

## CGS Council Minutes

Tuesday, July 21, 2020, 6:30pm via Zoom

Zoom: <https://zoom.us/j/94202888103>

Present: Jean Herriges, Michael Flanagin, Bob Blough, Joe Shackelford, Susan Duran, Skye Gordineer, Petra Menard, Rachel Visscher, Jean Hope, Pastor Manda, Jerry Clark

### Community Time

- Opening Prayer (Michael)
- Reading the [Behavioral Covenant](#)

### Administration & Reports

1. Approve Agenda **M/S/C**
2. Approve June Minutes **M/S/C**
3. Financial report:
  - a. Reports as of 6/30/2020 in [Financials folder](#) for 2020
    - i. [Balance Sheet](#)
    - ii. [Budget vs Actuals year-to-date as of 6/30/2020](#)
    - iii. [Graph of financials with comparison to last year](#)
  - b. Shareholder Services account resolution.
    - i. **There was a deposit of stock in 2015, usually it's sold immediately. The balance is still on the account though. So there is either an error or the money is just sitting there. The bank requires a resolution from the council that Jean can request a copy of the activity for 2016.**
    - ii. **Jean Hope moves that: The treasurer, Jean Hope, is authorized to sign on behalf of the congregation to Shareowner Services. M/S/C**
    - iii. **Fidelity Account access motion from Jean Herriges: The president moves that: The treasurer is given view-only access to the online Fidelity accounts. M/S/C**
4. Personnel Committee report
  - a. Michael to report
    - i. Motion (see Addendum A)
    - ii. **Michael moves: To accept the motions as shown in Addendum A. M/S/C**
    - iii. **Michael moves: To grant the Sextant 14 hours of vacation annually beginning January 2021. M/S/C**
  - b. **Pr. Manda vacation request (see Addendum B). Request agreed to. See Addendum B for individual hosting assignments during Pastor's absence.**
5. Property report
  - a. **Joe to address irrigation issues.**
  - b. **More help is needed to move the refrigerator. Getting a professional mover to move it is the safest option. Joe to hire a mover.**
  - c. **Skye, Steve, and Joe met to discuss the bathroom plumbing issues.**

- d. **The Financial Committee (Janet) requests a meeting with the property ministry to discuss their budget needs for 2021.**

### **Current Business**

1. Worship Plan: Vote and timeline for when we will next re-evaluate in-person worship (see synod recommendation in Addendum C)
  - a. **Michael moves: That we suspend in person worship at least through September 30th. M/S/C**
2. God's Work Our Hands - Backpacks?
  - a. **There are currently no plans for a meal packing event.**
  - b. **There are suggestions to do a food drive in partnership with Second Harvest (or maybe Trinity Lutheran or Guadalupe). Michael to check in with these organizations.**

### **New Business**

1. Request for donation from ELM.
  - a. **ELM requests a \$250 (or more). Susan moves: I move that we grant \$5000 to ELM from the St. John Fund. M/S/C**
2. YWCA interested in renting the parsonage (see Addendum D)
  - a. **Research is needed to look into CGS's liability if a childcare center operates in the parsonage.**
  - b. **The garage ceiling would need to be updated/repared prior to renting to them.**
  - c. **The response to YWCA should be that we will have a response by the end of September. Joe to act as point person for communication with Lucille (YWCA).**
  - d. **Property and Finance Committees should begin conversations about what the rent and the other logistics would be to renting the parsonage.**
3. Proposal for CGS to engage the Intercultural Development Inventory.
  - a. **Rachel and Jean Hope to begin working on setting up a group.**
  - b. **Michael moves: That we move forward with the IDI proposal. M/S/C**

### **Recap Action Items (Skye)**

### **Closing prayer (Jean Hope)**

### **Notes:**

Next council article to be submitted to Laura by August 4: Petra.

