

Minutes  
Little Home Church Council Meeting  
January 14, 2014

**In Attendance:** Kathy Haben, Kathleen Sullivan Kaska, Sandy Antonelli, Ann McLaughlin, Susi Winkvist, Anne Bouchard, Lori Haseltine, Anne Haben, Carol Berger, Ron Purser, Jane Shelton and Art Zwemke.

**Absent:** Valeri Baldwin, Louise Aughnay, Jan Marchese

Moderator Kathy Haben called the meeting to order at 7:11p.m.

Prayer Request: Ron mentioned Riley Hansen and Karen's spirit along with keeping Theo Moore in our thoughts. Ann M asked for prayers for those in the process of picking the new museum president. Susi requested prayers for Brandi who is going through cardiac issues related to chemotherapy.

Ron led us in opening prayer.

Approval of December 2013 Council Minutes: Some minor changes were requested and a motion to approve the minutes was made and all approved.

**Pastor's Reports:** Thanked staff, particularly Larry and Lori with their follow through while Ron was absent. Mentioned many churches in the area cancelled church on January 5<sup>th</sup>.

Kathy H. mentioned stopping by on 1/5/14 and the streets were good but there was no parking. Ann M mentioned Don and Polly showed up saw no one was here and left. Discussion of how the phone tree and emails are working/need improvement and it is in progress of being redone by Jane. How do we contact new/visiting members?

Dan O'Brien is our guy that helps clear up the sidewalk with snow/ice he did a great job 1/5/14. However, it was an ice skating rink on 1/12/14. Thanks Anne B for chopping away at the front sidewalk prior to the start of church service.

Theo has had pneumonia lately.

Ron recently had a wedding and a baptism for a prospective member.

Riley is doing reasonably well. Ron has been meeting with him and Jane is going to visit about the service. Riley is trying to get the equipment out of his house and he plans on going back to school in the fall at NIU.

### **Treasurer's Report:**

**Full year statement.** Good news, exceeded gross receipts at \$243,171. On pledges at 96% at \$156,218 total pledge is \$162,500. For the year deficit we are at \$35,270. The castle really helped us out. Paid all outreach commitments, except for a matching donation to Crop Walk which we have done in the past but no one asked about it this year. We still have some money for outreach funds in case anyone comes asking for help. Art still has some changes to make but the bottom line will stay the same. Facilities exceeded their budget in expenses due to keeping our buildings going. Also, we have to pay real-estate taxes when we sell the two rental properties. Taxes are about \$1,000 a month for the two properties.

**2014 Budget:** Deficit-\$56,795 projected for 2014.

Ron mentioned he will cover the medical and dental insurance payment to help with the deficit. Ann M. is contacting more people about signing up for pledges.

Anne B, Dan Roach and Rik Alex made a spreadsheet for capital needs. Hopefully this will attract sponsors. It is an incomplete list but it stands at \$80,000 as of now. Ask foundations for help lean towards historical preservation and focus on the specifics. Sandy will help facilities write a grant to Driehaus Foundation, we could get up to a \$15,000 grant. Facilities is trying to be proactive from now on instead of reactive to be more cost effective.

Ron mentioned it would be nice to give salary raises for Larry and Lori. Ron is forgoing a raise and Odie is getting ready to retire.

Kathleen K. mentioned that Lori's job has changed a lot and she is learning new things (mostly social media/computer skills) to support the church.

Kathleen K. then brought up needs and suggestions for the church as well as ongoing maintenance; copy of her report is attached. Want to have a go to person (property manager/ sexton) who is here at the church so facilities isn't overburden. Create a contract with a handyman (example is a guy out of Bartlett. Handyman/Sexton would be managed by the office and facilities. Ron mentioned when he first came to the church we had a man like that (John Biondo).

Motion to approve December Budget: Motion to approve made and was approved.

Motion made by Ann M. to increase salary by 3% for everyone excluding Ron (because he declined) it was seconded and then there was discussion to make it a 2% raise along with a performance review. However, motion was repeated for 3% raise for all staff excluding Ron and it was seconded by Jane. Motion passed for a 3% raise for Larry, Lori and Odie.

Our line of credit for \$100,000 for the year was approved by the bank. Art, Kathy and Susi signed papers for the bank.

**Peterson House:** Issue is conflicting information about a septic field on their property that services the church. The seller, LHC, asked for an extension of time, trying to keep this cash deal of \$165,000 going. The inspection did take place but we don't have a copy of it yet. The lawyer (Rich Doerr) does still have the paperwork/records from when we bought the Peterson house in archives and will be checking it to see if there is anything in there about the septic. Dan Roach is going to go probe the property and Art is going to call Selsors Septic.

