

**Orinda Community Church**  
**Minutes of Church Council**  
**Wednesday, May 27, 2020**

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

**Clergy Attending:** Elizabeth Robinson

**Holden Attendee:** Kate Knox, Co-Director

**Visitor:** Mike Kersten

**Minutes:** The 4/22/20 minutes were approved unanimously by email on 4/25/20

**Buildings & Grounds:** Kurt will call Larry at Orinda Dept of Public Works tomorrow regarding leaks near/at church property and problems we've had working on this with EBMUD. We've done what we could and are waiting to hear from ODPW. Kurt will email Tom N. tomorrow to turn on all our valves so we can water our landscape.

**Holden Space Needs:** Kate Knox from Holden provided an overview of their space needs per the pandemic. They'd like as much additional space as possible and will pay rent for it. They've hired janitors to sanitize the school every night and any additional church rooms they use. They need to know now what space they can use so they can plan how to open at the end of August. After discussing several issues, the Council moved and approved to provide additional space with cleaning protocols for Holden starting with the Fall Semester. Holden will use the Fellowship Hall, Board Room, and Agape Center a couple of days a week. The church is looking to upgrade the wifi in the Fellowship Hall this summer.

**Holden Fire Marshal Requirements:** Bob mentioned we've had agreements in place for Holden for a long time with the prior fire marshal. But in February, the current fire marshal sent Holden requirements for a new fire alarm system. Bob estimates the new alarm system will cost \$14,000 for materials and about the same amount for labor for a total around \$30,000. The work would be managed by an electrical contractor using a subcontracted electrician to do the work. There is a problem with the Orinda Police Dept and the Moraga-Orinda Fire District providing conflicting instructions regarding a locked door on the Holden campus. The Council agreed that if an alarm system is necessary, the church will share the expense with Holden and will also help with remediation. Next steps: Anne and Lani will coordinate with Andy and Muhammad Ramadan, Office Administrator, who is the Holden contact for this issue to discuss it and then talk to the fire marshal. OCC will keep Kate Knox in the loop. If needed, OCC will find the people to do the work which needs to be done before Holden starts up in

late August. Mike K. mentioned OSV has used a contractor to put in a fire alarm system recently.

**Summer Camp space request:** Elizabeth mentioned two organizations contacted us regarding space for summer camps starting June 1. We told them we couldn't provide the space since it was too soon in the summer and it wasn't a good time for a new organization to start using our space.

**TOPS Update:** TOPS has asked to be able to pay just half their rent starting in April until they open and have an income flow (most likely in the fall). However, we're all in tough times. Even though we're long term partners with TOPS, we're also struggling financially as a church during the initial wave of the pandemic that has caught us all off guard. So in the spirit of partnership, we can do this for 4 months or so. We'll revisit the issue at the July Council meeting. The Council agreed to allow TOPS to pay 50% of their rent beginning April 1, 2020 through July 31, 2020, due to the pandemic and shelter-in-place regulations currently in force in Contra Costa County. Lani will advise TOPS.

**Treasurer's Report:** Lani mentioned we've cancelled PayPal and won't be working with that system again. As of the end of May, we're okay financially. Issues will come up in the fall—we're not getting casual rentals due to shelter-in-place (\$40,000). But Holden will start paying rental fees in August for its additional space. We'll get our loan forgiven easily. The expenses for the fire marshal alarm system requirements for Holden is the thing we're looking at in terms of expenses. We appreciate that Holden is willing to help pay this. The Council moved and approved that Leslie O'Brien's salary/time be increased to 15 hours starting May 1 and through the end of the year, not to exceed \$6,000 total. Elizabeth will send Lani a proposal for a cell phone stipend for Leslie. The Council moved and approved that David Milnes receive \$1000/month less from May through August (at his request). This can be revisited if his situation changes.

**At-Large Member Reports:** Karen mentioned that as a Common Hope partner we're supposed to contribute \$1800 annually for a house for them. Since we're not going to build them a house this year, we need to come up with \$1500 for them. We can use money in our Common Hope account. Elizabeth will check with Melody F. to see if we can use the \$800 in the Women Helping Women account. We may also get a few donations to help us to our mark. Karen will advise us after the June 2 Mercy and Justice meeting. Roger S. has advised Common Hope of Jim's leaving; we'll maintain our relationship with Common Hope through Roger. Elizabeth mentioned we're getting more people in crisis calling the church for financial assistance. Per Karen the financial assistance account might have funds for this. M&J will try to find ways to help these

callers. We need to be responsive even if we can't help out much financially. A \$25 gift card is fine. Elizabeth hopes that everyone is paying attention to and acknowledging Nancy T's efforts to make us a creation justice church. It's a really positive pathway.

**Vice Moderator's Report:** Anne is finalizing the list of participants for Jim's May 31 drive-through farewell. We have 14-16 cars so far. Anne and Gail are coordinating the parting gifts for Jim and his family.

**Service of Release Planning:** Kurt provided some details of the May 31 service. Rev. Swanson will preside over the service of release which is interactive. The Zoom link will go out tomorrow and will let people know they can connect 15 minutes early. Gail will be our Zoom administrator. Elizabeth will notify Zoom to allow more than 100 participants (extra \$50) for 5/31. Anne will show the gifts during the service. David and Jesslyn are prerecording music tomorrow. There will be a run through on 5/30 for Kurt and Gail and maybe a few others.

**New Business:** Elizabeth asked about reaching out to families who've lost members in this time of social distancing. For example, can we do a simple ceremony at our Memorial Wall? We decided we can do this if we have a clear protocol for it and it's allowed. The few members present can always record/show the ceremony (Facetime, Zoom) so other family members can feel included.

#### **ACTIONS:**

Kurt—call Larry/Orinda Dept of Public Works; email Tom N. to turn on all water valves so we can water landscape

Anne/Lani—coordinate with Andy W. and Muhammad R. regarding fire Marshal request for new fire alarm system at Holden

Lani—advise TOPS of their reduced rent for April through July

Elizabeth—send Lani a proposal for Leslie O. cell phone stipend

Elizabeth—check with Melody to see if we can use the Women Helping Women account for the Common Hope expenses this year

Karen—check out amount in financial assistance account and advise Elizabeth

Elizabeth—pay \$50/sign up to allow the 5/31 Zoom Service of Release call to exceed 100 callers

Anne—have the Bergquist's gifts available to show at the 5/31 Service of Release

Next Meeting: Wednesday, June 24, 2020

Kathleen Wiegand, Clerk