**Orinda Community Church**

**Minutes of Church Council  
Wednesday, February 24, 2021**

**Council Attendance:** Kurt Sunderbruch, Anne Barr, Lani Shepp, Kathleen Wiegand, Bob Winbigler, Gail Mead, Mitch Breitwieser

**Staff Attending:** David Milnes

**Minutes:** The 1/13/21 minutes were approved by email on 1/18/21

**Budget Report:** Per Anne Barr, the church has deferred a lot of maintenance on our buildings and grounds that isn’t covered by the 2021 budget. As Chair of the Endowment Fund, she mentioned Endowment supports (and has pre-approved) a pledge to match congregation gifts to fund these maintenance expenses. We would set up a fundraising and management committee to keep the congregation apprised of investments and the implementation of key projects starting with fixing the water problem near the music room. The Committee would be a cross-functional group that would work independently with full, as well as, contributing members. The Council moved and approved authorizing such a committee to handle a multi-year buildings and grounds improvement effort funded by Endowment and the congregation. Anne, Kurt Sunderbruch, and Lani Shepp will contact potential members to serve on this committee. Once formed, the committee will gather and prioritize the b&g projects. The prioritization of the projects chosen by the committee will be subject to approval by the Council and Endowment.

**Rekeying Update:** Per Kurt Sunderbruch, Bomac’s will rekey our campus on 3/8-9. There will be multiple key lock boxes on campus to access various keys. We can email/text codes for the lock boxes for one-time or ongoing key access. Elizabeth Robinson will manage setting this up as head of staff. Buildings and Grounds will install the lock boxes. Lani Shepp will make a list of our vendors. We’ll announce the new key access process to the congregation before 3/8 so those needing to be on campus continue to have access (e.g., B&G folks, quilters, finance folks).

**B&G Update:** Bob Winbigler reported B and G is working on the sanctuary lights. Per David Milnes, the pulpit lights (spotlights) are out. Bob will advise B&G.

**OSHF Proposal Update:** Per Anne Barr, we’re working with OSHF on getting a solution to our proposal comments/red lines to each other and are waiting for an interpretation from our attorney, Dave Barron. Kurt Sunderbruch and Anne are working on the contracts with Gail Mead’s help.

**At-Large Member Reports:** Mitch Breitwieser, the Council’s newest member, will be the Internal at-large member covering LL&S and Care and Fellowship business. Gail Mead will switch to be the External at-large member covering M&J business. Gail will call Mitch to advise him on his role.

**New Business:** Per David Milnes, who is on the church Covid-19 Advisory Committee (CAC), with vaccinations happening and new County guidelines for in-person services expected soon it might be a good to think about what our church wants to do. This falls under the authority of the CAC (not Council). Gail Mead brought up an option of using short-range radio broadcasts to cars in the parking lot or streaming it to homes. David will take this option to the CAC and discuss the possibility of starting limited attendance on Sundays. Kurt Sunderbruch pointed out the CAC should come up with a proposal and bring it to the Council to approve. This can be handled by email if action is needed before the next Council meeting.

**Executive Session:** The Council went into an Executive Session to discuss personnel matters.

**ACTIONS:**

Anne, Kurt, Lani—contact potential members of b&g improvements committee

Elizabeth—set up process for visitors to access key lock boxes; advise congregation of new key procedures before campus is rekeyed on 3/8

Lani—make a list of vendors needing access to key lock boxes for Elizabeth

Bob—advise B&G to fix the pulpit lights (spotlights)

Gail—advise Mitch on his at-large member role

Kurt—advise Elizabeth on the Executive Session discussion

Next Meeting: Wednesday, March 24, 2021; 7:00 pm

Kathleen Wiegand, Clerk