**Orinda Community Church**

**Minutes of Church Council
Wednesday, January 10, 2024**

**Council Attendance:** Anne Barr, Bill Abriel, Lani Shepp, Kathleen Wiegand, Bob Winbigler, Mitch Breitwieser

**Clergy Attending:** Elizabeth Robinson

**Attendees:** Craig Taatjes

**Minutes:** The 12/18/23 minutes were approved by email on 12/22/23

**Pastor’s Report:** Reverend Elizabeth Robinson is doing a reading in NYC this weekend. She had two poetry books published in 2023 and hopes to publish a few more this year. Exciting news! The OCC Advent season went well. Elizabeth is working on John Thursby’s memorial service. She hopes congregants attend this Sunday’s budget meeting and stay for lunch and Luka Vesely’s music program. Four people will become new members of OCC on 1/21/24 (Brent and Laurie Goetzl, Jurgin Schwing, and Breda Keogh-Hanks). Elizabeth will have the four write up self introductions for an eblast and the order of worship. Jurgin can include an explanation of his 4-way Covenant with OCC. The Council moved and approved accepting the 4-way Covenant with Jurgin Schwing as written. There will be a Quaker dialog on 1/28 to express views and be heard on the Israel/Palestine crisis. Lent begins on 2/14 (Good Friday) and Elizabeth is discussing themes and special programming.

**Treasurer’s Update:** Lani Shepp reviewed the 2023 budget. We received $312,000 from pledges instead of the promised $340,000 (91%). We need to keep in mind that we don’t receive the full pledge amounts each year. We received loose offerings of $40,000 instead of the expected $28,000 so we came out ahead for 2023. Lani also reviewed some items for the proposed 2024 budget which includes salary increases for both staff members. With Endowment assistance of $26,000 we’ll be able to cover staffing for the sabbatical. Anne Barr thanked Lani for her excellent job on the budget. The Council moved and approved the 2024 budget. The Council moved and approved Elizabeth’s housing letter as written. Lani asked the Council to approve up to $700 for a new refrigerator for the Fellowship Hall. We lost one awhile ago and need to replace it. The Council moved and approved authorizing up to $700 for the refrigerator.

**Annual Meeting Preparation:** Anne Barr is working on the agenda and reviewed it. We’ll provide 45 copies of last year’s minutes for the members to approve. The Annual Report will be available online; Anne will refer folks to the website. Anne will have Anna Gregory keep 10 print copies in the office in case someone wants one.

**Sabbatical Planning for Church Operations:** Anne Barr reported Elizabeth Robinson’s sabbatical is scheduled for May 1-July 31, 2024. We have some Lily grant activities to do and we need to help Elizabeth by taking care of our congregation while she’s away. PRC wants to be active in the planning. Bill Abriel reviewed the main OCC activities for the sabbatical. For the Interim Pastor, we need to write a job description and a contract and then recruit. The Interim Pastor will need a few coaches and might start a few weeks early to get some overlap with Elizabeth. For OCC, the Council needs to coordinate with the ministry leaders. Everyone needs to understand what we wrote in the Lily Grant and the first meeting of leaders needs to include this. A small core team (Anne Barr, Bill Abriel, Chris Mead, and Craig Taatjes) will convene soon to write the job description and decide how to handle Elizabeth’s activities. There’ll be a larger group to figure out congregational engagement and coordination. Elizabeth feels this work will be a good way to get our committees active again after the pandemic. She’ll send her activities list and a final copy of the Lily Grant submission to the core team who will Zoom in the next week or two. Bill will set up the core team Zoom meeting (including Elizabeth) after checking with Chris Mead for his availability on 1/19 at 2 pm.

**Vista Verde/TOPS Update:** Per Anne Barr, there needs to be a lot of discussion about how the Vista Verde project impacts TOPS’ current space. Anne has relayed TOPS’ concerns and requests to Vista Verde. These issues are taking some time to work out. Anne is working with Kristen at TOPS and is the OCC liaison with TOPS (and Holden) but this may need to change. During the construction, the TOPS children may have the opportunity to have field trips to the job site to see what’s happening.

**B&G Update:** Per Bill Abriel, B&G is now meeting every week. Marc Nichols and Brent Goetzl have joined the group. The hot and cold water issue in the Fellowship Hall is not easily resolved; B&G is bringing in a plumber to sort it out (can’t get hot water to stay hot). The Council moved and approved authorizing up to $2000 to fix this, hopefully before Winter Nights starts. B&G is also looking for a third party contractor to tackle our HVAC situation.

**Next 80 Update:** Per Lani Shepp, we haven’t done anything since before Christmas on the windows for Holden. The windows provide emergency exits. We’re still discussing the costs.

**Vice Moderator’s Report:** Bill Abriel sent out the engagement lists to Council for input a few days ago. The three lists looked good to everyone; the new people will help revitalize the church. Bill wants to reach out to every member to see where they fit best in supporting the church. Bill will send these lists to Anna Gregory next week to post in an eblast to the congregation prior to the 1/21/24 Annual Meeting. The Council moved and approved the slate of nominees.

**At-Large Member Reports:** Bob Winbigler mentioned the Vista Verde contractor needs the digitized blueprints for TOPS and the Fellowship Hall. Lani Shepp will advise Tom Norris (with a cc: to Anne Barr) to get them to the contractor.

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

**ACTIONS:**

Elizabeth-gather introductions from 4 new members for eblast and OOW

Anne-have Anna keep 10 print copies of Annual Report in office for any requests

Elizabeth-send your activities list and final copy of Lily Grant to sabbatical core team

Bill-after checking with Chris Mead, set up Zoom call (1/19, 2 pm) for core team and Elizabeth

Bill-send 3 engagement lists to Anna Gregory to post in an eblast to congregation

Lani-advise Tom Norris (cc: Anne Barr) to get digitized blueprint of TOPS and FH to Vista Verde contractor

Next Meeting: Wednesday, January 24, 2023; 7:00 pm (with Moderator Bill Abriel)

Kathleen Wiegand, Clerk