

## Mission Council Meeting Minutes for July 29, 2020

### Call to Order

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

### Prayer Requests

- Melinda Evans
- Repose of the soul of Brent Vanover
- Wanda Cook
- Pat Brandon

### Members Present

Jim Lawler, Sandy Rains, Rob Martin, Cathy Cook, Donna Andreo, Karin Mauldin, Hugh Wilson, and John Phillips. Pat Brandon and Hank Gaddis were absent. Also in attendance: Father Charles Smith, Deborah Carlson, and Helen Kline.

### ELC School Aged Children's Program

John Phillips made a motion and Cathy Cook seconded the motion to allow Helen Kline to attend the meeting to discuss the ELC's new children's program. All members present **approved** this motion.

Cathy Cook made a motion to approve the ELC School Aged Children's Program and Donna Andreo seconded the motion. A discussion was opened and Helen referred everyone to her email, and explained what the program entailed (see email and/or document in Dropbox). She stated that she would like to provide a virtual classroom in Sturtevant Hall for 16 school aged students. Father Charles asked if there were any more questions. The group discussed the need for this program. All MC members present **approved** this motion.

Jim Lawler reported that he contacted the company that put in the HVAC system, but they do not have COVID guidelines to follow to see if our ventilation system is COVID ready.

### Approval of Submitted Minutes and Reports

Cathy Cook made a motion to table the approval of the minutes due to some members not being able to read the minutes before the meeting. An approval will be made by email.

Next, Sandy Rains made a motion to approve the financial statements and Donna Andreo seconded the motion. John Phillips explained the statements and answered questions about how the church stands as of July and gave projections for August. The motion was **approved** by all members present.

John Phillips reminded the committee about the Diocesan pledge. The church is one month behind in our payments. Cathy Cook made a motion to pay this pledge in the amount of \$1,750 (one-month payment). Donna Andreo seconded the motion. The motion was **approved** by all members present.

Donna Andreo reported that she would check-in with the Burton Pack Elementary School counselor to see what the present need is for our backpack program. Father Charles, Donna Andreo, and Sandy Rains will meet to discuss further stewardship.

### **Presentation of Plan for Resumption of In-Person Worship**

Father Charles reported that we are still in Phase One so the target date for outside worship is August 23, 2020. Sandy Rains made a motion to purchase the equipment needed for broadcast of church services and other activities for the resumption of in-person worship through the Endowment Fund and software through operations. Donna Andreo seconded the motion. Sandy explained what the committee (see document in dropbox) decided that approximately \$6,000 would be needed to purchase a 13" Macbook, Camera, and other equipment. Also, approximately \$660 is needed for software for the equipment. The group discussed this plan and asked several questions. Cathy Cook made a motion to table the approval so that everyone had a chance to review the submitted document. Cathy requested the approval be made through email by Friday. John Phillips will send out the email.

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

The church financial audit is due September 1, 2020. John Phillips reported that the audit might need to be delayed. He stated that it costs \$7,500 for this audit, which could come from the Reserve Fund. Father Charles asked that John Phillips and Jim Lawler write to the Diocese to let them know about the delay and ask for an extension. John Phillips suggested that he talk to the CFO first before contacting the Diocese.

### **2021 Stewardship Drive Update**

Hugh Wilson and Father Charles met to discuss stewardship for 2021. Hugh reported that a mailing could be sent out this year due to the virus (COVID) since we can't all meet in person. A draft letter will be ready in two weeks for the mission council to review. Father Charles stated that handwritten notes on each letter would be a nice touch since we can't deliver these in person.

### **PPP Loan Forgiveness Update**

John Phillips reported that the church will need to apply for reimbursement of this loan. The bank will review and then it will be sent to the small business bureau for further review. There is not deadline for applying for this reimbursement.

### **Device Needed for Vicar**

Father Charles needs a laptop. He has been using his personal device, and it is being fixed. He suggested that he could use the laptop that needs to be purchased for broadcast of church services and other activities.

### **MC Member Concerns**

- Sandy Rains asked if Jim and Charles could ask the Diocese if there is a database of vendors concerning the HVAC issues. Father Charles stated that he would email them. Father Charles also offered to email Dr. Mike Dallman to get COVID safe information from an infectious disease doctor.
- Donna Andreo asked about who was going to replace two MC members that have resigned. John Phillips and Father Charles will follow up on this.

### **Adjournment**

Cathy Cook made a motion to adjourn the meeting and John Phillips seconded the motion. All MC members present were in favor. Father Charles ended in prayer at 7:10pm.

Next meeting: August 26, 2020

Deborah Carlson, Clerk