

**Minutes of Congregation Council Meeting
December 15, 2020
7:00 PM**

- I. **Call to Order** at 7:03 pm. Note that this meeting was a virtual meeting, with members of Council calling in via a Zoom arrangement, allowing for audio only or audio-visual participation.
- A. **Attendance:** M. Binkley, M. Blower, F. Casciano, R. Doty, Pr. R. Elliott, K. Ervin, S. Mathieu, C. McGrath, K. McNally, N. McNally, C. Pirrotta, Pr. T. Reichley, D. Rohrbach, M. Stanziola, Pr. S. Steele, R. Stevens
- B. **Excused Absences / Absent:** None
- C. **Devotions:** M. Blower
- II. **Approval of Minutes**
- November 17, 2020 Council Meeting - Motion:** To approve the November 17th Council meeting minutes as submitted, with correction in the spelling of the name of the Bishop-Elect - by R. Doty, second by S. Mathieu. Motion **Approved**.
- Minutes of Annual Meeting of the Congregation, February 2, 2020 – Motion:** To recommend that the congregation approve the draft minutes as submitted to and reviewed by Council – by Pr. R. Elliott, second by C. McGrath. Motion **Approved**.
- III. **Staff Reports**
- Pr. Elliott made two observations about worship planning: (1) the staff is planning for remote (Zoom) worship through Pentecost, subject to change as conditions warrant, and (2) the services on Christmas Eve will be at 3PM, 6PM, and 9PM on Zoom, with conditions warranting the move of the 6PM service to the on-line platform(s) rather than a service outside. Pr. Elliott noted that the numbers of participants attending the Zoom-based services on Sunday in recent weeks has been increasing.
- Regarding members of the staff, Pr. Elliott stated that N. Clark is in quarantine at this time for COVID-19 although tests have shown negative results for the virus. He also stated that S. MacCabe will be having surgery on her second shoulder, probably in January. On the positive side, Pr. Steele and family are settling into their new home.
- IV. **Mission Team Reports**
- A. **Stewardship** – The fall campaign is in process, and the team will begin making personal contacts with members who have not yet completed an estimate of giving for 2021.
- B. **Faith Formation for Youth and Young Adults** (F. Casciano) – The Youth recently held a digital game night and additional such events are planned. The Christmas Eve service at 6PM will be youth-led.

K. Ervin stated that the Nursery School is operating on a modified schedule, with some in-classroom presence, while continuing with its substantial COVID-mitigation efforts.

C. Finance (R. Doty) – (a) November operating income was about \$1.4k higher than expected, while November operating expenses were about \$14.2k higher than expected, primarily due to paying \$16k in benevolence one month earlier than originally projected. This resulted in a net income of about -\$25.2k as compared to the originally expected -\$12.4k. An operating cash balance of about \$151k was held at the end of October, including \$52.4k from the Payroll Protection Program grant.

(b) A draft 2021 budget has been prepared, while final results from December contributions and from the Stewardship campaign are awaited. The budget as drafted shows a deficit in the range of \$15k for 2021, which is substantially lower than the deficit expected going into 2020.

(c) The capital campaign cash balance is about \$466k.

D. Property – R. Stevens observed that the Carbon-Lehigh Intermediate Unit is no longer using the building. The mold remediation in the lower level is nearing an end, including issues related to duct seals in the storage room. Removal of the canopy roof is underway, and there is a new HVAC system in the Nursery School office.

E. Building Emergency Task Force – C. McGrath stated that the Task Force continues to look at both access and monitoring systems for the facility. Project Alarm (the current monitoring company for the facility) has provided a preliminary quote for a CCTV monitoring system, at a cost of about \$14.8k. Phase 1 of system installation would be for the office and Nursery School areas, and Phase 2 would be for the Worship Center and exterior of the building. The CCTV system may be recommended to Council for approval to install (perhaps at the January meeting). It should be noted that the cost would be covered by the \$37.7k security grant previously received from the Commonwealth of Pennsylvania.

The Task Force will also focus attention on access controls for the building and will report recommendations to Council when appropriate.

V. **Old Business**

A. Capital Campaign – Congregational Meeting -- A congregational meeting is proposed for December 20th, to put the capital campaign project to a vote regarding project scope, price, and schedule. R. Stevens reported that the Township has accepted installation of a LULA as an alternate portion of the project, meaning it is not required to be installed in the 2021 construction plan.

Voting will be done electronically. For those few people without electronic access, voting by mail, with results to be received in the church office before December 20th, is to be made available.

M. Blower moved that the ballot contain two statements upon which voting is requested: the first Yes/No statement asking the individual to respond that the individual is a confirmed, communing, and contributing member of LCHS and is voting only one time; the second Yes/No statement asking the individual to approve (or not

approve) of the capital campaign project as recommended by Council for expansion and renovation of the facility, at a cost not to exceed \$1.8M and with a mortgage not to exceed \$0.41M. The project scope would be as defined in the December 6, 2020 materials sent to congregation members.

C. McGrath seconded the motion, which was **Approved**.

B. Potential Cub Pack / Scout Troop Sponsorship – It has been learned that the existent pack/troop has found another sponsoring organization in the City of Allentown, which was their preference. No action is necessary on the part of LCHS.

VI. New Business

A. Angel Network – A request has been made for volunteers to transport food from the source point (potentially LCHS) to family homes. This could involve adults and older youth in an individual service project. By sense of Council, the approach is acceptable.

B. 2021 World Hunger Appeal – The appeal is to be run during Lent. It was noted that offerings marked as Lenten offerings generally also go to the World Hunger Appeal. By sense of Council, this approach is acceptable for 2021.

C. 2021 Nomination for Youth Member of Council – Pr. S. Steele moved that Hayden Fermier be approved as the Youth nominee for Council for 2021. S. Mathieu seconded the motion, which was **Approved**.

VII. Next Steps

A. Next Meeting Date: January 19 at 7 PM; note was made that the Council retreat for 2021 is being planned for February 12-13.

B. To Do/Assignments: Devotions for January 19th meeting – S. Mathieu

VIII. Adjournment

The meeting was adjourned with prayer by Pr. Reichley.

Time of adjournment: 8:36 PM

Respectfully submitted,

Richard Doty, Council Secretary