**Orinda Community Church**

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

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

**Clergy Attending:** Elizabeth Robinson

**Staff Attendees:** David Milnes, Leslie O’Brien

**Minutes:** The 2/24/21 minutes were approved by email on 2/28/21

**Pastor’s Report:** We’re starting to take tentative rental requests for the fall. We’re continuing with eblasts, creation justice work, and Sunday service recordings. We might do some live streaming on an ongoing basis. The Covid Advisory Committee (CAC) is following the County’s Covid progress as it moves to different color levels. CAC is thinking about outdoor events and safe indoor meetings. Nancy Thursby would like to start meeting outside for hand bell practice (once we receive the new hand bells) but David thinks this practice can be inside. CAC will meet in a week or two to make some decisions. Leslie O’Brien will write up a CAC blurb for this Friday’s eblast.

**Unpaid Intern:** Elizabeth Robinson provided background on Hunter Green’s proposal to be an unpaid intern at OCC. Hunter might be able to help us with B&G project management and in networking to get resources. We would help her in earning her certificate in project management. Since Elizabeth would need to supervise Hunter as an intern, the Council advised Elizabeth to make the decision on whether or not to agree to the intern assignment. We can welcome Hunter to our community and church and try a small project to see if the intern aspect works for both parties. Elizabeth will talk to her and let Council know what they decide. If we’re not able to have her as an intern, she will still rent the library from us ($300/month). She’ll need to be vaccinated.

**Office Admin Hire:** Elizabeth Robinson has created a job description and will show it to Staffing and Personnel. Gail Mead has expressed interest in working the office admin job on a transitional, temporary basis until we locate a permanent hire. She can see what the job entails so we know who to hire and how to train her/him. We need to figure out what will work for the new part time admin position. Gail and Elizabeth will meet tomorrow to discuss Gail’s role and any changes that are needed to maintain the checks and balances between the 3 financial folks while Gail is working admin duties.

**Treasurer’s Update:** Per Lani Shepp, we won’t apply for a PPP for the 4th quarter of 2020. Lani has the sensors the insurance company requires in our kitchen. We’ll install them after Winter Nights since we can’t go into the kitchen now due to the Winter Nights safety protocols. We’ll require a cell phone to be the hook up for the sensors. Lani reviewed the Scout protocol for campus projects that she’s drafted. We’ll assign a person to review a scout’s application. The reviewer will make a recommendation to the Council who will then approve/disapprove. If approved, a supervisor will work with the scout to implement the project. We’ll do a thank you to the scout after the project is finished. If there’s any property damage, the scout will stop work, advise us, and we’ll see who’s to fix it. Incoming project requests from scouts will go to Elizabeth Robinson. Leslie O’Brien will then liaison with the scout. Leslie will find the right person to work with the scout, depending on the project. Lani will rewrite the scout protocol to add in Leslie as the scout liaison and will send the revised protocol to the Council.

**Winter Nights Update:** We have four families sheltering in place 24/7. We may have a fifth family starting in a week. There are currently five children ages 18, 15, 3, 3, plus a baby. One of the women has a service dog part time. Lani will do a write up once the other family arrives.

**Rekeying Update & Policy Discussion:** Per Kurt Sunderbruch, Bomac’s rekeyed everything except the Mayflower and Washington buildings because those needed coordination with TOPS. We do not yet have keys for certain rooms other than master keys. We need to advise Bomac’s of what keys are missing and obtain more master keys. Kurt has done a great job so far but there are still a number of loose ends to resolve. Elizabeth Robinson mentioned we need a smart phone to manage the lock boxes (as well as the dedicated sensors for the kitchen). The Council moved and approved establishing a committee to figure out the remaining issues/details and inform the Council. The committee will consist of Bob Winbigler, Elizabeth Robinson, Gail Mead, and Mitch Breitwieser. The committee will work with Bomac’s to get the keys that are still needed. If there are policy issues, the committee will come back to the Council for approval (email is okay). Bob Winbigler will convene the committee right away to resolve the unfinished business.

**B&G Update:** Lani Shepp reported we have set a meeting date to define B&G project priorities. Leslie O’Brien reported the sanctuary bathrooms were cleaned during the 3/22 Work Day and can be painted during the 4/5 Work Day.

**OSHF Proposal/Lawyer’s Comments Update:** Per Anne Barr, there was a recent meeting with OSHF, Gail Mead, Kurt Sunderbruch, and all the lawyers to examine what we want to do on the hillside project. The participants came to agreement on how to proceed. Our attorney, Dave Barron, redrafted the info and agreement and sent it back to OSHF yesterday to make sure the words represent the meeting of the minds. OSHF needs to get to Orinda City Planning to get the project approved. We’re in good shape. We have a virtual video flyover of the design that we can show the congregation at some point. Our OSHF/OSV Board members are very important and are managing this project (Chris Mead, Fred Matteson, Gwen McNeilus, John Thursby and Lee Cruise). As we move forward, it’s important we have folks on the board who understand the legal and technical aspects of the project. They have an important fiduciary responsibility for the church. The Multi-Faith ACTION Coalition will help advocate for us with the Orinda City Planning.

**At-Large Member Reports:** Per Mitch Breitwieser, unspent funds from Care & Fellowship may be spent on a barbeque. LL&S has done presentations on Save the Delta and is continuing with the faith journey narratives. Per Gail Mead, our Creation Justice Team plans to put a little library down at the bottom of our grounds and get a table at the farmer’s market when we’re back in session. There will be a discussion of a movie on Netflix called *Kiss the Ground* (regenerative agriculture) on April 25.

**New Business:** Kurt Sunderbruch mentioned being contacted regarding what we might be able to do in support of Asian Americans and Pacific Islanders. He is open to suggestions. Based on our discussion Elizabeth Robinson will recontact David Kim, a possible speaker for a community event (including other UCCs), to see if he’s available. Elizabeth will talk to Anne Barr about Endowment funding for a speaker and will talk to Mary Volmer (LL&S) on organizing/publicizing an Asian/PI speaker event.

**Action Items:**

Leslie—write CAC report for eblast for Friday, 3/27

Elizabeth—talk to Hunter Green about the intern work and let Council know what you decide to do

Elizabeth and Gail—meet tomorrow to discuss Gail’s role as temporary office admin

Lani—rewrite the scout protocol and send out to the Council

Lani—do a Winter Nights write up for an eblast after our fifth family arrives

Bob—convene the Rekey Committee to resolve the unfinished business

Elizabeth—contact David Kim for availability as an Asian/PI speaker; talk funding with Anne Barr; and organization/publicity with Mary Volmer

Next Meeting: Wednesday, April 28, 2021; 7:00 pm

Kathleen Wiegand, Clerk