**Orinda Community Church**

**Minutes of Church Council  
Wednesday, May 26, 2021**

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

**Clergy Attending:** Elizabeth Robinson

**Staff Attendee:** David Milnes

**Guests:** John Wyro (OSHF)

**Minutes:** The 4/28/21 minutes were approved by email on 5/1/21

**Pastor’s Report:** Things are going well with Leslie O’Brien’s work. The Youth Service will be on 6/6. The kids are growing a pizza garden. Elizabeth Robinson and Leslie are talking about confirmation classes. LL&S will slow down its events during the summer. Elizabeth is pleased with the conversations about the Art Center and an annual lecture and that Endowment will support these activities. The first reading event had 40 people and the next reading session is in June. An annual lecture will bring people to the church. Next steps are to get a committee together on how to approach this. Elizabeth will loop in some people. Creation Justice is going great guns. Elizabeth and Chris Mead talked with Dion yesterday. He has found a senior housing place to live and is retiring.

**Covid-19 Committee Update:** Per Elizabeth Robinson, we want to welcome children and youth when our services start up but will ask they wear masks if not vaccinated. The committee is working on safe practices for orders of worship, communion, and offering collections. Fellowship hour will be outside with no refreshments to start. Our first in-person service will be on June 20. Brendan (professional videographer who works for UC) will help us set up a live-streaming process for our services, hopefully starting with the 6/20 service.

**Office Admin Hire Update:** Elizabeth Robinson has completed a new job description. Leslie O’Brien posted it today and we already have two responses. In the meantime, Gail Mead has been a tremendous help in the front office.

**Executive Session**: The Council moved and approved going into a closed executive session to discuss personnel matters.

**Status of Sanctuary Lighting:** We discussed our concerns over completing all of the lighting needed in the sanctuary in time for OCC’s projected re-opening on 6/20. This is a critical path for both worship and rentals. Gail Mead will see if Chris Reiser is available to get together with Tom Norris next week and give us an assessment of the work and actual dates for when it can get done. We need a plan of action that is agreed upon by 6/5. If the work doesn’t progress on schedule, we need to hire a contractor at least 2 weeks before 6/20. Elizabeth Robinson and Kurt Sunderbruch will watch over this.

**Treasurer’s Update:** We’re a third of the way through the year. We have 40% of the projected pledges in place. Our insurance is $8,000 higher than the amount budgeted. We have legal fees of $7,000 so far from the OSHF hillside project. Music is right on target.

**Infrastructure Project:** Lani Shepp mentioned we’ve fixed the raised up asphalt in the TOPS playground so it’s not a liability for us. The gas line project disrupted a lot of areas in the church but we’re getting everything back in place including plants, new sprinklers, and new cement pathways.

**Infrastructure Funding:** Lani Shepp brought up two estimates for approval. We moved and approved $8,600 for replacing the carpet in the narthex and main sanctuary aisle. We also moved and approved painting the Washington/Mayflower room at an estimated cost of $18,500. We’ll try to get the painting done during TOPS’ 2-3 week break that’s coming up or it will have to wait until the Christmas break. Karen Sanford has spent hours figuring out how water runs through our campus so we can prevent flooding. After Karen fixes the water issues we’ll be able to redo the lower lawn area. Per Lani, our fund raising letter will go out to the congregation next week

**OSHF Hillside Proposal Update:** Kurt Sunderbruch has signed, notarized, and mailed the agreement as discussed in the 5/19/21 Council minutes.

**OSHF Drainage Easement:** Per Kurt Sunderbruch, OSHF is asking us to approve an easement for a drainage solution on the hillside project. John Wyro joined us via Zoom to answer any questions on the easement. Karen Sanford has weighed in on it and concurs. OSHF is to maintain the easement. Per Kurt, if the engineer can provide a description of the work and the attorney writes it up, we will agree to it. We can approve it in concept and review the paperwork once it’s completed. We moved and approved preliminary approval of the easement pending the language being approved by Kurt Sunderbruch. John Wyro will get the necessary documents back to Kurt to sign.

**At-Large Member Reports:** Per Mitch Breitwieser, we will be having a series of events in the fall about coming out of the quarantine and how lives/the world have changed. Mitch will work with Anne Barr on arranging for refreshments for the Fellowship Hour as soon as we are again able to provide food at in person gatherings. Per Gail Mead, Creation Justice (CJ) is very busy considering/acting on several issues. After discussing the range of items and individual involvement vs. church involvement, Elizabeth Robinson suggested it may be best for CJ to focus on fewer issues, maybe energy and saving the Delta. She will discuss this with Nancy Thursby. Gail advised we have a summer school asking to use a room for 10 kids (grades 1-5) for its summer program. They would pay $500/week for the Agape Center from June 7 to the end of July. They are not currently a 501c3. They’re in the process of applying for it. We can only rent to 501c3 organizations. They may be able to get a letter saying they’re under the umbrella of a 501c3 and will send this to Gail. Gail will let them know of several issues, e.g., ongoing cleaning of the space and possible need for them to be self sufficient in this regard; and possible painting on campus.

**Vice Moderator’s Report:** Per Anne Barr, she hasn’t been recruiting for the next Council and ministry vacancies yet. She needs suggestions/volunteers for these vacancies. Kurt Sunderbruch will discuss this with Anne. Elizabeth Robinson indicated we’ve had enormous duress this last year or two so we need new people to help out.

**Actions:**

Gail--see if Chris Reiser can meet with Tom Norris next week to assess sanctuary lighting situation and completion dates for the work involved

Mitch and Anne—work on future refreshment schedule for Fellowship Hour

Elizabeth—discuss Creation Justice work with Nancy Thursby

Gail--advise summer school org. of need for umbrella letter; advise them of cleaning/painting issues

Kurt and Anne—discuss recruiting for Council/Ministry vacancies

Next Meeting: Wednesday, June 23, 2021; 7:00 pm

Kathleen Wiegand, Clerk