

BCC Meeting 02-16-2023

Fr. T - Father Tim Backus
NJB - Deacon Nancey JohnsonBookstein
SM - Sean McGaughey, Bishop's Warden
JN - Jeff Nieusma, Property Warden
AF - Alicia Florin, Children and Safety

TP - Tracy Platz, Member at Large
GSC - Geri Sue Coe, Member at Large
VE - Vicky Emerson, Member at Large
JT - Jim Thoming, Treasurer
MDM - Michelle Mrsan, Clerk

Opening Prayer - Father Tim (1 minute)

BCC check in (10 minutes)

Core Values: (3 minutes)

Children:

Outreach:

Hospitality to All:

Christian Formation:

Caring Well/Home:

Safety:

Approval of Minutes from 01-19-2022 (1 minute)

Vicar's Report: Fr T (10 Minutes)

Implementing the Top 3 Priorities:

Gathering Together

Strengthening Youth and Children Ministries

Additional Revenue Streams

Deacon's Report: NJB (10 Minute)

Outreach and Safety

Bishop's Warden Report: SM (10 Minutes)

Property Warden's Report: JN (10 Minutes)

Treasurer's Report: JT (10 Minutes)

Technology Team: MDM, GSC, TP (5 Minutes)

Fundraising/Additional Revenue Stream team (5 Minutes)

Nonprofit Reports:

BBCR: MDM (5 Minutes)

BV: ?? (5Minutes)

Old Business: All (15 Minutes) see below

New Business: All (5 Minutes)

Fire Escape Proposal for Yellow House: JN

Fire Department Inspection - June

Password for WiFi - needs to be public for donations

MOU for BV and BBCR

Prayers and adjournment: Fr T (1 Minute)

Old Business from 2022

Facility Use Forms

NJB: Facilities use forms/protocol for 3rd party use of church
NJB: Protocol for youth and children meetings
SM/Fr T: Find places for Small Group Meetings

Realm Update

MDM: Connect changed to Inform, Kept Accounting and Marlene is using it now,
Dropped Payroll. Price was \$132.20 and is now \$75.60, savings of \$56.60/month
or \$679.20/year

CFB Accounting

Fr T: Get an itemized list of expenses and donations. Find out what donations are
being left in the CFB fund (from sponsors or non-refunded tickets) and what
contracts we had to pay (or still have to).

Fire Extinguisher Inspection

SM: ask building inspector to perform inspection gratis

Potable water bill

JT: did it decrease? It should have because we started using the well instead.
*electricity may have increased

Zoom Tech

TP and MM: discuss omnidirectional vs ambient mic for sanctuary
Write up instructions for new Zoom church procedures

Ministries

BCC: Review Ministry List, find Ministry leads, and then leads need to write
blurb for weekly update and monthly newsletter for ministry of the month

Fundraising

MDM: Info pack for King Soopers, Safeway, Walmart Spark Good programs to
provide to congregation.

Maintenance

JN: put together an email that outlines swamp cooler, humidifier, other church
and house maintenance
JT: put together a breakdown of maintenance, grounds, etc expenditures for JN
JN: put new sink and/or piscina in the Sacristy
MM: ask Dominique about water plan to keep goat heads out of Labyrinth

St. B historian

Update Emergency Preparedness Doc (?)

Financial Forms

NJB: check with Cyd about where reimbursement and donation forms are
located. NJB will set up procedures to follow so Marlene knows what bucket the
money is supposed to come out of and people will receive the in-kind donation
letters.

2022 Reconciliation

JT /MDM: figure out bill for BCCR for non-potable water and any other BCCR
bills
JT: needs to inform Cyd and Marlene that the 10K was moved to Friends of St.
Brigit
NJB: talk to Marlene about the \$220 in the 'Other' fund

Meeting Start: 7:08pm.

Absent: SM, TP,

Opening Prayer: Father Tim (1 minute)

BCC check in: (10 minutes)

Core Values: (3 minutes)

Children: GSC

Outreach: NJB

Hospitality to All: JN

Christian Formation: AF

Caring Well/Home: JT

Safety: NJB

Approval of Minutes from 01-19-2022: (1 minute)

Motion: JN 2nd: GSC Vote: unanimous approval

Vicar's Report: Fr T (10 Minutes)

Implementing the Top 3 Priorities:

1. Gathering Together

- Ceili was amazing! Thanks to all of those who helped. Thanks to JT and AT for hiring and paying for the caller. Fr T looks forward to future Ceili!
- Shamrock Suppers are continuing and going well.
- Embrace the Sacred is happening March 10th and 12th. Make sure to sign up!
- Ash Wednesday is February 22.
- Lenten Series will be watching season 2 of The Chosen

2. Strengthening Youth and Children Ministries - going well

3. Additional Revenue Streams - covered later in meeting

4. BCC Retreat - We will use the time to focus on our strengths and gaps as a church and a BCC. Fr T wants it to be a Saturday during March. Grab your calendars we are not playing email tag...we are picking a date NOW! Look at March 4, 11, 18, 25, April 1. Time will be 10am to 3pm. Fr T recorded hard No's and maybe No's. He will compile and send email out to all of us.

