**Attendance**: Steve Long -Vice-Moderator, Pastor Mary Meadows, Deacon Jennifer Vasquez, LeeAnn Henry (Chancel), Sue Crescitelli (Outreach), Jane Ransom (for Membership), Kelli Michael (Fellowship), Connor Kleinschmidt (Youth), John Brenner (Stewardship), Pete Hildebrandt (Diaconate), Irland Tashima (for Trustees)

**Absent:** Jeff Finch - Moderator, Pastor Vern Swett, Ruthann Finch (Health Ministries); Chris Durand (Trustees), Jason Strasser, Treasurer, Gretchen Weston (Personnel), Vicki Stroll - Clerk, Carl Weaver – Auditor

**Opening Prayer** – Pastor Mary Meadows shared an opening prayer at 6:03pm.

**1. Approval of the February 14, 2022, meeting minutes**: Motion made by Sue Crescitelli to accept the January meeting minutes, seconded by John Brenner. Motion approved unanimously.

**2. Review February 2022 Financial report:** Jason Strasser presented the February Financial Summary. The strong start to the year has continued with income at $17,000 over budget. Surplus net operating at just over $30,000 for 2022. Jason will be talking to Christy concerning the higher than budgeted pledged giving receipts.

**a.** John Brenner asked if Stewardship could have a breakdown of pledged v non-pledged income when it comes time to look at next year’s budget. Jason said Christy is looking for a way to do this with the new database, Breeze.

**b.** Jane Ransom asked about the bookkeeping for designated offering funds. Jason noted that Christy usually tracks reserve on a spreadsheet. Jane specifically asked concerning LPGA funds, which Jason reported transferred to the Chidester Lecture fund. Jason will follow-up with Christy to make sure this tracking is included in future reporting.

**3. Personnel update:** Steve Long reported that the new hire will begin in early April and there are conversations regarding how to recognize Diane for her 10 months of service. Next on Personnel’s agenda is the personnel policy. Pastor Mary noted personnel gave her the go ahead to look for a new nursery attendant. She hopes to accomplish this through family contacts. Currently, there are two volunteers on-call each Sunday should the nursery be needed.

**4. Covid committee update:** No updates except to say that it has moved to a monthly meeting.

**5. April 2, 2022 - Board & Committee Planning Event reminder and expected outcomes:** Pete Hildebrandt reports that the Diaconate Board will meet one more time for final preparations for the meeting. Pete shared that expected outcomes of this event is the hope that boards and committees feel less isolated in what each is doing, an understanding of how the activities of each Board are in-line with the mission of the church. Pete also hopes that by listening to each other and learning about what each Board or Committee does will create opportunities for partnering. Steve Long noted there is also hope that it will look at overlap between the Boards and Committee. Pete stated Diaconate hopes this develops organically, noting the Diaconate does not want committees to feel redundant.

**6. Bi-Annual review of By-Laws:** Steve Long reported the Committee has formed but there has been no action as yet. John Brenner asked if there was a problem with the Bylaws. Steve noted no specific problem and that the primary job of the committee is to perform the required biannual review. There has been mention of simplifying the Bylaws to only what is legally required but there is no real movement to simplify. The goal of the Committee is to review and see what comes of that review. Steve noted that Membership Board, for example, is interested in how we define membership. Deacon Jennifer noted that Social Justice would also like some input, noting the need for a racial audit and a more general diversity and inclusion audit of the church’s founding documents and procedures, including the bylaws.

**7. Board and Committee “Lightning Round”**

**Membership:** Jane shared that Kate Russell is working on a new membership card to obtain information from new members. Jane noted that there has been a steady stream of visitors. Jane also noted that the new Breeze platform will address the need for a pictorial directory without having to print one. Deacon Jennifer noted that we will be moving forward with this once Bridget is onboard as the new administrator, as Breeze does allow individuals to create individual accounts to update information and upload photos. There will, of course, be options for people who do not wish to create an account or do not have access to the technology. Bridget will also be helping with creating a spreadsheet in google share so that persons who help monitor new members will be able to see the information and update if new members are contacted.

LeeAnn asked regarding whether the elimination of the Ritual of Fellowship pad will affect our ability to monitor attendance (and follow up with people who have not attended recently).

* Deacon Jennifer noted that the Ritual of Fellowship pad is already not capturing our active participants since, while we know total number of those streaming the worship service, we don’t know the identity of those attending. Further, given the digital availability, people are engaging with churches in different ways – unbundling the services. This brings back why Membership Board believes we need to look at how we define membership.
* Steve Long noted that the idea of the card is to capture more information and should be more helpful than the Ritual of Fellowship.
* John Brenner noted we are aware of pledging units, but again, this is not indicative of membership.
* Pete Hildebrand reinforced the need to look at our definition.
* Steve Long affirmed there is a lot of work in addressing this.

**Social Justice:** Deacon Jennifer reports that the Committee has formed several action teams and the monthly meeting will rotate between reports of action teams and a focus on spiritual practice. Several action teams have formed and there is a current look at seeing if there is interest in reactivating the LGBT (Rainbow) team.

