

Session Meeting Agenda, December 16, 2018

Excused:

1. Opening prayer – Jack Henderson
2. Approval of Agenda
3. Attestation of approval (or approval) of minutes of November 18 session meeting
4. Moderator's Report – *see accompanying report*
5. Treasurer's Report
6. Clerk's Report
7. Committee Reports -- *Reports should be limited to items for action only.*

Building & History –

Finance & Administration –

Personnel –

Hospitality –

Worship & Art – *met November 26 for Advent setup*

Outreach – *met November 25 for Saturday Breakfast coordinators*

Christian Education –

Nominating Committee – *will next meet in January to secure three members for the 2019 NomComm (this will still require the participation of elders Gibson and Dickson, even though they will be rotating off session.)*

8. Update on Contributor proposal from Michael Korak and Mike Wilson
9. 2019 budget presentation and discussion (this will be separate from the F&A report)
10. Discussion of Capital Infrastructure Investment plan
11. Conversation around possible committee restructuring
12. Continued Conversation around identity, mission and long-term goals, including review of New Beginnings material, Mike's musings, etc.
13. Examination of the roles – on hold
14. Next Meetings
Session: January 20, 2018
15. Closing Prayer

**Session Meeting of The Downtown Presbyterian Church,
November 18, 2018**

Moderator: Rev. Mike Wilson

Present: Rev. Wilson, Moderator; Elders Cary Gibson, Vickie Coffin, Dave Coleman, Debra Gentry, Michael Korak, Chuck Cardona, Justin Near, Jim Dickson, Jack Henderson – Clerk; Jeff Koontz – Treasurer

Clerk: Elder Henderson

1. **Opening prayer** – Prayer was offered by Elder Korak at 1:04pm
2. **Approval of Agenda** – Carried with unanimous voice vote.
3. **Approval of minutes of October 21 session meeting** – Correction to change notes from treasurer’s report from “\$10,00 – to \$10,000” This was a typographical error. The minutes with amendment was approved by unanimous voice vote.
4. **Moderator’s Report** – see accompanying report
5. **Treasurer’s Report** – The report is attached in session packet.
6. **Clerk’s Report** – Letter of transfer from Holly Kellar’s old church in Boston, MA. DPC will send letter of transfer to Woodland Presbyterian church for Heidi Hall. Clerk proposed Session members contacting him with their tasked individuals from rolls conversation and Clerk will make needed changes to rolls and report in next meeting. This is to save time during session meetings.
7. **Committee Reports** – Oral reports should be limited to items for action only.

Building & History – met November 6, see report – No motions for action.

Finance & Administration – met November 6, see report – No motions for action.

Personnel – met November 6, see report – No motions for action.

Hospitality – met October 24 - No motions for action.

Worship & Art – met October 22, see report - No motions for action.

Outreach – met November 4 - No motions for action

Christian Education - No motions for action.

Nominating Committee – 2019 Nominees: Mary Turner, David Maddox, Jim Hoobler.
congregational meeting to elect them is set for December 2 after worship.

8. Discussion of Contributor proposal – The Contributor has proposed to relaunch as a bi-weekly newspaper and return all operations back to DPC. The proposal is included in the session materials. It was indicated that there is no deadline for DPC to give an answer and their current proposal is not finalized or fleshed out fully yet. Issues brought up with facilities usage and keeping volunteers and vendors to the potentially agreed upon spaces (parking, rooms, etc.). The need for clear and set parameters on building usage and access was discussed. There was consensus among Session that we are interested in the possibility of having the Contributor return, but we need to engage in detailed conversation and negotiation before any agreement is reached with them.

9. Discussion of Capital Improvement plan - The plan is detailed in session materials. This plan originated with Pastor Mike and Michael Korak. The plan includes accounting for a facility manager position on top of capital investments. Details for this plan come in part from many years of congregational input This would be paid from additional draws from endowment. Items came from previous discussions and feedback from congregations. Discussions covered priorities and the possibilities that these investments would pose. A motion was proposed to place an item on the 2019 budget for the beginning of the capital investment plan with revenue and expense of \$80,000. The motion was seconded and carried unanimously. A motion was proposed to establish a position of Transitional Facility Manager and to task the Personnel Committee with the job details. The motion was seconded and carried with 8 votes in favor and Elder Cardona abstaining.

