

GPC Governing Board
Meeting Minutes
September 22, 2020

Via Zoom conference call: Dennis Christo, Bob Converse, Janet Ordway, Kim Paré, Lyn Wasilewski, Dave Raphael, Charlie Whittall.

This Zoom conference meeting commenced at 7:03 p.m.

The meeting opened with a review of the agenda and an opening prayer by Dennis. Prayers of gratitude for Charlie stepping forward as he joins the Governing Board and insightful deliberations as we discern the business of GPC as the GB.

The GB Minutes from the August 25th meeting had been previously distributed and reviewed. Dave moved to approve the minutes as written, Lyn seconded. No discussion. Unanimously approved. No opposition and no abstentions.

The GB Minutes from the Interim September 8th meeting had been previously distributed and reviewed. Dave moved to approve the minutes as written, Bob seconded. No discussion. Unanimously approved. No opposition and no abstentions.

Bob had shared a Finance report at our last monthly meeting on 8/25. While giving has been continuous throughout the pandemic, our revenue is down due to the building being closed, so a deficit is incrementally increasing. The Finance update was accepted as presented and did not require a GB vote.

Bob sent out a revised motion for Toby to continue volunteering only to finalize the PPP application for loan forgiveness and to be completed before the DTP begins his pastorship (12/1). Dave moved to accept the proposal as written and previously shared.

Bob said he and Charlie went to Berkshire Bank, Worcester, yesterday so that he could sign GPC checks. Dave made a motion to have Charlie Whittall added as a GPC check signer, Kim seconded. No discussion. Unanimously approved. No opposition and no abstentions.

Charlie stated that he'll need to submit a signature card through the bank drive thru. He added that Russ Vickstrom will need to do the same. The GB unanimously agreed to have Russ Vickstrom removed as a signer. Currently, the three signers are Bob Converse, Dennis Christo, and Charlie Whittall. Bob said he would call Russ tomorrow to inform him of this change.

Dennis thanked the GB for pulling together Rev Kev's send-off noting that the drive-by allowed for many folks to come say farewell in person. It went off really well and Rev Kev was pleasantly surprised by the gifts. Dennis wanted Kim to extend thanks to the deacons for all their support. Dave also thanked Dennis for his leadership and the gifts that were purchased. Kim said the stole has not yet been delivered as there was a mix-up on the delivery. She'll follow-up tomorrow at the post office as the seller has a tracking slip that says it was delivered on 9/12. Bob said he's still collecting money for the Asylum Seekers donation.

Dennis said there was a meeting this afternoon at GPC. Dennis Christo, Dave Raphael, Bob Converse, Karen Allen, and Nancy White were present to greet Rev. Dr. Doug Cederberg and sign the covenant agreement. Both parties have a copy. Rev Doug will give 60 days' notice to his congregation in a day or so and let Dennis know when he has done so. When he has, Dennis will

share Rev Doug's biographical information with our congregation. He will be available to start on December 1, 2020. Dennis reviewed the notice of the GB's progress to date about the candidate and the signed covenant that he will publish for Sunday's service.

Kim asked Dennis if he will record a message for Sunday's service in addition to having the notice published on our website and FaceBook page. Dennis said he'll work with Carolina to do so.

Dennis said it will help if Bill Hackett can publish the matrix of where he needs volunteers. The diaconate team meets tomorrow. The various parts of the service recordings seem to be moving along okay thru September. We need to continue being planful in developing the Virtual Worship services thru December or at least until Rev Doug is situated and ready to step forward to complete the sermon and communion.

Lyn had a concern regarding whomever was on the personnel team that searched and hired our Music Director and Communications Coordinator. Acting as their "supervisor" in the absence of a pastor, Lyn reviewed their personnel files and discovered there's very little recorded information nor a signed contract agreement. Lyn said that she made a point of calling both Annie Arsenault and Carolina Mata. Lyn had a good conversation with Carolina today and her file had some information in it but Annie's had very little other than a notation that she's a part-time employee. Lyn had emailed both of them to ask what they needed for support without a pastor, who per our by-laws would have direct supervision of these GPC employees. Annie said there's some turmoil at home as her children get situated for remote schooling. She said she'll be taking two weeks away as she sorts out this change. She had already prerecorded music for the upcoming services.

This situation led to a larger discussion about responsibility for the personnel and, as part-time employees, the accurate recording of their hours and accrual of sick time per the state's legislation regarding this benefit. Bob confirmed that Annie gets paid a designated salary amount per week on a bimonthly schedule. It's in the Personnel Manual that part-time personnel do not earn vacation time. Dave said our former maintenance staff recorded his time on a printed time card and Matt does now as well. Since the beginning of the pandemic, Annie hasn't worked with the choir. She's only completing the recorded music for weekly services. Lyn will call Annie to get her input as to how many hours she had been working before the pandemic and how many she's been completing for the Virtual recordings.

Lyn said Donna Fife has made a request to be allowed into the Music Room to straighten and organize the sheet music. There was a discussion about how to keep the room sanitized. The GB unanimously agreed to allow Donna Fife to continue this activity at will. Dave asked that she tape a note to the door each time she does letting Matt know that he should be sanitizing that space. Kim will let Donna know at the diaconate meeting tomorrow.

Dave said his facilities update was only about a couple things. There was a camera out on the lower level due to a deficient cable. The repair person completed his work pro bono. Dave's still working on getting more cleaning parts for the buffer.

Dave said that he and Bob were talking about the scholarship monies as they're on the scholarship committee. Typically, it's only awarded once annually. There were four recipients this year. Dave and Bob thought to ask the GB to consider making this award biannually for the fall (Aug) and spring (Dec) semesters. Bob also confirmed that there's a lot of money in the scholarship fund. There was discussion about whether the single time amount could just be increased and Dave

thought some people might miss out on funds if they started their year in January instead of September. Plus, he felt that students could probably really use the funds especially during this time. Lyn made a motion for the scholarship to be offered biannually, Kim seconded. No further discussion. Unanimously approved. No opposition and no abstentions.

Bob said that we are getting some money and pledges for the 125th anniversary. Janet can share this update at our October monthly GB meeting.

Lyn made a motion to conclude this meeting, Bob seconded. Unanimously approved to end.

The next Governing Board meeting is an Interim Meeting/Zoom conference call scheduled for Tuesday, October 13, 2020 at 7 p.m. The regular monthly Governing Board meeting will be a Zoom conference scheduled for Tuesday, October 27, 2020 at 7 p.m.

Respectfully submitted by Kim Paré, Clerk