**Outreach**: Sue Crescitelli reported that the:

* Lenten offering will go to Grace Community. Offerings can be made online (with dropdown box including an option to designate Lenten offering) or by check.
* Board voted to donate $2500 to the UCC’s Ukraine Relief fund
* Board committed to three days (@$1500/day) for the Habitat Faith Build this summer
* Board is exploring whether to host a food packing event with neighborhood churches; Christ Presbyterian, which has hosted this event in the past, is not sure if it will continue.

**Faith Formation:** Mary Meadows reported that the next upcoming events for Faith Formation/Growing Forward in Faith (overlapping with other Boards) include the Easter Vigil (on the Eve of Easter). This service will present stories of the faith in different ways. For example, the youth are helping to create a Creation Liturgy, which will tell the story of creation with visual images. There will be a call to the congregation to share photos to be used for this. There is the Storytelling Event on May 1, and a multifaith program on Thursdays in June, which will have various faith traditions exploring one theme, such as Peace. Each program will including dinner and a program. Sylvania UCC will host one night as the “Christian” faith tradition.

**Health Ministries:** Ruthann Finch submitted a report, shared by Steve Long, that indicated the first Care and Share program is one for Deep Listening on March 19. Health Ministries also thanks those who provided meals to the Bowers family.

**Trustees**: Irland Tashima noted that there is nothing new to report as Trustees has not met.

**Diaconate:** Pete Hildebrandt reported nothing additional to report beyond the April 2 event discussed earlier.

**Nominating Committee:** Steve Long offered a quick reminder that recommendations for Board chairs and members should be sent to Nominating Committee (via RuthAnn Finch).

**Youth:** Connor Kleinschmidt reported that the youth are continuing with alternating Confirmation with Youth in regular meetings as well as looking for opportunities to gather together. Pastor Mary noted that there were 10 youth helping with the movie event on March 1. Deacon Jennifer noted that the Green Team (which was meeting just before Cabinet) will be asking for help from youth to host a movie event on Youth v. Gov. (a documentary on the youth who filed suit against the government for not responding to climate change). Connor expressed his own interest in this event and confirmed youth would be willing to assist.

**Congregational Life:** Kelly Michael reported that Congregational Life

* Has restarted coffee hour after worship, and has host sign-ups completed through June
* Is working on the Palm Sunday “brunch,” which will take place after worship on Palm Sunday. There is a sign up genius on the website (and link in the Weekly Update).
* Is planning on scheduling a cooking session with Rebecca Swett.
* Has a white board on the freezer to list supplies needed for the kitchen. Will be asking Bruce Glover to keep the general supplies stocked.

**Chancel:** LeeAnn Henry reported that the Board has been filling usher spots for the extra services. She did note that the pews need some cleaning as she noticed that some still have wax drops from the Christmas Eve service. Pastor Mary noted we will need vigil candles for the Easter Vigil and she will get in touch with Chancel about this. Pastor Mary asked about whether the candles on the altar have been addressed but LeeAnn said that this has not been addressed as a Board.

**Stewardship:** No report.

**NEW:** Deacon Jennifer also added as an update to Social Justice/FaithFormation/ Fellowship. A group of Turkish women have offered to host an Iftar for us. It is part of their tradition to provide a meal for Christian neighbors when breaking the fast during Ramadan. (Ramadan is April 2-May 1). This will be Saturday, April 9, 2022. There will be a program from 7-8 and then the meal after sunset (probably around 8:15).

**8. Trustees update**

**a. PIN access:** This issue will be addressed by Trustees. It is a matter of deciding who has access during Stepping Stone hours. Currently, not all staff has PIN access. If Stepping Stones preschool does not continue, this may change who has access during the day. There is a question of who should deal with PIN issues in future. This may be something the new administrator can monitor.

**b. Stepping Stones update:** There is no new news on whether Tammy Graves has found a buyer for the school. The Church will continue to support her in her efforts to find a replacement preschool upon her retirement, as landlord.

**c. Grubby Sunday:** Deacon Jennifer asked about a Grubby Sunday. Irland says there is hopes of having this soon. Will let us know.

**9. IT systems upgrade status and timing**:

Pastor Mary noted still working on infrastructure (such as wireless routing) with Bruce Myer. He has proposals and is on Trustees, so hopefully this will be addressed soon. Pete noted that if there is need for a “5G hotspot,” (there was difficulty with the internet Sunday), one can be checked out from the library for 3 weeks as part of a new grant.

On the software side, email has now been migrated and Microsoft 365 for non-profits is on use.

Deacon Jennifer reported that we have had a soft launch of the new Website. We are in the transition and much of the information needs updating. Steve Long noted that the website is more mobile friendly. If there are suggestions concerning navigation and the like, please send suggestions to Jennifer.

**10. Old Business**

**a. Updating Policy and Procedures manual status:** No recent action.

**b. Financial procedures update workgroup –** No recent action.

**11. Closing Prayer:**  Closing prayer provided by Deacon Jennifer

**12. Adjourn** Meeting Adjourned at 7:03pm.

**NOTE: Midyear meeting scheduled for June 26th following worship, where slate of officers will be presented.**

**Next Cabinet Meeting will be held April 11, 2022 at 6:00pm**

Minutes respectfully submitted by Mary Meadows for Vicki Stroll, Clerk.