**Moderator's Report:**

**Dixon Property:** Renters did not move out at the end of December. Still haven't caught up with back rent but have given 2 months, still 3 months behind. The renters, (the Kings), are working on getting boxes to move but think they have made a mistake and want to stay in the house if they double up on payments. Questioned if we want to let them stay. He is not working with the church anymore just working at the post office and on his music. It was questioned by Anne B. if we could hold off selling until March. Should we forgive what he owes so he has a deposit for a new place? We've extended with them for so long that we should just stick with our plan of selling. If we want to keep them in the house till the end of the winter we could still show it with them living there. There is someone in Wayne who is asking about the property and the price. It is still our expectation that they need to be out at the end of the month. If not we will have Barclay go to court to start the eviction process. Asking price \$85,000 as is.

Barkley had paid for the water softener in November for 6 months but Ron mentioned he was being contacted to pay monthly. This is something Ron will check.

**Moderator Elect:** No report.

**Endowment Committee Update:** Asked, again, that council members fill out their survey and the moderator passed out to each member. Surveys were asked to be returned with members names on it so the endowment committee can keep track of who has responded. We have a few members selected that Ron will be talking to about leaving money to the endowment fund.

**Christian Education:** Received the catalog for VBS. The kids have voted on Jungle Safari and we will order the material soon. February 1<sup>st</sup> is the Fermi lab visit. Will send out an e-blast about the event.

**Congregational Life:** Chili cook of will be February 8<sup>th</sup>.

**Evangelism:** Keeping track of all visitors and since October we have written to them at least twice to keep them informed of upcoming events. Discussed with Ron on how close we feel these visitors are to joining. Hoping for six "groups" to be joining in the spring. Want to do a 'get to know us' event at Carol's house, possibly Palm Sunday, April 13<sup>th</sup> and have a few people from council in attendance. We have identified 10 out of 20 visitors and we want to keep contacting them as well as anyone else who comes in. No one falls through the cracks.

Kathleen K. thought having the visitors come to the December meeting went well and was a good idea and something we might want to do again in the future.

Should evangelism be the ones to contact people who we haven't recently seen at church?  
Everyone thought it was a good idea.

Happy to report ONA hasn't hurt our new members.

**Facilities:** Anne B, Dan Roach and Rik Alex made a spreadsheet for capital needs. Hopefully this will attract sponsors. It is an incomplete list but it stands at \$80,000 as of now. Ask foundations which lean towards historical preservation for support and focus on the specifics. Sandy will help facilities write a grant to Driehaus Foundation, we could get up to a \$15,000 grant. Facilities is trying to be proactive from now on instead of reactive to be more cost effective. . It now needs to be prioritized.

Need/want to set a date for a spring cleaning hopefully before Easter.

Going to make a sign in the bathroom about what goes in a toilet.

**Outreach:** Our next event is the Easter food baskets. In the meantime Valeri is trying to get representatives for each program we support to come in and talk to the church about what it is the church is supporting.

We did make our 60 baskets for Christmas and made all our giving tree gifts delivered. Council is wondering how many churches participate in the holiday dinners and what percent does LHC provide.

All gifts for the Giving Tree program at Wayne School were turned in and delivered to the school prior to their winter break.

**Stewardship:** Pledges are around \$149,000.

A member has pointed out their disappointment in the audio feed – this may be affecting pledges. There have been more renewals and new pledges than people turning down pledging.

**Worship & Spiritual Growth:** The un-hanging of the greens went well.

**Members at Large:**

**Communications:** Mentioned the new layout for the By the Way. February hardcopy of the By the Way will come with a response postcard as to whether or not they want to continue receiving a copy. It was mentioned to utilize the newsletter to promote our events so we don't have needless fillers.

New design for website will take place within the month.

Working on updating the church data system. Church calendar for the year is also a work in progress.

Creating a visitor postcard about Easter service (follow through with church seasons).

ONA cabinet sign has been updated and something will be going in the Sunday bulletin as well as incorporated in the website design.

There was a request to design a new visitor card.

The full report is attached.

**Old Business:**

New Chairs – work in progress by Anne B and Carol.

New Beginnings –Evangelism is checking out pricing and still researching the program.

Sound system – discussed with Sexton/handyman position no more elaboration. See attachment from Kathleen K.

After ONA- what is the committee doing now to promote ourselves as an ONA church, questioned if we should be advertising in local LGBT publications. A questioned was raised, should we move this into a ministry?

**New Business:**

We will turn 150 years in seven years 2021, want to do something big.

When will we sit down to talk about the deficit? Is there a way to clean up and make it easier for the council to follow the finances of the church? Need more time than just the council meetings to focus on the budget. Open it up to more than just the council.

**We Noticed:** Jane Shelton with the Christmas pageant to fill it up with kids and keeping the tradition going. Thanks to Rik Alex for helping out with facilities. Larry for leading the Cantata and both Christmas Eve services. Anne Haben for taking the Council's January meeting minutes.

Janual is the 26<sup>th</sup> following the church service.

Next Council meeting is February 11<sup>th</sup> at 7:00 p.m. in the Parish Hall.

Susi moved to adjourn the meeting, Anne B. seconded, all approved. Ron ended the meeting with a prayer at 9:49 p.m.

