

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
May 6, 2021

The meeting was opened via Zoom at 5:30 PM with the following individuals being present: Jim Brown (Moderator), Mark Schubert (Treasurer), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Approval of distributed minutes as corrected for the March 4, 2021 meeting.
- Review of church finances by Mark Schubert & Debbie Tomicich
- Discussed the following issues:
 1. Administrative Coordinator 25 hours per week change
 2. Building rental request status
 3. Organizational Restructuring Ad-Hoc Committee
 4. Motion to grant system administrator status for Breeze
 5. Other
- Pastor's initiatives & concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- A motion to change the Administrative Coordinator position from 20 hours per week to 25 hours per week was presented, discussed, and passed. New hours would be five days a week from 10:00 AM until 3:00 PM.
- A motion to grant administrator status for Breeze to Janet Campiglia, Administrative Coordinator was presented, discussed, and passed.
- A request from a Speech Therapists for rental of a portion of the church building was discussed and approved. The Facilities Management Committee will develop the lease agreement for this group.
- The Church was approved by the Paycheck Protection Program for a grant of \$27,205.28. Mark Schubert, Treasurer was recognized for his efforts in obtaining this grant.

The meeting was adjourned at 6:45 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
June 22, 2021

The meeting was opened via Zoom at 1:00 PM with the following individuals being present: Jim Brown (Moderator), Mark Schubert (Treasurer), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Discussed the following issues:
 1. Janet Heuer-Campiglia employment status
 2. Hiring of Church Musician
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- A motion was made, seconded, and passed unanimously to convert Janet Heuer-Campiglia's employment status from "Probationary" to "Permanent" part-time status. Her three-month probationary period as "Administrative Coordinator" was completed in commendable fashion. Janet's hourly rate of pay was changed from \$15 per hour to \$16 per hour effective July 21, 2021.
- A motion was made, seconded, and passed unanimously to offer Dr. Lynell Kruckeberg the "Church Musician" position. Employment will be probationary for a three-month period beginning Sunday, June 27, 2021. Her employment would be for 5 hours per week at a professional rate of \$60 per hour. The Personnel Committee that conducted her initial interview consisted of Marty Clague, Pastor Pam, and Jim Brown.

The meeting was adjourned at 2:30 PM.

Respectfully Submitted,

Jim

Jim Brown, Moderator

RED LODGE COMMUNITY CHURCH

Minutes of the Executive Council

July 8, 2021

The meeting was opened at 1:00 PM with the following individuals being present: Jim Brown (Moderator), Debbie Awes (Past Moderator), Debbie Tomicich (Financial Secretary), ~~Mark Schubert (Treasurer)~~, Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Approval of distributed minutes for the June meeting.
- Review of Monthly Minutes of Governing Ministries.
- Discussed the following issues:
 1. UCC /Disaster Grant
 2. Pastor's Contract Renewal
 3. Organizational Restructuring Ad-Hoc Committee Status
- Pastor's initiatives & Concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- Pastor Pam announced that RLCC has received a \$3,000 Disaster Relief Grant from the UCC Conference. Restrictions are attached to the grant. Possible uses for the funds was discussed. No decisions were made for specific allocations of the funds.
- The Pastor's Contract for the period ranging from July 1, 2021, to June 30, 2022, was discussed. Total compensation will remain at \$92,117. Pastor Pam indicated that the funds allocated between the following compensation categories may need to be reviewed: Cash Salary, Housing Allowance, Parsonage, Annuity, Disability Income Benefit Plan, Group Life Insurance, Health and Dental Insurance and Self Employment Taxes. The contract was not finalized. Pastor Pam will provide additional information prior to finalization of the contract.
- The Ad-Hoc Committee for Organizational Restructuring of leadership positions was discussed. The Ad-Hoc Committee recommends the following as a possibility:
 1. Pastor acting as an Executive Director
 2. Officers elected by the church membership would be cut to three (Moderator, Treasurer, and Secretary)
 3. Educational meeting will be scheduled to discuss the initial proposal and solicit suggestions from parishioners.

- The Pastor's "Initiatives & Concerns" section of the meeting was highlighted by the Pastor suggesting the need for discussions occurring within the church about the need of purchasing a parsonage for future ministers of the RLCC.

