

## BCC Meeting 04-20-2023

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:** Fr T

**BCC Check-In:** (10 minutes)

**Core Values:** (3 minutes)

Children:  
Outreach:  
Hospitality to All:

Christian Formation:  
Caring Well/Home:  
Safety:

**Approval of Minutes:** 02-16-2023 (1 minute)

**Vicar Report:** Fr T (10 minutes)

**Deacon Report:** NJB (10 minutes)

- Outreach

- Safety

**Bishop's Warden Report:** SM (10 minutes)

**Property Warden's Report:** JN (10 minutes)

**Treasurer Report:** JT (10 Minutes)

**FARs Report:** MDM (5 minutes)

**Technology Team:** MDB, TP, GSC (5 minutes)

**Nonprofit Report(s):** (5 minutes)

- BBCR: MDM or Dominique McKee

- BV: ?

office printer

**Old Business:** (10 minutes)

- Scout tasks and project ideas
- King Sooper donation: 26 households = \$274.74
- See action items below

**New Business:** (10 minutes)

- Shelly and Duties and Financial Procedures
  - Approve Shelly as signer on 1st Bank account for up to \$500 and remove Cyd  
(over \$500 need two signers, over \$1000 need three signers)
  - Set up a protocol to have someone check with Shelly every Sunday to sign checks
  - Increase Shelly's duties to include: ordering supplies, bank deposits, meeting workers
  - Increase Shelly's compensation by \$xx?
- Frederick Clean Up Days - BBCR and St Brigit trips

**Prayers and adjournment:**

**ACTION ITEM(S):**

~~NJB – follow through with facilities use contracts~~

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

NJB - Update Emergency Preparedness Doc (?)

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

NJB - Financial Forms: 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

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

JN - follow up with DA about light bulb replacement

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

~~AF – follow up with DF about camera shelf~~

MDM, TP, GSC - figure out how best to spend 2K grant money

FSV/JT - Post the password for Wifi in the Sanctuary with a QR code to website/donate and directions to forget old network

SM - BCC roles

**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

**St. B historian**

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

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Where is Tim? He is hiding behind Sean!!

**Meeting Start:** 7:11pm

**Present:** Fr T, NJB, SM, JN, JT, MDM, GSC, TP, AF @7:41pm

**Absent:** VE

**Opening Prayer:** Fr T

**BCC Check-In:** (10 minutes)

**Core Values:** (3 minutes)

Children: JT

Outreach: GSC

Hospitality to All: JN

Christian Formation: SM

Caring Well/Home: TP

Safety: JN

**Approval of Minutes:** 02-16-2023 (1 minute)

**Motion:** JN 2nd: GSC **Vote:** unanimous approval

**Vicar Report:** Fr T (10 minutes)

**Cyd Carlson:** We are all very saddened by Cyd's passing on Easter Sunday. The paid and volunteer staff have been working to cover Cyd's duties to keep things moving

forward. We need to decide what to do going forward. Do we hire a new office manager? Increase duties of Michelle, Shelly and Fr T to cover what Cyd did?

Tim would like to propose that we do not hire someone new and we increase the duties of Michelle and Shelly (and maybe by David Arnold and Tim). If we do this then we should increase the salary for the paid employee(s). The added duties for Shelly will be; ordering supplies, bank deposits, meeting with workers, unlock/lock doors for visitors and events. Shelly makes \$600/month for 40 hours/month. He would like to increase to \$700-\$750/month or more.

Discussion followed about how many hours per month Shelly does work and how many extra hours she would put in with the added duties. Shelly works more than 10 hours/week now so we discussed what would be fair for adding new duties.

Further discussion will be done during new business.

**Church Survey:** The responses from the Church Survey are very low, 25 total responses. Fr T is going to send out the survey again to the BCC and the congregation. If you haven't already done so, please answer the survey ASAP!

Fr T left the meeting

**Deacon Report:** NJB (10 minutes)

**Parochial Report:** The Parochial Report needs to be approved by the BCC and submitted by midnight tonight, we are 50 days late! We will review it under new business.

**Outreach:** There are 3 new people on the Outreach team. No meeting scheduled yet. The team will most likely do a mid-summer event of food run, sock run, and men's blue jean run. After that there will be the usual Thanksgiving and Christmas events.

**HELP Center Anniversary:** The 10th anniversary of the HELP Center is this year. They are having a gathering next week Thursday from 4-6 with hot dogs and chips, everyone invited. @ 150 Buchannon

**Safety:**

**Patrols:** Rick Hess is patrolling the grounds during Sunday services in order to keep us safe. The clergy has talked to him about not being so noisy when opening and closing the doors because it interrupts the service.

**Swamp Cooler:** The swamp cooler needs to be turned on. JN reported that all that is needed is remove the cover and turn on the valve.

**Phone Duty:** Now that we no longer have an office manager, NJB will be handling the phone calls for the church.

**Bishop's Warden Report:** SM (10 minutes)

**Grant:** Ginger has found an opportunity for a 20K grant that involves planting a vacant space. SM spoke to Dominique from BBCR about joining with us in this endeavor.

**BCC Retreat:** We may possibly reschedule the BCC retreat for June. Otherwise September.

**Property Warden's Report:** JN (10 minutes)

**Swamp Cooler:** The swamp cooler in the church is very easy to turn on. JN will give someone directions. The one in the house is more difficult but JN will find someone he can walk through the process.