Respectfully submitted,  
Anne Haben

(See attachments)

Item #		Priority	Est Cost	Actual Cost	Proj Date	Completion Date	Remarks
	<b>Parish Hall</b>						
	Exterior						
1	replace exterior door, Pastor's office		500				volunteers?
2	paint exterior of Pastor's office - Replace some of the fascia		2500				
3	ventilate roof east of Parish Hall: office and pastor's office		500				volunteers?
4	reinstall post outside the kitchen entry (stored in the Guild House basement)		150				volunteers?
5	install accessible/automatic door for the Parish Hall		4000				grant?
6	repair north doors in Parish Hall		500				
7	repair kitchen exit doors in Parish Hall		500				
8	paint exterior of Parish hall		5000				volunteers?
9	replace motion detector lights		✓			12/1/13	
10	soffit and fascia		TBD				
11	Rgrade north side to improve drainage		TBD				
	Interior						
12	repair/replace kitchen fan		TBD				check with Lori or Wally about problems
13	repair granite counter top on pass through		TBD				
14	change the kitchen sink to one large basin sink		TBD				
15	install easy locks on the exit doors by the kitchen		✓			10/1/13	
16	upgrade audio/video system		TBD				
17	new folding chairs		TBD				
18	paint interior of Pastor's office - use vapor barrier paint		500				volunteers?
19	repair window pane divider in small ante room off Lori's office		✓			11/1/13	
20	install handrail on stairs between kitchen and Larry's office		✓	Donation		10/1/13	
21	repair/replace electric piano(s)		TBD				
22	repair ballasts in office		✓			12/1/13	
23	repair ballasts in florescent lights in Parish Hall		✓			12/1/13	
24	repair lights in kitchen hallway		✓			12/1/13	
25	repair toilets		✓			10/1/13	
26	Repair leg on rolling sideboard with slate top		TBD				Rik and Anne will work on this
	<b>Guild House</b>						
	Exterior						
27	replace emergency exit door, 2		1000				
28	review and repair exterior exit stairs		TBD				
29	rebuild southeast box bay, roof, windows and trim		20,000				
30	repair/rebuild southwest box bay, roof, windows and trim		20,000				
31	repair center section, south side, roof, windows and trim		10,000				
32	replace window that holds air conditioner in bride's room, north west corner		1000				
33	ventilate roof on bride's room and nursery		400				
34	re-side west gable end above bride's room		2500				
35	soffit and fascia		TBD				





## LHC Operations...

### Needs

- Aging church property(s) requiring numerous repairs
- Limited church budget
- Small, aging congregation
- On-going maintenance and chores
- Wide range of repair expertise needed
- Part-time church office
- Multi-use activity of church throughout the entire 7-day week

### Suggestion

- Contract with freelance custodial/handyman service provider
- Min. 4 hrs per week
- Special projects and services are estimated and approved
- Managed by church staff and facilities ministry
- On-call for emergency service
- Professional; insured and bonded

*Facilities Ministry: "Care and custody of the properties of the Church..."*

### On-going Maintenance

Responsibility?

- Cleaning service (interior)
- Supplies procurement
- Event/meeting set-up
- Lighting/bulb replacement
- Garbage/refuse
- Recyclables pick-up
- Utilities
- Fire/security
- Snow/ice removal
- Landscaping spring/fall clean-up
- Lawn services
- Exterior clean-up
- Banner/sign installation
- Copier/office machines
- Computer/software

### Facility Repairs

Responsibility?

- Plumbing
- Carpentry
- Electrical
- Painting
- Misc

### Additional Properties

Responsibility?

# LHC Communications—Report

## **By the Way newsletter**

- Design format has been updated for the new year, and now includes the UCC and ONA logos in the masthead. (note email response from Pam Pendexter)
- Feb hardcopy version of BTW will include a postcard response to mail back if you would like to continue receiving a newsletter hardcopy in the mail.
- Adobe Acrobat software subscription has been set up for producing BTW hardcopy version
- Reminder to utilize the newsletter to promote and inform congregation about the church

## **LHC web site**

- New design format has been selected and the migrating of existing content will be started this month
- Reminder that the Council minutes are posted on the site

## **Church Windows data system**

- Updated software has been installed
- Lori and Ksk will sign up for next webinar
- Lori and Ksk will begin updating the membership database; this will include designating the official (voting) membership of the congregation as identified for the ONA vote

## **2014 LHC Calendar**

- Lori has started to update the new calendar, and will complete it this week and email to Council
- Up next: Janual mtg (1.26); Chili Cook-Off (2.8); Ash Wed (3.5) ; Easter (4.20)

## **ONA**

- Exterior cabinet sign as been created and installed with the ONA identity included
- Sunday Bulletin format will be updated with ONA identity for this Sunday
- ONA identity will be incorporated in the new web site format

## **Visitor card**

- Evangelism has requested a 4.25 x 5.5” postcard designed to send as a follow-up to visitors attending Sunday worship