



Board Meeting Minutes First Christian Church December 16, 2023, 10:00 am

1) OPENING ITEMS

- a) Call to Order / Establish Quorum (10:01 am Rev. Patrick Crocker, Esther Devall, Karen Holmes, Kamy McKenzy-Shaw, Bruce Weber, Sherry Woods)
Excused: Eric Hays-Strom, Scott Hays-Strom
Absent: Ric Brightman, Phil Brooks
Present:
- b) Devotional Minute – Esther – Leaning into joy. We need to take time to feel joy, which is spiritual, a gift from God and feeds our soul.
- c) Approval of Agenda:
- d) Approval of Minutes:
 - i) Board Meeting November 18, 2023
- e) Log email vote – No email votes

2) COMMITTEE REPORTS

- a) Property Matters – Esther – No report
 - i) The crack in the column next to the chapel is not set yet. Both New World Drummers and Toad Hall are notified that they cannot use the chapel yet. They will be notified when they can return to the chapel.
- b) Technology Committee – Eric/Bruce – No report
 - i) Bruce – in consultation with John and Eric, we have a new computer for FCC to use instead of John using his own for the services.
- c) Faith Action Committee – Ralph Holmes
Faith Action Would like 5 to 10 minutes of time during or right after the service once a month to educate our congregation on justice issues. The board agreed that the talk should be during the service. Faith Action should decide which Sunday of the month they want, i.e., the second Sunday of the month.
- d) Worship Committee – Eric – No report
Christmas Eve falls on a Sunday. There will be two services on December 24th. The regular morning service and a special service at 7:00 p.m.
 - i) Attendance Report – Eric –
- e) Property Liaison – Karen
 - St John's CCOA will be using the sanctuary for an ordination on January 6th. They will also use the sanctuary on the 5th to prepare for the ordination. At this time The New World Drummers are using the sanctuary on Friday's because they can't use the chapel. Karen will send a message to Fr. Ron and Karuna regarding the use of the sanctuary on

January 5th. Perhaps the drummers can practice on Thursday or skip a week.

- Weaving for Justice – Students through partnership with Border Servant Corp Jan 11th & 15th in the Atrium
- Congratulations to Rachael Ryan – 2023 NMSU Entrepreneur Hall of Fame Inductee. Karen will write up a newsletter article and attach a copy onto the bulletin board.

f) Pastoral Support Committee – Esther – No Report – no meeting last month.

g) Pastor's Report – Rev. Patrick Crocker – No report

- Meals and drinks for those in need.
- Hospital visit.
- Worship is going well
- We discussed the food in the office to hand out to those in need. Patrick will take some items to hand out. Esther will also create some care packages and place in the box with the blankets that are donated to those in need by Backyard Farms.

h) Treasurer's Report – Bruce – November was a reasonable month

The Finance Committee recommends 4.5% increase for the hourly employees. It will be easier to increase the salary starting on January 15th than wait until after the congregational meeting. Approved.

i) Financial Secretary's Report – Eric

- i) Stewardship – Esther – No report – The pledges are coming in and the preliminary budget is with the Finance Committee. They will meet the first week in January to finalize it then it will be sent to the board.

j) Event Committee – Scott/Eric

k) Pastoral Search Committee – Ralph Holmes (chair)

Karen created a folder Pastor Search Committee 2023 – 2024. It is located in the FCCBoardOfDirectors folder. The board agreed the documents should be stored where they can be accessed by all in the future.

3) STRATEGIC PLAN REVIEW – Scott/Esther –

Since Eric and Scott are unable to attend today, we will review the strategic plan next month

- a) Worship Service: Increase diversity of expression
- b) Worship Service: Amplification changes
- c) Review the entire Strategic Plan

We quickly reviewed the document Scott provided to see the accomplishments we've made over the last year.