The meeting was adjourned at 2:00 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
July 30, 2021

The special meeting of the Executive Council's Personnel Committee was conducted for Zina General who submitted her resignation as Christian Education Director.

- Exit interviews are conducted at the end of an individual's employment. Zina General submitted her resignation on July 28, 2021. The objectives of the interview were as follows:
 - To determine and discuss the employee's reason for resignation.
 - To discover and discuss any grievances that the employee may have regarding the position held to institute corrective actions which may be deemed necessary.
 - To discover and discuss any misunderstandings the employee may have had about her position or her supervisor to institute any corrective actions which may be necessary.
 - Those attending the exit interview were, myself, Debbie Tomicich, Mark Schubert, and Steve Hansen.
- Results of the exit interview were discussed with the Pastor at a meeting held August 9th. Action plans were developed at this meeting.

Respectfully Submitted,

Jim

Jim Brown, Moderator

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
August 5, 2021

The regularly scheduled meeting of the Executive Council was cancelled for the month of August. Vacations and limited items requiring the attention of the Executive Council were reasons for this cancellation.

Respectfully Submitted,

Jim

Jim Brown, Moderator

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
August 19, 2021

The special meeting of the Executive Council was held via ZOOM to consider the following motions:

- A motion was made, seconded, and passed to appropriate \$399 to purchase a replacement lawnmower from the Red Lodge Ace Hardware. (See Item #20 in the attached Facilities Committee minutes).
- A motion was made, seconded, and passed to approve contracting with Radon Protective Services to install a radon remediation vent to bring radon levels down below action level in the east and north sections of the building. Estimated cost is \$1595. Recommending immediate approval. (See Item # 1 in the attached Facilities Committee minutes.)
- A motion was made, seconded, and passed to approve a contract with Walter D. Clapp of Honor Coin Law, PLLC as the attorney of record for Red Lodge Community Church, UCC. The hourly rate is \$168.75 as needed. The paralegal rate is \$75 per hour as needed. (This motion is the result of the retirement of Steve Hanson and was briefly discussed at our last meeting.)

Respectfully Submitted,

Jim

Jim Brown, Moderator

RED LODGE COMMUNITY CHURCH
Minutes of the Executive Council
September 2, 2021

The meeting was opened via Zoom at 5:30 PM with the following individuals being present: Jim Brown (Moderator), Mark Schubert (Treasurer), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/ prayer by Pastor Pam
- Approval of distributed minutes as corrected for the July 8, 2021 meeting.
- Review of church finances by Mark Schubert & Debbie Tomicich
- Discussed the following issues:
 1. Harvest Dinner Format
 2. Christian Ed Committee Motions
 3. Lease Request from therapist Jessica Bauer
 4. Motion to grant system administrator status for Breeze
 5. 2022 Budget Procedure
- Pastor's initiatives & concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- Pastor Pam informed the Executive Committee that the congregant leaders of the Harvest Dinner have indicated that they will no longer be involved with this project. Reasons given were that Regis has previously cooked some of the turkeys. The restaurant has sold and is not available for our use. Other reasons include workers have died, moved, or are no longer able. The Executive Council recommends to the Church Council that the traditional Harvest Dinner be canceled for 2021. The Executive Council suggests that the Council consider the project used last year. No motions were made.
- Jessica Bauer, speech therapist, has been utilizing the preschool space with occupational and physical therapy this summer. She requested, on behalf of herself and two colleagues (Lauren Spring, physical therapist and Dawn Crilly, occupational therapist), to continue use of the church space through the school year but at a reduced rate and hours of use. They would like to reduce hours per week from 10 to 3 and adjust the lease rate from \$200 per month to \$80 per month. The Executive Committee took no action but suggested that the Facilities Committee make a recommendation regarding minimum hours for lease of the building and conditions under which a lease would be considered.

- A motion was made, seconded, and passed that a new Christian Education Director be hired at a rate of \$15 per hour and a work week of ten hours per week. This motion was made at the request of the Christian Education Committee.
- A motion was made, seconded, and passed that a nursery worker be hired at a rate to be determined. This motion was made at the request of the Christian Education Committee.
- A motion was made, seconded, and passed to place an Advertisement for in appropriate sources for the Christian Education Director and the Nursery worker.

The meeting was adjourned with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp

The meeting was adjourned at 6:45 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp