**Orinda Community Church**

**Minutes of Church Council  
Wednesday, August 25, 2021**

**Council Attendance:** Kurt Sunderbruch, Anne Barr, Lani Shepp, Kathleen Wiegand, Bob Winbigler, Gail Mead

**Clergy Attending:** Elizabeth Robinson

**Participant**: Chris Mead

**Minutes:** The 7/28/21 minutes were approved by email on 8/1//21

**Pastor’s Report:** Elizabeth Robinson is very pleased with our Office Administrator, Anna Gregory, as well as with all the hard work from David Milnes and Leslie O’Brien. Anna now has the church cell phone in her possession. The centering prayer group is growing slightly. The Contemplative service is smaller than before Covid but Elizabeth is continuing it for now as an important service of the church. Elizabeth has chosen 10/3 for her official installation. It’s homecoming, too. There will be a lunch after the 10/3 service and a chance to decorate fabric squares for an altar cloth. Elizabeth is looking ahead to October and All Saints Day when Mary Volmer will do some workshops around loss. She’s also beginning to plan Advent activities (storytelling; outdoor foliage display). There are two more memorials coming up (Michele McInaney and Ron Skilton). We’re carrying a heavy burden of loss. Elizabeth will take two weeks of vacation in September.

Boy Scouts’ Rekey Request: We need more information so Kurt Sunderbruch will check out the door situation at Holden.

Auction: Gail Mead will renew our virtual auction subscription. We will set up a hybrid auction (virtual and in person) to start on Saturday, 10/30. We can sit outside to eat and possibly bring laptops to bid on virtual items. Some items may be available to get that day. We can shift to 100% virtual if necessary. Elizabeth Robinson will announce on Sundays/eblasts that Gail Mead needs help soliciting offerings for the auction. If people offer a dinner, they can set the terms for Covid safety (e.g., inside but vaccinated).

Set up/tear down for church events: In the past, the Care and Fellowship Committee has assigned people to help set up for various events along with Dion. Since Dion has moved on, Elizabeth Robinson suggested keeping a list of young people who can be called upon to set up for events. Kurt Sunderbruch suggested talking off line about our options.

Emergency number for church: Dion’s phone number used to be posted on the admin office doors for those needing assistance. We have a church phone that could now be used as an emergency contact number. Kurt Sunderbruch, Elizabeth Robinson, Gail Mead, and Lani Shepp will discuss possible alternatives and advise the Council.

Cleaning Proposals: We received two proposals from cleaning companies. TOPS uses Townsend & Styer and is happy with their services. The Council moved and approved hiring Townsend & Styer to clean our campus on an ongoing basis. Lani Shepp will work with Anna Gregory in a few weeks to get an estimate on cleaning the outside of the church buildings.

Covid Guidance: We’re still on the same path as stated in our eblasts. Sunday guests are signing in and indicating their vaccination status and Leslie O’Brien is working with the children and keeping them outdoors once they leave the choir loft on Sundays. With our current in-person Sunday attendance we need more help caring for babies and eventually teaching curriculum. The Children & Youth Committee needs to meet to help plan this. Kurt Sunderbruch will email the ministry/committee chairs asking them to rethink what they are doing with their committees and ramp up their efforts as we return to our activities.

**Treasurer’s Update:** Lani Shepp mentioned we need to think about what budget we need for next year: S&P is working on a part time caretaker position. Kurt Sunderbruch will check with Greg McCall on the part time caretaker status.

**Next 80 Project:** Lani Shepp reported we have a separate bank account for Next 80. We need a professional designer to help us with carpet samples and Leslie O’Brien has brought in a friend of hers to help with this. Lani will email Fred Matteson asking him to call a meeting of the Next 80 Committee to decide what projects come next and who will manage them.

**B&G Update:** Bob Winbigler reported Tom Norris wrote a good explanation of where we are on our solar panels. Tom recommends we purchase them. Lani Shepp has advised Tom she’d like to schedule this for spring, closer to when our contract expires. Bob and Kurt Sunderbruch agreed with the spring scheduling.

**Timing of OSHF Proposal:** Per Anne Barr, OSHF is planning to come to our fellowship hour on 9/12 to update us on the hillside project. Anne spoke to TOPS about the project and they seemed okay with it. They are wondering how the noise and parking situation will affect their clientele. The OSHF meeting with the City of Orinda went well--no red flags. Anne will follow up on scheduling fellowship hour refreshments.

**Update from Endowment:** Anne Barr reported there has been quite a bit of Endowment activity. Have worked with Mary Volmer and figured out a plan to help with funding and managing her grant. Approved the Alta Vista Center for the Arts March 2022 speaker.

**Executive Session:** The Council moved and approved going into a closed executive session to discuss personnel matters.

**ACTIONS:**

Kurt--check out the door situation at Holden for the Boy Scouts’ rekeying request

Gail—renew virtual auction subscription

Elizabeth--announce at services/eblasts that we need people to help Gail Mead solicit auction offerings

Kurt--meet with Elizabeth, Gail, and Lani on emergency number options for the church and on set up/tear down options for events. Advise the Council

Lani--work with Anna to get an estimate on cleaning the outside of church buildings.

Kurt--email ministry/committee chairs to ramp up efforts as we return to our activities

Kurt--check with Greg McCall on status of part time caretaker position/hiring

Lani--email Fred to get Next 80 Committee to decide what projects come next and who will manage them

Anne--follow up on scheduling fellowship hour refreshments

Next Meeting: Wednesday, September 22, 2021; 7:00 pm

Kathleen Wiegand, Clerk