4) OLD BUSINESS:

- a) Status of Jon Kessler boxes – Eric/Scott
Esther had a phone conversation with Jon. We can remove items but we need to shred any sensitive items.
- b) Congregational Survey – Kamy – sent out the results to the board members.
Karen asked what was the purpose of the survey? Kamy's response: to get needs and wants from congregation and to get the names of persons with time and talents willing to share with FCC. Discussion of the survey and how to use it will be added as a new business item on the agenda to discuss at next month's meeting.
- c) Policy and Procedure Report – Eric (Proposed and not approved)
[No Action Required - There will be a new Finance Policy next month](#)
 - i) Crisis Response Plan - Kamy
 - ii) Employee Handbook Policy/Procedure
- d) Security
 - i) Lights and Ring Cameras – Paul Cook
Two of the cameras are mounted in front. John can monitor the cameras on his screen during the service. The camera has an alarm. It can be heard in the atrium but not in the sanctuary. Four cameras still need to be installed. Some will be on the side and others facing the back.
 - ii) Creation of security/safety plan and team – Esther
 - The fire drill went well.
 - The security team wishes to meet with the fire department. The board also wished to attend the meeting with the fire department. Esther will set up a meeting with the fire department to occur after the board meeting. The security team wishes to get feedback regarding their security draft policy and also the building evacuation paths.
 - They are sketching diagrams of evacuation paths from the building. The diagrams and information for 911 calls will be posted for everyone to use if needed.
 - The team will ask those who use walkers if they have anything we can do to assist them if we need to evacuate.
 - This report will be moved to the committee report section.
- e) Nominating Committee – Esther/Scott/Paul
Karen said we should include Bethany and Aiden as deacons because they help serve as deacons. Esther will ask them if they want to be deacons tomorrow.

- f) Status: Kitchen Refrigerator replacement – Esther/Eric
We have a new refrigerator purchased at \$1 less than the approved amount. Rachael of Backyard Farms took one of the old refrigerators to use for the hydroponics. The other old refrigerator was hauled away.
- g) Status: Check with the Jewish and Muslim leaders in the community on how FCCLC can help them – Rev. Patrick – Noted he will reach out this week.
- h) Status: The cost and feasibility of automating our front door – Bruce
The locksmith estimates \$3200 to automate the door next to wall. This will include the wiring for power to the door and a push button. The kitchen electrical outlet will be used. Kamy asked the cost to automate both doors. The new wheelchairs are built wider, and it will be difficult if only one door is automated. One concern is the second door sticks so something will need to be done to make it open and closer smoother. We agreed that the second door should be fixed so it doesn't stick. Bruce will check with the locksmith for an estimate to automate both doors.

5) NEW BUSINESS:

- a) Congregational Annual Meeting
The Annual meeting will be held on Sunday January 21st.
Karen will retrieve the agenda from the 2023 Winter meeting minutes and send to the board.
- b) Disposal of Organ – The worship committee asked if they could post the organ on Facebook marketplace to sell for free. The purchaser will be responsible for moving the organ, no one from FCC will help move the organ. The board approved the Worship committee can post the organ on Facebook marketplace to sell and the purchaser is responsible for moving the organ. The Worship committee is also responsible for verifying whether the organ works.
- c) Buy microphone or headset for use in remote preaching on zoom. When Patrick preached from home, it was difficult for those on zoom to hear him. Bruce moved that John purchase up to two headsets for up to a total of \$150, Sherry second. Approved.
- d) Hire firm to do payroll for church – Currently the treasurer does the payroll. Donald Wilson requests the church hire a firm to do the payroll. Donald recommend OnPay. It will cost \$40 per month + \$6 per employee. Sherry moved we hire a service to handle the payroll and taxes at \$600 – \$700 per year, Karen seconded. Approved. We will start using the payroll firm in January.
- e) Meet with the Fire Department in January? – See above under Security 4dii.

6) ANNOUNCEMENTS:

a) Open Floor –

b) Youth sexuality education at Unitarian Church – Classes will start in January for 10 – 12 grade students. Esther will announce it tomorrow and post on board.

c) Next Board Meeting: January 20, 2024, 10 a.m.

7) ADJOURNMENT: Meeting adjourned at 11:16 a.m.

Submitted by Karen Holmes,
Secretary