some of our additional sources of revenue into the budget at this point. Trust fund money and funds from the interest earned on the Juniper Street sales proceed to the extent we don't need that cash right away. It's best to leave them where they are because they're earning interest and dividends and gains and so forth. And so, we'll just monitor that as.
 - I mentioned this in the notes, and I think we have a discussion item on a position to be created. Will be discussed in Executive session.

Trustees

- Belva White reported:
 - Refer to report in the meeting packet.
 - [Link to report](#)
 - Parking deck – final inspection this week.
 - Lengthy Discussion ensued. Refer to meeting transcript: [HERE](#)
 - Capture ideas and send them to Belva.
 - Expect an E-vote to move the contract agreement along quicker.
 - Wiggins House – possible to assign the parking spaces under the education building to the people that live in Wiggins House.
 - Wiggins House agreement – draft is in the materials in the meeting packet.
 - Language about gender needs to be modified.

MOTION:

To accept the contract for Wiggins House as given to us in the documentation for the meeting – Belva White submitted.

- **Karen Hannula** seconded.
 - Motion is passed and we accept the contract as provided in the meeting documentation.
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- MOU with Streetlights
 - Lengthy discussion ensued. Refer to meeting transcript: [HERE](#)

MOTION:

- Spend within our budget of \$1500 for the environmental assessment of the area on the second floor in order for the MU with Streetlights to proceed as they have written.
 - Motion passed unanimously.

MOTION:

- If the environmental assessment comes back showing negative for asbestos we as the council are OK with the purchase of the materials the LVT tiles so it's called just the LVT flooring for a budget of \$15,000 is that it about 15 K just for the materials and Street Lights will provide the labor in order to install that so this is not part of the punch list the closeout that's separate so we can make sure any other items are addressed in that but this is just to replace that flooring for room 202 and the areas highlighted in this this outline.

REVISED MOTION:

- Motion is to approve the \$20,000 purchase if the assessment comes back and allows us to proceed with the MOA.
 - Noey Barrera seconded.
 - Motion passed unanimously.
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- Project Liaison – John Hannula will be project liaison for Saint Mark.
 - Project List Roadmap – need volunteers to take on projects.

Endurability

- Roof on the gym was completed.
- Exterior of Sanctuary – all walls need help.
 - North wall –
 - South wall – showing signs of deterioration.

- Parking Connector Bridge
 - Room 202 Exterior door.
 - Bell tower
 - Refer to the meeting packet: [HERE](#)
- **MOTION:**
 - The Endurability Committee recommends that the December, 2022 approval for the North Elevation (5thStreet) construction be amended to define the scope as the upper portion of the wall. The amounts in the original approval are not amended.
 - Greg Washington seconded.
 - Motion passed unanimously.

MOTION:

Belva White made the following motion:

- Request the church council approve a budget of 6029 for Atlanta Access Controls as part of the parking connector project. The use of any contingency budget will be disclosed to the church council as part of the project close out if the parking funds have excess funds available. After separate parking contracts and security investments are completed, this fund should reimburse the Juniper Property Sale Proceeds fund to offset the parking connector costs incurred for the Lusk and Atlanta access-controlled work. And then there's a little table showing all the costs altogether. Roof on sanctuary – possibly using a firm to acquire insurance.
 - Noey Barrera seconded the motion.
 - Motion passed unanimously.

Robert Gilleo reported on a gift from a former family who were long time members of Saint Mark.

- The family owns a roofing company. Lawrence McCullough.
- Would do an initial setup. Wind damage assessment completed.
- Insurance claim. \$5000 deductible.

SPR

- **Job Descriptions**
 - Administrative Assistant Position
 - Communications Manager job descriptions

Motion Approved:

Church Council unanimously approved the motion made by Belva White and seconded it by Karen Hannula to move **forward with a review led by Skyfall Roofing and Restoration to negotiate with our insurance company to determine the insurance allowance to replace the sanctuary roof.**

Additional Information:

The Endurability Committee would like Williamson and Associates to review the products suggested if the funding gets approved to ensure proper coordination is in place.

Housekeeping Item from Karen Hannula:

- There's lumber and other items in storage areas in the church that we might be able to sell on Craigslist. Do we need authorization to market it and whatever is sold put the money in the budget for Fine Arts. Discussion occurred and the outcome is to check with Jon Easter to see what can or cannot be sold and to get sign-off from him. No one was assigned to follow-up.

MOVED TO EXECUTIVE