**Fire Extinguisher Inspection:** We have not found anyone to come and inspect the fire extinguishers. JN will take them somewhere to be inspected when he is in town. The fire department will be in for annual inspection in the 2nd half of June.

**Treasurer Report:** JT (10 Minutes)

**Money Talk: (stay awake!)**

Celtic retreat gross was ~\$1100, cost was \$600 so we made just under \$500

King Sooper is on track with previous quarters

JT doesn't know what the other fundraising of \$498.58 is so he will ask Marlene

Grounds has \$1100 cost but an offsetting donation was made by JN so it is a wash

We are ahead on income so JT hasn't moved any money around this month

Lots of money coming in at the beginning of the year so we are ahead

This is where we go completely off the rails!

Technology improvement, printer is nice and made Shelly's life easier. We have a new-ish computer for counters and a REALLY old one for admin, can we just have one computer for admin and counters? Cyd donated a computer with a hard drive, not her laptop and printer. More information is needed about what Cyd donated. End result of the conversation is no new computers!

MDM thinks we need to move Tim's office. What does everyone think about swapping offices? Discussion followed, some rearranging of wires and desks would be needed but the general consensus was it was a good idea and MDM can do it in June when Tim is in Florida. (Hahahahahahaha) And now we jumped back to computer talk and needing new microphones for Zoom church.

TP stepped in and pulled the reins, whoa BCC get back on track! Go TP!!

**Money Talk: part II**

\$840 in budget for clergy gathering it is \$420 each on 4/20! Hee hee This will be put towards the Annual Convention in Grand Junction.

Other expenses are on track.

[Fr T is back in the meeting](#) (uh oh how long has he been listening? He may fire us all!)

Operating account is very healthy. It has kept up on its Emergen-C. No need to move any money around after what was approved earlier this year. Another explanation of obligation vs actual savings occurred.

Someone needs to do a valuation on the assets and then correctly depreciate them. It would most likely have an effect on our insurance rate.

We have a random \$195 for flowers, JT will talk to Laura Lewis.

**ACTION ITEM(S):**

**JT: do a valuation of assets and set up depreciation**

**JT: after asset valuation let insurance company know to see if it will decrease rate**

**FARs Report:** MDM (5 minutes)

FARs TEAM (not just MDM anymore!) had a meeting and have some good fundraising ideas outlined and ready to start. Now we need to find 'champions', not executioners, to run with the ideas. (Sneaker drive, Walmart Spark for Good, Raise Right, Plasma drive, King Sooper (King Sooper quarterly donation: 26 households = \$274.74)

Our goals are;

- 1) don't keep asking the congregation for money
- 2) keep it simple
- 3) create ongoing funding sources

**Technology Team:** MDB, TP, GSC (5 minutes)

**Tech Grant/Microphone(s):** The team needs to research what types of microphones would work best to hang from ceiling on either side of altar. These would be to pick up piano and congregation singing. Budget left is \$?? Discussion followed about how sound system works with Zoom and how we can improve the whole system. Fr T LOVES the new printer!!

**ACTION ITEM(S):**

**??: Contact Joel McIntyre at Holy Comforter about sound for Zoom**

**All: Research microphones**

**JT: Let tech team know exact amount left in Diocese grant for technology**

**Nonprofit Report(s):** (5 minutes)

**BBCR:** MDM

**Printer:** BBCR is excited about the new office printer! We have our meeting 4-27-2023 and will vote on BBCR buying the color toner. Discussion followed about BBCR buying color toner and or paper. Then we discussed paper for a long time and how amazing our new printer is because it holds 6500 pages! After being down the toner and paper rabbit hole, we climbed out and decided that BBCR will buy color toners and we will revisit paper at a future date.

**BV:** Waiting on funding

**Old Business:** (10 minutes)

**Scout tasks and project ideas:**

Playground maintenance w/direction

Weeding all over

Planting flowers (when design is decided upon)

Clean Up days - Church and Garden

Eagle Scout Project - redesign playground

**See old ACTION ITEMS below:** this was NOT covered in the meeting and MDM asked that everyone go through the ACTION ITEMS and get back with her about the progress.

**Parochial Report:**NJB

NJB led BCC through the Parochial Report. Per JN it is a bunch of statistics about our church that we roll up and send to the Diocese. Certified by Vicar (Fr T), Clerk (MDM) Treasurer (JT), and approved by Vestry (SM). It was decided that the narratives would be sent out to the BCC so they could read them and do approval.

**\*\*Approval of Parochial Report done via email: Parochial Report Narratives, 4/21/2023**

**New Business:** (10 minutes)

**Shelly Arnold - Duties and Financial Procedures**

Approve Shelly as signer on 1st Bank account

(FYI over \$500 need two signers, over \$1000 need three signers)

Increase Shelly's compensation to \$xx?

**Motion: Increase Shelly Arnold's salary from \$600 to \$750**

**motion:TP 2nd: SM Vote: unanimous approval**

**Motion: Add Shelly Arnold as a signatory on the St. Brigit checking account**

**TP 2nd: GSC Vote: unanimous approval**

New approved list of signers:

Sean McGaughey - Senior Warden

Michelle Arnold - Admin Assistant

Tracy Platz - BCC Member

Alicia Florin - BCC Member

James Thoming - Treasurer

**Adjournment:** 9:02pm SM