

Minutes of the Holy Faith Church Parish Leadership Team
May 21, 2024

Present: A. Martin, J. Hassett, C. Jacobs, T. Kollath, J. Mangi, L. Reifert, D. Dersnah

Absent: A. Amstutz, C. Mitchell

Guest: W. Amstutz

- I. Call to order: 7:00 pm called to order by A. Martin
- II. Opening Prayer: Evening Prayer from Prayers for a Planetary Pilgrim
- III. Presentation of Group norms that we derived from our discussions with Jacques Hadler. (attached).
- IV. Approve contract for copier
W. Amstutz presented two options for a new 5-year copier lease, one for a Sharp copier from UTEC, and the other for a Toshiba copier. Wendy recommends the contract proposed by UTEC. She points out that although the stated cost of a contract Toshiba is slightly lower than UTEC, Toshiba's bid does not include close-out costs, and has a substantially higher cost for expendable supplies than the bid from UTEC.

Moved to approve the contract from UTEC in the sum of \$18,345.60 for a five year lease.
Moved: J.Mangi
Second: T. Kollath
Motion passed unanimously.
- V. Memorial Garden Policy and Memorial Garden Agreement
The revised Memorial Garden Policy and the revised Memorial Garden Agreement, originally presented in the October 2023 meeting, were brought up for discussion. The policy was revised to bring it into alignment with Diocesan guidelines, and the agreement was revised to bring it into alignment with the revised guidelines. The revised policy and agreement are attached to these minutes.

C. Jacobs will contact the Synod to see if they have guidance that would be relevant to our Memorial Garden Policy and Agreement.

Moved to accept the revised Memorial Garden Policy and Memorial Garden Agreement.
Moved: T. Kollath
Seconded: J. Mangi
Motion passed unanimously.

VI. Acceptance of 2023 Audit

We participated in an audit exchange with St. James Episcopal (Dexter) and St. Luke's Episcopal (Ypsilanti). The auditors from St. James were very impressed with our bookkeeping. They reported only three recommendations relating to internal controls:

1. The bookkeeper should not be one of the authorized check signers. (We will delay implementing this recommendation until Andrea returns from sabbatical.)
2. Currently, we shred voided checks. The auditors suggested that we write VOID on the checks and file them with the bank statements. (Already implemented)
3. Checks received by mail should be stamped "For Deposit Only" before putting them in the file for the counters. (Already implemented)

Moved to accept the results of the 2023 Audit.

Moved: L. Reifert

Seconded: J. Mangi

Motion passed unanimously.

VII. Mutual Ministry Review

Dave Hendricks was paid a stipend to help analyze the results of the Mutual Ministry Review and submitted his report.

The key insights were that the parish has a strong positive perception of leadership, that the pastor is highly accessible and supportive, that we make a great effort at communication, sermons are impactful, and there is strong support for continuing outreach efforts. There is room for improvement in the areas of the participatory process, but confidence in speaking to the PLT is not quite as high as for the pastor, and there is some debate about whether we need to continue with printed announcements.

VIII. Letter from Sam Proud

We received a letter from Sam Proud apologizing for his harassing behavior that was reported in 2023. He would like to have the letter distributed to the congregation. A. Martin will post it on the bulletin board.

IX. Pastor's report

Pastor Martin shared the letter of agreement with Rev. David Hendricks to provide pastoral services during her absence, and the plan for division of labor during her sabbatical. She also shared the list of homebound parishioners.

X. Approval of April minutes

Moved to accept the minutes of the April 2024 meeting.

Moved: L. Reifert

Seconded: J. Hassett

Minutes approved unanimously.

XI. Acceptance of April financial report

Andy Amstutz reported that April 2024 income was \$23,767.78 and expenses were \$19,930.53. Our net income was \$3,837.25. Net income year to date is \$2,386.03

Our total assets were \$241,353.44 liabilities were \$1503.03, and dedicated accounts were \$50,303.20. Total equity was \$189,527.21. The primary checking account balance was \$82,307.29 and the primary savings account balance was \$62,828.85.

The Apportionment invoice for April was not received, so that we expect a double payment in May (\$787.67 per month). Five checks (\$500 each) for donations to campus ministries were cut in April but had not cleared by the end of the month. We currently have \$5,869.15 in uncleared checks, and will void checks more than 90 days old in May.

The treasurer's report is attached to the minutes.

Moved to approve the April Financial Report, subject to audit.

Moved: J. Mangi

Seconded: C. Jacobs

Financial Report approved unanimously.

We want to check with Andy why there have been no rental payments listed from the Co-op during this year.

XII. Buildings and Grounds Liaison report.

B&G liaison J. Hassett reported on the fertilizer and pre-emergent herbicide used on our lawn. He presented the SDS for Dimension[®] and fertilizer from our vendor. Dimension[®] is a widely used pre-emergent that has very low environmental and health risk.

We have mice; we have set traps and have had some captures. Recommend getting a professional assessment.

We need to repair our entry sidewalk apron.

Hospitality Chair D. McGraw and his committee deep-cleaned the kitchen.

XIII. Outreach Coordinator's report

Outreach Coordinator J. Cook submitted a report of her recent activities.

Summary of main activities:

- 4/20 Paper Pantry at Chidester and conversation with two residents regarding future needs.
- Lunch with Diane and Charlie Jacobs
- 4/26 Undue Medical Debt Meeting

- 4/27 Attended ELCA Justice Summit in Farmington Hills
- 5/4 Paper Pantry planning meeting at Lisa's
- 5/6 Lunch with Diana Aikens, SASS employee
- 5/15 Undue Medical Debt dinner meeting
- Lots of communications both email and phone calls to plan gatherings and the Undue Medical Debt launch. I foresee this continuing throughout the summer.

I appreciate the many words of support and encouragement.

XIV. Motion to adjourn

Moved: J. Hassett

Second: T. Kollath

Meeting adjourned 9:13 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Charles W. Jacobs". The signature is written in a cursive style with a large, prominent initial "C".

Charles W. Jacobs