Deacon's Report: NJB (10 Minute)

1. Church Business - We have a Verger, Mark Fasano. NJB will be working with him to figure out what his role will be within our church. There will most likely be some re-training for the rest of the people who perform functions during the service so everyone knows the proper procedures. NJB is excited to have a lay person to help the keep everything running smoothly.
2. Outreach - Heather and Eli are joining the Outreach team. YAY new blood!! They will be meeting during the Spring to develop an outreach plan.
3. Safety - **NO REPORT**
4. Facility Use - NJB has reached out to other churches who rent their spaces to get copies of their Facilities Use Policies. (GOOD JOB!!) Ours needs some serious updating.
5. Youth/Children Training - NJB will follow up on the needed training and protocols.

ACTION ITEM(S):

NJB - follow through with facilities use contracts

NJB - follow through with youth/children training for the church

Bishop's Warden Report: SM (10 Minutes) **NO REPORT**

Property Warden's Report: JN (10 Minutes)

1. Light Bulbs - JN bought new light bulbs for the outside scones. DA has been asked to put them in.
2. Fire Extinguishers - JN bought 2 New fire extinguishers to replace the 'expired' ones in the Sanctuary. They have been installed in preparation for the fire inspection in June.
3. Fire Inspection - SM had someone he thought could do the inspection for free?? JN will talk to SM. JN has lots of notes about the fire inspection, will send email.
4. Tornado - There was a tornado that came through the yellow house and the church in the past 3 weeks. Lots of cleaning, reorganizing, sorting, and YES throwing away! If you can't find something then ask MDM. BBCR office was moved to make it easier for them to conduct business without interruption.
5. Camera Shelf - DF still working on the shelf for the Zoom camera. It should be finished soon.
6. Humidifier - The filter cartridge needs to be replaced, DF has been tasked to do this. JT will order the cartridge and let DF know. If there are any problems the manual is online. Until the cartridge comes reset the error message by holding the reset button each time you go into the church.
UPDATE: Somebody called in a technician but didn't let JN know what was happening. ANYONE?? Per DA the humidifier needed more than just a new cartridge. Darin Manica is paying for this expense.

ACTION ITEM(S):

JN - JT to order cartridge and DF will replace.

JN - get with SM about finding someone to do fire inspection before June

JN - follow up with DA about light bulb replacement

AF - follow up with DF about camera shelf

Treasurer's Report: JT (10 Minutes - **and we are holding him to this LIMIT**)

1. Nothing to call out at this time. JT moved 10K from savings to operations.
2. 28K left in savings, and the deficit for next year is 26K! We overcame -35K in 2022 with a lot of praying, a little sweating and some good old fashioned finagling. We are still the little church that CAN!
3. We are financially stable right now, we need to keep growing and stay on the right track. RAH RAH!!

Fr T - it is amazing to see how the BCC and the entire church have pulled together! It is so much more positive now compared to December. We can celebrate and cry!

WOOT WOOT JT MADE IT UNDER HIS TIME LIMIT!

Technology Team: MDM, GSC, TP (5 Minutes)

We have 2K from the Diocese grant for technology. The team has been discussing how to best spend the money. The top items are a new office printer and directional microphones for Sunday Services Zoom. We need to evaluate the printers we have for the cost of getting new ones vs performing the needed maintenance. The toner cartridge was a mess. JN cleaned it and spoke to Cyd an SA about doing that maintenance weekly. There is also an issue with scanning to email and MDM figured out it requires downloading the specific application for each printer and setting up the program. She will attempt to do that when she returns in June (unless someone else can figure it out).

ACTION ITEM(S):

MDM, TP, GSC - figure out how best to spend 2K grant money (ice cream and shoes!!)

MDM - fix scan to email when back in June, maybe ask TP

Fundraising/Additional Revenue Stream team(FARs): (5 Minutes)

We need some executioners! **BRAYDEN HELP! WE NEED THE EXECUTION SPECIALIST!!**

The FARs team is back to one person, MDM. She is working on drawing up outlines for various revenue stream ideas. When she is done she will meet with those interested in helping to execute the ideas. Demi Prentiss has stepped up and MDM will meet with her to develop the fundraising plans.

UPDATE: First outline completed for *Raise Right* and sent to SM to execute. SM will be doing a presentation during a Sunday Service coming soon!

ACTION ITEM(S):

MDM - complete more FARs outlines and get them out to executioners! CHARGE!!

Nonprofit Reports:

1. **BBCR:** MDM (5 Minutes)

BBCR is amazing and very exciting. Dominique is a rock star and has things moving full steam ahead. We just had our annual meeting and we went from 3 board members to 10! **DROP THE MIC!** It was all Dominique going out into the community and recruiting new members. She has some seriously good Karma going for her. She asked for board members with specific abilities and boom she got them...and a 10K check fell out of the sky too! Sit back and watch because it is going to be quite a ride!

