



Minutes of the Governing Board
Tuesday, September 27 at 7:00 pm – Family Room

Present: Janet Bolton (GB Chair), Karen Cheung, Chris Dolan, Jeff Groen, Jackie Riffice, Mike Rogers, Shari Sweeney, Donica Van Voorhees, Bradley Byrd, Lois Glasgow (Foundation President)
Staff Present: Julie Van Til, Betsy Hanzelin, Jamie Ford

Meeting was called to order by Janet Bolton at 7:01 pm. Janet opened with a 5-minute devotion discussion centered around a theme from The Book of Joy.

Following the devotion discussion, each Governing Board member was asked to provide a 2-minute highlight summary of activities centered around their board/function:

- Bradley Byrd as the newly appointed Secretary to the GB expressed his eagerness to work with various GB members
- Jackie Riffice (Faith in Action) discussed upcoming "Green Together" initiative which will provide the congregation with eco-friendly tips and the need for additional volunteers to support the Plant the Gem initiative on October 15th.
- Mike Rogers (Personnel) announced the recent hiring of Rev. Dr. Dawnn M. Pirani Brumfield as Pastoral Care Associate, Kathi Leahy as Church Office Administrator, and Amie Lavin as Interim Children's Ministries Coordinator. In addition, Mike indicated that we hired an associate to work on sound and lights during Sunday morning services.
- Donica Van Voorhees (Worship and Arts) – Donica expressed thankfulness that we have been able to resume and continue in-person worship services.
- Shari Sweeney (Diaconate) – Shari mentioned that her committee was looking forward to working with Pastor Dawnn and was appreciative of Pastor Travis' work with the committee over the summer. In addition, Shari indicated that one of her committee's objectives is to expose the congregation more to the various diaconate ministries.
- Chris Dolan (Stewardship) – Chris mentioned that Commitment Sunday is November 6 and that the committee is preparing for that date as it relates to congregational outreach. Besides the tactical focus of preparing for Commitment Sunday, Chris expressed an aspirational goal for the committee to infuse a spirit of generosity in the church which encourages ongoing giving.
- Jeff Groen (Treasurer) – As the new Treasurer, Jeff mentioned that he felt that financial records were in great shape and that the finance committee is in the process of working on budget for the upcoming year.
- Lois Glasgow (Foundation) – Mentioned that Janet Bolton, Jeff Groen and Phyllis Royster recently joined the Foundation Board. Lois mentioned that current market conditions are difficult but the board is confident in current investment allocation strategy longer-term.
- Karen Cheung (Properties) – Karen talked about the importance of how the sharing of our space helps to bring the community to Flossmoor Community Church and facilitates increased interactions with our surrounding community.
- Betsy Hanzelin (Executive Director of Church Ministries) – commented on Children and Youth Ministries. Pastor Travis is focused on Youth retreat and is looking for volunteers. Amie Laven has stepped into the role of Children's Ministry Coordinator and the Children's Ministry attendance is up. Betsy also commented about Congregational Breakfast in September was very successful and well attended. Other upcoming congregational events include Good Gourd and Blanket Making Event for Center for Food Equity.

Pastor Julie Report:

Pastor Julie began her report by talking about the need to find someone who could lead Adult Christian Education initiative. Pastor Julie expressed her desire to continue to have a variety of programs that would help facilitate ongoing congregation interaction after worship services on Sunday. Pastor Julie will offer a new "Front Porch" discussion program that she will be leading to foster more open dialogue with the congregation. Other planned events included discussions with the congregation about the role of Pastoral Care, Church Finances and "Green Together" initiative.

In addition, Julie mentioned that the community will host a Thanksgiving Interfaith service that will include performance by HF Choir and will include diverse religious congregations which will occur the Tuesday before Thanksgiving. She also mentioned that the Anti Racism Committee met last Sunday and is ramping up Fall/Winter programming.

Pastor Julie mentioned that Khesed Wellness (a provider of mental health services to uninsured/under-insured persons that the Church has partnered with) recently hired a therapist who will begin providing health services at the Church with a focus on helping people experiencing challenging life transitions.

Finally, Pastor Julie mentioned the need to make visitors feel welcome and to be intentional about staying in contact with our visitors.

General Meeting:

- Jackie Riffice moved that the Board minutes for the May GB Meeting and the August GB Retreat be approved and that motion was seconded and approved by the Board.
- Jeff Groen provided the Treasurer's Report for the period ended 7/31/22 and mentioned that overall revenues are tracking well to budget due to strong pledge collections and facility sharing fees. From an expense standpoint, Jeff mentioned that expenses are tracking to plan with slightly higher utility expenses. Available unrestricted cash was approximately \$282,000 at the end of July. This balance will continue to gradually decline for the remainder of the year given the projected operating deficit for the 2022 calendar year of approximately \$100,000.

Chris Dolan asked a question regarding the potential to increase sharing fees given current utilization levels of our facilities versus actual capacity. Jamie Ford (Executive Director of Church Operations) provided some additional detail regarding various groups that are using the facilities resulting in sharing fees. Jamie agreed to work with Karen to develop a spreadsheet that would provide more specific detail regarding the composition of sharing fees by organizations using our facilities.

Chair Janet Bolton stressed the importance of the Governing Board understanding the Church Financial Statements and encouraged members of the Board to provide comments/suggestions to her and Jeff regarding ways to make the financial reports more understandable.

Karen Cheung moved to accept the Treasurer's Report and the motion was seconded and the report was approved.

- Janet Bolton covered other old business and new business matters. As it relates to old business, Janet stressed the importance in responding promptly to e-mail communication requiring action on the part of the Governing Board.

As it relates to new business, Janet requested that Mike Rogers put together a template that discusses church personnel hiring processes and job classifications for various staff positions so that Board members have a better understanding of the roles and responsibilities of various church staff members. Betsy Hanzelin and Jamie Ford distributed a revised FCC organization chart and provided some detail regarding personnel/staff

reporting structure and work responsibilities. Mike Rogers commented that the FCC Human Resources Policies and Procedures Manual is being reviewed and updated so that it is available for new staff hires to review along with existing personnel.

Janet also commented that given the new staff reporting structure which has resulted in office and space reconfigurations at the church, it would be helpful for Board members to take a guided tour of the building to help reinforce the Board's understanding of where various personnel are located and where various groups that are sharing are facilities are meeting.

Jamie Ford expressed the importance of ensuring that during church service our church visitors should remain in worship areas. Pastor Julie and Janet Bolton indicated that there will be a follow-on staff meeting to discuss actions to take to address this matter.

Mike Rogers offered a closing prayer and the meeting and the meeting was adjourned at 8:46 pm.

Minutes submitted by Bradley Byrd, Secretary