

**Orinda Community Church
Minutes of Church Council
Wednesday, June 24, 2020**

Council Attendance: Kurt Sunderbruch, Anne Barr, Lani Shepp, Kathleen Wiegand, Bob Winbigler, Gail Mead, Karen Sanford

Clergy Attending: Elizabeth Robinson (around 5:00 pm)

Participant: Tom Norris

Minutes: The 5/27/20 minutes were approved unanimously by email on 5/31/20

Buildings and Grounds (gas and water updates): Tom explained the gas pipe needs to be above ground rather than below ground or on the surface. We're almost ready for the final inspection by PG&E. Karen will take a look and provide options on how to protect it (vegetation, encasement, etc) so it isn't so accessible to campus visitors.

Tom mentioned finding an irrigation water pipe near the Fellowship Hall (FH) that had an open end and wasn't water tight. It was hooked into a sprinkler valve so that's how it got turned on and leaked. Two leaks near the FH door have been fixed and an isolation valve installed so the FH can be isolated from TOPS. Kurt asked Tom to notify Dion whenever the water is being turned off. Tom hasn't heard anything from the city on the water leak in front of the church on Orinda Way. EBMUD is digging holes in the road but they don't know what's causing the leak. Lots of pipes aren't showing up on the church drawings. Tom is focusing on repairs and will then update the drawings. Tom did digitize the FH drawing on a thumb drive. Tom will review the drawings Gail sent to him. We need to store these drawings all in one spot, possibly Google Drive.

Lani discussed repairs made to some irrigation pipes on the lower hill. We have installed a soaker hose to better irrigate this area; Lani will run it once a month during summer. Other lower hill irrigation is on and is working fine.

Tom mentioned the FH hallway is beginning to crack which is consistent with clay soil movement. Do we want to fix this now while the pipe trenches are open? Tom will check with Andy and put some options together for what to use to fill the trenches (gravel, sand, mulch, cost of each) to retard soil movement. Tom will focus on the gas inspection first and then do the options for filling the water pipe trenches. Tom also mentioned the water valve just below the sanctuary is leaking a little more as time goes by. At some point it needs to be fixed to prevent becoming a big deal. Anticipated repairs might cost \$500-600 for materials and labor. We decided this can wait 6 months or so; we'll get the gas line working and inspected first. Tom can look at the valve every month to make sure it isn't worsening too much.

Holden Update: Lani reviewed that Holden wants to use the Agape Room but not the other two rooms for the coming school year. Using all 3 spaces isn't cost effective for them. Holden's use of easy up tents in their parking lot is okay with us. The Council moved and approved allowing Holden to use the Agape Room during school hours. Elizabeth will advise Holden. Elizabeth will ask Kate about the status of the Fire Marshal proposal for Holden.

OCC Site Security Concerns: Kurt explained we've had some recent evidence of intruders in the sanctuary. The piano was damaged and there have been unlocked doors and lights left on in unexpected places. Dion, Dagmar, B&G, and Holden have been informed. We'll stay on top of this and renew our efforts to do a complete site check every night and be extra alert to our security efforts.

Treasurer's Report: Lani did some rough expenses vs. income calculations for the rest of the year and it looks like we don't have any money to spend. Income matches expenses with no buffer. We'll be cleaning out our savings account and cashing in CDs to pay final salaries at year's end. Lani didn't include any Oktoberfest income in her calculations. We'll need to fund raise this year. Lani will do a more precise calculation at the close of June and advise us. In July, we'll come up with a six month plan and that will give us some idea of how to proceed and what to tell staff. We'll discuss this at the July Council meeting and come up with contingencies.

At-Large Member Reports: Karen reported we came up with money to build the Common Hope house so that's done.

The Council went into a closed executive session to discuss matters that would violate the privacy of an individual if discussed in an open meeting.

ACTIONS:

Karen—Recommend how to protect gas pipe from campus visitors

Elizabeth—advise Holden it can use the Agape Room during school hours

Elizabeth—ask Kate about status of the Fire Marshal proposal for Holden

Lani—at close of June redo financial calculations for Council

Kurt—July Council agenda to include discussion of 6-month financial plan and contingencies

Next Meeting: Wednesday, July 22, 2020

Kathleen Wiegand, Clerk