**Orinda Community Church**

**Minutes of Church Council  
Wednesday, January 13, 2021**

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

**Clergy Attending:** Elizabeth Robinson

**Guests:** Leslie O’Brien; David Milnes

**Minutes:** The 12/16/20 minutes were approved unanimously by email on 12/19/20

**Insurance Update:** Per Lani Shepp, our insurance premium has been raised by $4,600. Insurance prices are skyrocketing all over but there are advantages to staying with our current nonprofit company. Late last year we were told we were at high risk for a water leak and we had to accept a new water censor system. Insurance will pay for it for 2021 if we sign up by March. Our insurance rep Robert recommends we install the system and then fight it in November when we haven’t needed it all year. We don’t think we’re high risk. Lani is checking with Tom Norris for his opinion and will also call the insurance board. Cost is unknown. We received $9,000 from insurance to replace our stolen handbells. We have a $5,000 deductible and will need to fund raise to cover this expense. Once we buy the bells we can get another couple thousand dollars due to depreciation. Kurt Sunderbruch will ask about the timeline on the bells.

**Preparing for 2021 Annual Meeting:** Elizabeth Robinson will send a sample 2019 Annual Report to Kurt Sunderbruch to use as a guide for the agenda and meeting. Per Kurt, Mitch Breitwieser will be joining the Council, filling Karen Sanford’s position, and will also serve on LL&S. David Milnes will handle the music for the meeting and Elizabeth will do a final report. Kurt will choose the committee speakers. The congregation will vote to approve last year’s minutes and to approve the budget. Kurt will check with Anne Barr on the slate. Due to Covid, Kurt will explain we are extending everyone into 2021.

**Annual Meeting Reports Status:** We’ve received some of the ministry/committee reports and others are in process. Leslie O’Brien sent out the original request for the reports and will send out a reminder email to get them in.

**Proposed Budget:** Lani Shepp reviewed the proposed budget. The PPP loan has been forgiven, as expected. The Council moved and approved the budget. Lani will continue to finalize it up until the Annual Meeting.

**Update on OSHF Proposal & Our Lawyer’s Comments:** Our attorney, Dave Barron, sent us a list of questions on the option agreement. Anne Barr has provided comments and we will need to go back to Dave Barron to clarify what we want. There’s a lot to work out and Kurt Sunderbruch will continue to work with Anne on this. Gail Mead and Kurt will write a letter to the County to get a copy of our church deed. Lani Shepp will create an account to pay our attorney fees.

**At-Large Member Reports:** Bob Winbigler is going to talk to Tom Norris about putting the sanctuary lighting back on priority status for fixing. We need to have this done by the time we resume in person worship services. Per Lani Shepp, Pete Hartdegen, Greg Hartdegen, and John Creech have been fixing things around the church during the Covid shut down. Pete Hartdegen made a donation in Grace Hartdegen’s honor and Elizabeth Robinson will send him a thank you.

**New Business:** Based on Staffing and Personnel input, Elizabeth Robinson will track vacation and sick leave for the staff (David Milnes, Dion Maskaleris, Leslie O’Brien, and herself). Elizabeth will provide the report annually and it will be included in the January Council Minutes. For 2020, Elizabeth will provide the report for the February Council Minutes. We continue to receive donations for Dagmar Slovak’s retirement gift which will be sent to her in a couple of weeks.

**Executive Session:** Council moved/approved going into Executive Session to discuss personnel matters.

**Actions:**

Lani—call the insurance board to discuss we’re not high risk for a water leak

Kurt—ask about the timeline for the handbells

Elizabeth—send a sample 2019 Annual Report to Kurt

Kurt—check with Anne on slate for annual meeting

Leslie—send reminder email to ministry/committee chairs for their annual reports

Gail/Kurt—draft letter to County to obtain copy of church deed

Lani—create an account for attorney fees (OSHF hillside project)

Bob—talk to Tom Norris to proceed with fixing the sanctuary lighting

Elizabeth—send Pete Hartdegen a thank you for his recent donation in Grace’s honor

Elizabeth—track annual vacation and sick leave for 4 staff members and submit 2020 report for Feb Council Meeting. Continue to do this annually.

Next Meeting: Wednesday, February 24, 2021; 7:00 pm via Zoom

Kathleen Wiegand, Clerk