**Orinda Community Church**

**Minutes of Church Council  
Wednesday, September 22, 2021**

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

**Clergy Attending:** Elizabeth Robinson

**Minutes:** The 8/25/21 minutes were approved by email on 9/1/21

**Pastor’s Report:** Per Elizabeth Robinson, our church has been experiencing a lot of deaths. She’s preparing the memorials, each of which needs to be thoughtful and personal for the families, especially those who have waited due to Covid. Our Day of the Dead gathering on 10/24 will be a time to acknowledge we’re still a community with important work to do. Council will let Elizabeth know of any ideas and needs for how to come together in our grieving. Our work is to lift up gratitude and hope. Church parking continues to be a challenge and Chris Mead will speak to OSV about it. The writing group, the theology group and M&J are all going well. 10/3 will be Elizabeth’s installation and also Homecoming. We will continue to follow our Covid protocols. The Council encouraged Elizabeth to delegate any tasks/logistics she can. We need volunteers to help watch the children on Sundays.

**Staffing for Maintenance & Caretaking:** We discussed the pressing need to obtain the physical labor needed to set up/tear down events at the church. A paid, part time caretaker is an option so we don’t burn out our church members with this. We also need an on call person for our campus. This person wouldn’t always need to be on the premises to help with emergency issues from our renters, just be on call to advise. And we need to pay for the repair work we really need done because we don’t have a repair person who can access the campus, if needed. Dion used to handle these issues and we now need other options. If we’re doing rentals, we need to provide the services. Kurt Sunderbruch has asked Chris Mead and Greg McCall for the status on hiring a part time caretaker. Other options include using a security guard service to check the campus doors/windows or an answering service to refer campus problems to an appropriate contact. Kurt Sunderbruch will contact Sean Barcelon (OSV) on partnering on a security guard. Gail Mead and Anne Barr are doing the TOPS/Holden leases.

**Treasurer’s Update:** Tom Norris has finished his work on the sanctuary lights and the Council moved and approved his invoice amount and expressing our thanks to him for all his work at our 10/3 Homecoming Sunday. The Council discussed its fiduciary responsibilities and decided to change the way we handle problems that affect our services. If the work needed is over $500, we will request a work proposal from a professional outlining our options so Council can decide on the prudent choice to follow. The Council moved and approved all future projects estimated at over $500 need Council approval in advance if there are expectations of reimbursement. It will be okay to have our folks tackle some of the smaller projects, under $500.

Oktoberfest: The Council decided to proceed with an auction fundraiser in-person event on 11/7, with a virtual auction the preceding week. Elizabeth Robinson will announce this on Sunday, 9/26. Gail Mead will send Kurt Sunderbruch a list of past donors/items and he’ll email them soliciting donations. This year, we will accept dinners that are scheduled in the spring/summer. The 11/7 event may include a raffle and quilt sale.

**Next 80 Project:** Per Lani Shepp we now have $194,000, only $6000 short of our goal. The next project involves our furnaces. Lani asked for the Council’s direction on next year’s budget. We discussed the following: Elizabeth Robinson’s salary will change. We will put $10,000 in for caretaker/security services. We will budget a 10% increase in Leslie Obrien’s time contingent on fundraising and what she can commit to. Lani will talk to Anna Gregory regarding her hours and overtime options. The Council will feed any other new budget considerations to Lani.

**At-Large Member Reports:** Mitch Breitwieser mentioned Mike Kersten has stepped down from chairing LL&S so getting a new chair is the big item right now. Kurt Sunderbruch will contact a possible replacement and let us know. We need to reach out to folks to join our ministries/committees. We need to invite people to try new things; step up and help with church business. Kurt, Elizabeth Robinson, and Anne Barr will work on the announcement process to increase ministry/committee members.

Gail Mead mentioned the lock boxes we bought are not very satisfactory. Each box only accepts 5 ongoing codes (plus temporary codes) and assigning codes is a cumbersome process requiring being on campus. The Council authorized Gail to buy three new, better lock boxes to try. They can be hung on the door knob or on a post and are easier to program.

**Vice Moderator’s Report:** Anne Barr reported Endowment is currently supporting Elizabeth Robinson’s move to her new house in Pinole Endowment is also helping Mary Volmer. In thinking about next year, Anne will step aside from chairing Endowment for the two years she is Council Moderator and then return to Endowment. Anne will pursue a new lead for an additional member for Endowment.

**Actions:**

Kurt-contact Sean Barcelon regarding sharing a security guard with OSV

Elizabeth-announce 11/7 auction event at 9/26 Sunday service

Gail-send Kurt a list of auction donors/items

Kurt-using Gail’s list, send email soliciting auction items for our 11/7 auction

Lani-talk to Anna about her options on hours/overtime

Kurt-pursue lead for possible replacement for the LL&S chair

Kurt, Elizabeth, Anne-discuss the announcement process for increasing our ministries/committees members

Gail-with Anna’s input, buy 3 new lock boxes to try out on campus

Anne-pursue lead for possible new member for Endowment

Next Meeting: Wednesday, October 27, 2021; 7:00 pm

Kathleen Wiegand, Clerk