

**GASHLAND EPC COORDINATING TEAM
MEETING MINUTES
JAN 18, 2022**

Date/Time: Tues, Jan18 2022, 7:15 PM	Location: Large Classroom	
PRESENT (P) ABSENT (A)	PRESENT (P) ABSENT (A)	GUESTS
Ritchey Cable (ex-officio) P A	Steve Moberg P A	
Russ Ellison P A	Don Vande Polder P A	
Dennis King P A	Ron Wilson P A	
Mark Lancaster P A		

· Opening Prayer - Don

- **New meeting time - 1st Thursday of the month.**

1. Masks, social distancing, and getting together

- Conditions of masks in building – mask mandate lifted in KC
 - Masks recommended to everyone
 - We have areas designated in both services that will allow those who are vulnerable to maintain distance. This is socially a step back from where we were before.
 - We are taking it week by week
 - Attendance has been light, 50-60 in the first service? About 60 in the second service.
 - Would it be worthwhile to send something out that says we look forward to worshiping together. Session is seeing positive movements in the virus. Ministries have been reintroduced this past Sunday.

2. Staffing and how the office is doing with the COVID. - everyone in the office is doing well.

- Current direction is that anyone can come back to work when the doctor clears them to come back.
 - In the FAQ, when a member or staff tests positive, quarantine 14 days, and then have a negative test, and be symptom free within 72 hours of returning, as well as notify anyone who came into contact with them.
 - No change from last meeting

3. IT Team – discussion.

- Phone system and wifi are currently tied together. Our two options are to go with the route of paying the company (\$150/month), or go with internal resources and pay \$3000 up front with no monthly charge. We would need a team of at least 3 people to maintain it.

- Helps Team minutes state that Chris Stackpole is working it out. Putting together a team and working on a presentation.

4. Personnel -

- Schedule attached to agenda e-mail, and sent from Steve. Discussion of when needs to be done.
- Jennifer Thouwe replacement - schedule of the accounting/finance functions that the Finance team will perform until a new Administration Manager is hired was discussed.
- Personnel – form needs to be submitted for change in terms of call - Ministerial Committee of Presbytery is responsible for the annual review of the remuneration of its Ministers.

5. New Items:

- Finance and mail procedures – recommendation for a keyed mailbox from Finance and mail procedures.
 - Ernie can install, costs about \$200
 - Finance created a new policy for how to handle mail internally.
- Coordinate meeting date change with deacons (since they're looking at that too)
 - 1st Thursday in March is the next meeting at 6:30
- Stuff left over in the kitchen from events – do we need a policy
 - Suggestion - You bring it, you take it home (credit to Mary Lancaster)
 - If something is left behind, we put it in the dumpster.
 - 10 day lee way? If somebody doesn't claim it, dump it out.
 - Who's going to throw it out? Bring it to Helps.
- Phone call from Phil - something odd how some payments were paid, how taxes are being deducted. Intern expense is over budget – it's okay, info only (Phil)
 - If we hire another intern, how do we insure the funding process is worked out ahead of time. Who's task is it to determine how we're going to onboard, pay, and retain student intern positions. If we're going to keep them on, we'll need to add the monies back into Personnel.
 - We'll find the money if we need to from somewhere else.
 - Do we need a policy that internships expire on 12/31, just as a matter of procedure for procedure purposes.
 - This typically would go to Session for approval, the difficulty is the perpetual nature of it.
 - We want to keep the temporary nature of interns, unless we can come up with another funding arrangement
 - Procure funds from Memorial Fund, if available, review on July 1st.
 - Some things, Discipleship would pick it up, but we should keep all the people **expenses** in one place under Personnel, not out of Discipleship or another team.

- Do we need contributions to the youth budget to support this. With all the funds they do for youth stuff, there may be a way to pay a little more.
 - If we have to change the budget, we can do it for this amount, through other donations.
- - Facility Use policy issue in Ministry Center
 - The black marks from wheel scuffs from the non-profit basketball agreement for disabled folks can be polished out, but that effort leaves dull spots that can be seen in the right light.
 - Right now the cleaning company we have does this but they do it on a monthly basis and it's really not in their scope of work. If this is a ministry we want to support we need to budget for gym floor maintenance, or either just tolerate some degradation.
 - We have a policy to charge people for gym use and included in that is providing a kitchen supervisor to keep an eye on things. We've had staff changes and COVID challenges, but that policy is apparently not being followed for the last couple of years
 - 1/12 e-mail about b-ball court usage – from Jennifer’s address - “I’ve got someone who wants to utilize our basketball court for a one time practice for their girls basketball team. Her name is Katey Aleman and she can be reached at (402)-880-9880.”
 - One time usage, indoor b-ball court.
 - Can they pay if they’re not members?
 - Follow the policy and fill out the application online
 - There’s a fee, but that’s what we agreed to.
 - But if it’s a non-profit, we typically don’t charge? We do have a member rate and a non-member rate
 - **Send back to Property and ask if the policy needs to be re-written**
 - Current policy says \$55/hr for a non-member, but free for non-profit.
 - We may need to rewrite this.
 - Propose we remove the non-profit and just go to member and non-member charge
 - Motion by Steve Moberg, remove the free for non-profit language on the web site. Second by Mark for the motion. Agreed.
 - **Do we continue the relationship with the Girl Scouts? If they’ve lived up to their agreement, do we continue under the current agreement.**
- Goals for 2022 -
- Mark – Aaron and Kelsie have produced the historical plaque as agreed upon for the loan agreement for use of the old Barry Rd bell at The Brim.
- Closing Prayer - Ritchey

Respectfully Submitted,

Donald R Vande Polder, Jr.
Coordinating Team Chair