10. **2019 budget discussion (this will be separate from the F&A report)** - Jeff Koontz presented a visual of the current draft budget.

11. **Continued Conversation around identity, mission and long-term goals, including**

review of New Beginnings material, Mike's musings, etc. – This was not addressed due to time.

12. **Examination of the rolls** – See Clerk's report (item 6).
13. **Next Meetings** Session: December 16, 2018. Prayer will be offered by Elder Henderson
14. **Closing Prayer** – Offered by Rev. Wilson at 4:06pm

Pastor's Report (Mike Wilson)
November 19 – December 16

Sermons: 4

Visits, including hospital, coffee, breakfasts and lunches: 7

Tuesday Bible Study: 3

Saturday breakfast: 3

Meetings/Events:

- CPM meeting
- W&A meeting
- The Liturgists Gathering
- Waffle Shop
- Presbytery meeting
- VDS field education supervisor meeting
- Moderated Bellevue PC session
- Bellevue Administrative Commission meeting

Pastoral expenses – approx. < \$200

Note: This number will be significantly higher next month because I will submit some year-end expenses for study leave and milage.

Vacation & Study Leave:

- Family vacation – Dec. 27-Jan. 3. Scot Robinson preaching on December 30

Downtown Presbyterian Church
Outreach Committee - Saturday Breakfast - Meeting Notes
November 25, 2018

Attending: Dave Coleman, Stephanie Coleman, Claire Armbruster, Jeff Koontz, Jim Dickson, Anil Kuncha, Dixie Williamson, Chris Leonard, Tom Byl, Joanne Byl, Erin Bell, Tom Wills, Rev. Mike Wilson, Vickie Coffin, and guest Jackson Wills.

Words of thanks and hope for guidance.

The meeting was opened by Vickie at 12:40.

Dollars and Cents

Costs are under budget for 2018 through the month of October.

The Community Assistance Fund (CAF) started at \$5000; it was designated for Clothes Closet needs. Erin has been very frugal. Some of the income from Waffle Shop will go to CAF, but Tuba Christmas won't this year. We will request a 2019 budget of \$4000 for CAF.

We considered a budget increase of 2% for kitchen supplies, but it's flexible, considering we are under budget for 2018.

Saturday Breakfast Processes

Discussion of locks on gates. Volunteer coordinators need to unlock all three gates around the church, on the side and at front. Our guests should see openings the same every week. We don't want our guests to stand around on the sidewalk outside the fence unless they have mobility issues. Be friendly when encouraging our guests to stay inside the fence.

It might be important to have a key to the Fellowship Hall door. Maybe put one in the bag with the parking stickers. Tom W. suggests keeping the door locked always. Someone is at the door counting and monitoring our guests, so the monitor can open the door when needed. Keep the door locked and closed.

Be very careful looking for people loitering in the building after breakfast. Look all around the building.

Closing up the building to allow Janarus to clean is important. We need to start moving people out of the Clothes Closet and bathroom at 9:30 AM. Clean cutoff at 10:00.

Are supplies adequate and well organized?

Yes and No. The pitchers get lost and found. Carts are sometimes all used up.

More pitchers would be nice. Put it on the white board. There are a couple of carts in the Clothes Closet if needed.

Are there enough volunteers?

Dixie had a Saturday when we were short on volunteers so they closed the Clothes Closet. Every other Saturday has been very well staffed.

We need written instructions for using the Signup Genius. Some volunteers have asked for them. Claire will write them and send them around.

Clothes Closet Processes

A clothing drive organized at First Presbyterian Church in October was successful.

We should set up a Sock Sunday.

We should move the brightly painted donation box back into the narthex.

Some volunteers always want to work in the Clothes Closet, so there's not a good balance between food servers and the Closet. Suggestion to remove designation for Closet volunteers in Signup Genius.

Are the stats being kept up to date?

For the annual report, we will want to know averages and totals of volunteers, guests, and service in the Clothes Closet. Comments should be reviewed by Vickie.

Erin will send notes when volunteers are in need. The expressions of need are posted in the weekly logs.

The meeting ended at 1:35.