

First Congregational Church of Woodstock
MINUTES of GOVERNING BOARD MEETING
Wednesday June 14, 2023, at 7:00 p.m. (in person)

In Attendance: Rev. Dr. Kevin Downer, Jim Nowak, Suzanne Cimochoowski, Charles Bottieri, Bruce Staehle (via Google Meets), Ginny Moylan, Laura Boies (as Clerk)

Welcome and Opening Devotion

- Moderator, Jim Nowak, opened the meeting at 7:08pm.
- Rev. Kevin shared a version of Psalm 145 from Psalms for Praying by Nan Merrill.

Action Items Review

- Stewardship Team - Bob Kirk agreed to lead. Need 1 or 2 more members.
 - Primary choices are Karen Graves and Ruth Trahan.
 - [Suzanne](#) will contact candidates.
 - Other candidates would be Yucha Kantorski, Susan McKechnie, Lynn Davis, and Amy Ahearn.
- Computer Use Policy - Bruce shared a draft in the “Property Policies” folder in the Policy Repository Drive.
 - Suzanne had suggested that the administrators could be part of the Technology Team under the Property Management Team rather than directly under the GB.
 - Administrators would be responsible for passwords, updates, back-ups, etc.
 - Bruce suggested 2 or 3 people be designated as administrators.
 - The Board recommends Bruce S and Carl Davis. Rev. Kevin will assist if necessary.
 - [Bruce](#) will ask Carl if he would be willing to be an administrator.
 - The Governing Board voted to accept the Computer Use Policy as written, with the following amendment: that the Governing Board Facilities Liaison will appoint the administrators for the church computers. [Vote was proposed by Bruce S, 2nd by Jim N, passed unanimously.]
- The Pastor’s Annual Review has been completed.
- Ginny spoke with Tom C. about working on archives, he said he wouldn’t mind having a conversation about it but did not want to take on the lead responsibility at this time.
- Rev. Kevin has drafted an initial Document Retention policy and added it to the Policy Repository Drive.

Minister’s Report

- See full Pastor’s Report [2023.06.14 Ministry Update.pdf](#)
- Continuing work on Communications
 - A draft of Communications Guidelines is in the Communications Drive
 - Working on clarifying how to use the newsletter, Sunday bulletin, etc.
 - Firming up the publishing calendar for the newsletter, especially clarifying for contributors what the deadlines are.
 - Continuing work on cleaning up Church Windows including members’ statuses.

First Congregational Church of Woodstock
MINUTES of GOVERNING BOARD MEETING
Wednesday June 14, 2023, at 7:00 p.m. (in person)

- Summer Worship
 - During July when joint services are held at FCCW, GB members will do the call for the Offering. (Except July 16th when Noah is here.) Script will be shared in GB drive.
 - July 2nd - [Ginny](#)
 - July 9th - [Charles](#)
 - July 23rd - [Suzanne](#)
 - July 30th - [Rev. Kevin](#)
- Labyrinth Issue
 - We need to do something about the labyrinth because it is a trip hazard. We should plan to have a conversation with the congregation regarding this issue, probably in the fall.
 - Lisa Haupt has offered to use the labyrinth to facilitate a discussion about how to move forward.
 - Suggested that the Boy Scouts might like to propose an Eagle Scout project for renovating the labyrinth. [Charles](#) will ask them if they are interested.
 - [Rev. Kevin](#) will have personal conversations with key people who have a strong interest in the labyrinth.

Property Maintenance Update (Charles)

- See Facilities Report [Facilities Report June 2023.pdf](#)
- Parsonage
 - Town of Woodstock has agreed to separate the lots without cost, considering it to be grandfathered in.
 - Charles has proposed a surveying company, attorney, and real estate agent to assist us through this process.
 - [Charles](#) will draft a brief update for the congregation.
 - We need to develop a timeline for this process.
 - We plan more discussion with the congregation in the fall. This will ultimately need to go to a congregational meeting for a vote.
- Paving of the parking lot is expected to begin in August with Willis Construction. The town wants to put another drywell in.
- Plumbing
 - Still need to schedule a meeting with Community Kitchen people regarding the grease trap. This meeting would likely include Bruce L, Bob K, Charles B, Bruce S, Glenn B and Rev. Kevin.
- Tiny Forrest Daycare
 - They hope to open July 1st.
 - We will install a keypad lock compatible with our master key.
- Painting
 - Beginning the process of making the statement of work and getting quotes.

First Congregational Church of Woodstock
MINUTES of GOVERNING BOARD MEETING
Wednesday June 14, 2023, at 7:00 p.m. (in person)

- Painting of the newer portions of the building do not fall under the grant program. (It's specifically for historic restoration.)
- Carpentry
 - Stan Swanson said he will continue to work on the back of the church even after they move.
 - An additional carpenter may need to be hired to help.
- Solar Panels
 - One of four inverters is still not working which has increased our electricity expense.
- Received a quote for shampooing the rug in Harrison Hall for \$500.

Financial Business update (Suzanne)

- See Financial Statement [FCCW 5-31-2023 Financial Statements.pdf](#)
- Interest is coming in from our CD's.
- Last year a pledge was received in the form of stock. The company needs paperwork signed in order to move the funds and they need verification that Suzanne has the authority to sign.
- MOTION: to authorize Suzanne Cimochoowski to execute instructions to Virtus for the sale of the church's entire holdings of Virtus stock. [Rev. Kevin proposed, Charles 2nd. Motion passed unanimously.]
- We will be setting up an online payroll service with our payroll company, Ministry Works, which will only cost \$20/month, with a \$300 set up fee. This will be helpful for everyone involved.
- Tom D and Toby B have asked the GB to consider capital funding for future major repairs and renovations.

New Action Items

- [Suzanne](#) will contact the stewardship candidates.
- [Bruce](#) will ask Carl Davis if he would be willing to be an administrator for the computers.
- [Ginny](#), [Charles](#), and [Suzanne](#) will help do the call for the offering in July.
- [Charles](#) will ask the Boy Scouts if they'd be interested in the labyrinth as an Eagle Scout project.
- [Rev. Kevin](#) will have conversations with key people regarding the labyrinth.
- [Charles](#) will draft a brief update about the parsonage for the congregation.

Closing Prayer offered by Rev. Kevin

Meeting adjourned at 8:27pm