

## August 19, 2020 MC Meeting Minutes

### Call to Order

Father Charles called the meeting to order at 5:32 pm and opened in prayer.

### Prayer Requests

- Margot Smith
- Donna Andreo

### Members Present

Jim Lawler, Sandy Rains, Rob Martin, Cathy Cook, Donna Andreo, Karin Mauldin, Hugh Wilson, and John Phillips, Pat Brandon. Also in attendance: Father Charles Smith, Deborah Carlson, and Michael Senterfeit.

### Thank You Note Reminders

Father Charles reminded the council to continue to send thank you notes to parishioners.

### MC parishioner call Reminder

Father Charles also reminded the council to make phone calls to parishioners.

### Appointment of MC Members to serve until the Annual Meeting

Deborah Carlson, Michael Senterfeit

Donna Andreo made a motion to approve the appointment of Deborah Carlson and Michael Senterfeit until the Annual Meeting. Jim Lawler seconded the motion. **Approved** - with no opposition.

### Approval of submitted minutes and reports

Jim Lawler made a motion to approve the minutes and reports. Karin Mauldin seconded the motion. This was followed by an explanation of the financial report and cash flow report by John Phillips. The minutes were approved with one correction. The financial reports were approved as written. **Approved** - with no opposition.

### Recommendation from the Executive Committee

Cathy Cook made a motion to accept the recommendation from the Executive Committee and Donna Andreo seconded the motion. There was a lengthy discussion and it was decided to table the discussion until the MC could meet further to discuss this recommendation.

### By-Laws Review Underway by EDUSC

Father Charles reported that the EDUSC is in the process of reviewing our church's by-laws.

### HVAC Engineer Update

Jim Lawler gave an update on the HVAC engineer's findings. He stated that our filtration system and air flow system could be improved with some minor adjustments. The blowers are ok at this time. Jim will get back with us about making a few adjustments to these systems.

### **Approval of Updated ELC Parent Handbook**

Michael Senterfeit made a motion to approve the updated ELC Parent Handbook and Cathy Cook seconded the motion. The group discussed the updates and it was decided that the handbook could be approved with two changes. One change would be to add that the priest needs to be contacted when there is an emergency. Secondly, if the priest is unavailable, then the Senior Warden, Junior Warden, or the Mission Council liaison would be contacted. **Approved** - with no opposition

### **Update on Return to In Person Worship (August 23, 2020)**

Father Charles reported that a live streaming service would be shown at 10:30 on Facebook, Youtube, and then linked to email for those that aren't able to join us at the 8:30 outside church service this Sunday.

### **2019 Financial Audit Status Update**

John Phillips reported that the Hobbs Group will be doing some field work in September and will issue a report some time in October. The EDUSC and CFO were contacted and they agreed to the report being turned in late.

### **Finance Committee Recommendations**

- John Phillips reported that the July 2020 EDUSC Pledge was recommended to be paid, and each month through December. Cathy Cook made a motion to approve this recommendation and Karin Mauldin seconded the motion. **Approved** - with no opposition.
- **COVID-19 DSS Mandated Closure planning for ELC - MC should review if an issue arises**  
For example, should tuition be collected if the ELC closes because of COVID-19? Should employees be paid during the closure as well. MC would need to be available to meet if ELC needs to close.
- **ELC Budget Increase**  
There is an added expense for carpool coverage, and tuition needs to be increased so teachers may get a salary increase (labor costs are rising).

### **Treasurer Search Status Update**

John Phillips reported that he has talked to three people but none have worked out for the treasurer's position. The finance committee is taking care of the treasurer's duties at this time (mainly John).

### **2021 Stewardship Drive Update**

Draft letter and pledge card is in Dropbox.

### **PPP Loan Forgiveness Update**

John Phillips reported that the PPP loan has been spent, and our time is up for use of this loan. We spent \$113,000 and may have to pay back \$17,000. It's still unknown when the money will need to be paid back.

### **Adjournment**

Cathy Cook made a motion to adjourn the meeting and Karin Mauldin seconded the motion. All members were in favor. Father Charles ended the meeting in prayer. The meeting ended at 7:27 pm.

Respectfully submitted,

Deborah Carlson, Clerk