2. **BV:** (5Minutes)

JN says BV has filed for new funding and now it is a waiting game.

Old Business: All (15 Minutes) see below

New Business: All (5 Minutes)

1. **Fire Escape Proposal for Yellow House:** JN
JN wants to add a fire escape to the yellow house so we can use the upstairs. His plan is to change the west window into a door. The fire escape will go out from there with the stairs wrapping around and ending in the back yard. We need a mechanical engineer to verify the plans. (DF is mechanical engineer and one other person) If we can get that done then the upstairs will become usable space.
2. **Fire Department Inspection:** June
3. **Password for WiFi:** needs to be public for donations.
If we want people to donate during events then we need to make the password public. Will this interrupt the zoom streaming? We could make one link public and one private for zoom. We may not have a problem, we won't know until we try it. More discussion followed about multiple channels, administrators, making network open, managing network...JT-let's make it easy so people can donate password:StBrigit
4. **MOU for BV and BBCR**
We should develop an MOU for both BV and BBCR to outline what the relationships are and future direction of how they will work together. NJB says to check with the Diocese for advice. St. Mary Magdalene may have one for the day care that just moved in. We should develop a committee to look into MOU and then bring it back to BCC.

ACTION ITEM(S):

FSV/JT - Post the password for Wifi in the Sanctuary with a QR code to website/donate and directions to forget old network
?? - look int MOU for BV and BCC

Prayer: Fr T (1 Minute) GO IN PEACE! DEUCES! We did not run long because of JT.

Adjournment: @ 8:38pm



Facility Use Forms

NJB: Facilities use forms/protocol for 3rd party use of church

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SM/Fr T: Find places for Small Group Meetings

NJB and Cyd are working on the new facility use contract.

Realm Update

MDM: Connect changed to Inform, Kept Accounting and Marlene is using it now, Dropped Payroll. Price was \$132.20 and is now \$75.60, savings of \$56.60/month or \$679.20/year

CFB Accounting

Fr T: Get an itemized list of expenses and donations. Find out what donations are being left in the CFB fund (from sponsors or non-refunded tickets) and what contracts we had to pay (or still have to).

All accounting is complete. One refund was not done, account has \$500 left.

Fire Extinguisher Inspection

SM: ask building inspector to perform inspection gratis

See property warden report for the rest of information.

Non-Potable water bill

JT: did it decrease? It should have because we started using the well instead.
*electricity may have increased

Per JN we are using non-potable water for garden and field during the non-freezing months and the well is for grass around the house. The well is not usable in the garden. **UPDATE:** BBCR has paid their part of bill.

Zoom Tech

TP and MM: discuss omnidirectional vs ambient mic for sanctuary
Write up instructions for new Zoom church procedures - **not done**

TP and MM have discussed new microphones vs new printers. More research needs to be done after new maintenance program is used for printers.

Ministries

BCC: Review Ministry List, find Ministry leads, and then leads need to write blurb for weekly update and monthly newsletter for ministry of the month

This will be done at the BCC annual retreat planned for Saturday, March 18.
Fr. T wisdom: Once people get more involved in the church, they become more involved in the church.

UPDATE: The retreat was cancelled due to SM and Fr T being sick

Fundraising

MDM: Info pack for King Soopers, Safeway, Walmart Spark Good, etc programs to provide to congregation.

FARs team is being reorganized (again) and MDM will provide guides for fundraising programs to executioners.

Maintenance

JN: put together an email that outlines swamp cooler, humidifier, other church

and house maintenance

JT: put together a breakdown of maintenance, grounds, etc expenditures for JN - [done](#)

JN: put new sink and/or piscina in the Sacristy

MM: ask Dominique about water plan to keep goat heads out of Labyrinth

We may have a donated sink/piscina for the Sacristy. JN will do measurements and install in June. Dominique has said a mister system is the best way to get rid of the goat heads. We hope to include this in her spring plan.

St. B historian

St. Brigit timeline stops at 2019, we need someone to do updates and keep up timeline going forward.

Update Emergency Preparedness Doc

NJB will contact Amy Lithgo (sp?) to borrow theirs so we can create one for St. B

Financial Forms

NJB: check with Cyd about where reimbursement and donation forms are located. NJB will set up procedures to follow so Marlene knows what bucket the money is supposed to come out of and people will receive the in-kind donation letters. This is ongoing procedure, NJB will continue.

2022 Reconciliation

JT /MDM: figure out bill for BBCR for non-potable water and any other BBCR bills - [done](#)

JT: needs to inform Cyd and Marlene that the 10K was moved to Friends of St. Brigit - [done by Fr T](#)

NJB: talk to Marlene about the \$220 in the 'Other' fund - [done](#)