Announcements in worship:

- July 19: Jean Herriges
- July 26: Jerry Clark
- Aug 2: Jean Hope
- Aug 9: Susan Duran (No worship this Sunday.)
- Aug 16: Rachel Visscher
- Aug 23: Joe Shackelford
- Aug 30: Michael Flanagin

## Upcoming Council activity

Tuesday, August 4: Executive Council meeting

Tuesday, August 18: Council Meeting

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## Addenda:

### Addendum A:

#### Time Off Policy Motions for July 2020 Council Meeting

**(#1) I move that we place a cap on vacation time, equal to 2x the benefit.** Example: Pastor Manda gets 28 vacation days per year (or 224 hours), so that would cap at 56 days (or 448 hours). Employees would not accrue more vacation time until they take time off. Employees that already have a balance in excess of the new cap would retain those hours until they take time off.

**(#2) I move that we switch to a per-payroll accrual method for all employees.** Currently Manda and Laura accrue per payroll, and Rey and Daniel are granted a lump-sum on Jan 1. Consistent vacation accrual would be a more equal and fair policy.

**(#3) I move that we place a cap on sick time of 2x the benefit.**

**(#4) I move that Laura's sick time be increased to 5 days beginning in 2021 (one week).** It's currently 24 hours (the minimum CA requirement).

Recommend that all part time employees retain the CA sick leave policy of 3 days per year (this includes Comfort and Doug). No motion necessary since this is already the policy.

**(#5) I move that we grant 20 hours of vacation time annually to the Housekeeper job in 2021.**

Comfort's job description states that she would work "up to 20 hours" per week. This would match the vacation time of Rey, who also works 20 hours/week.

**(#6) I move that we observe the following paid holidays:**

New Years Day

Martin Luther King Day

President's Day

Cesar Chavez Day

Memorial Day

July 4th

Labor Day

Thanksgiving (Thursday)

Thanksgiving (Friday)

**REMOVED HOLIDAYS:**

**Christmas Eve**

**Christmas Day**

**(#7) I move that we add Juneteenth to our list of observed holidays.**

NOTE: I'm not sure how we have been handling it, but if a part-time employee works 20 hours/week (or 4 hours per day) and they take a week of vacation, they should only be able to claim 4 hours per day for vacation.

For your information, here is the current vacation and sick policy for each employee, and what the cap would be if we adopted the 2x annual benefit:

Employee	Ann Vac	Ann Sick	Vac Per pay accrual	Vac Cap	Sick Cap
Rey	20	24	.77	2x ann	48
Daniel	30	24	1.16	2x ann	48
P.Manda	224	320	8.62	2x ann	640
Laura	80	24	3.08	2x ann	48

**Addendum B:**

Pastor Manda's vacation would result in the following schedule:

Worship:

August 2 - Pastor Manda in worship from somewhere in Nevada

August 9 - All staff off this day

**Options Include: Worship with other congregations (Prince of Peace, Her Church), watch pre recorded videos from Mt. Cross. Pr. Manda moves: To give the staff the day off on August 9th. M/S/C.**

August 16 & 23 - Pulpit Supply preacher & service of the word

August 30 - Special Pride service of the word with CGS people testimony. **(Bob, Michael, and Jean volunteer to give testimony. Michael will ask Amanda to speak as well.)**

Coffee Hour - need a Zoom host for each Sunday after worship **(Bob [2nd], Rachel [16th], Jean Hope [23rd], and Michael [30th] volunteered to host.)**

Bible Study - need a Zoom host for each Wednesday at 12:30 & a leader **(Laurie Gaumer volunteered to be the Zoom Host. Michael moves: That we pay someone to lead bible study each Wednesday. M/S/C)**

Public Theology - need a Zoom host for August 25 at 6:30 **(Rachel Volunteers to Zoom host.)**

Executive & Council meetings - need a Zoom host **(Skye to host.)**

**Addendum C:**Sierra Pacific Synod Worship recommendation as of July 8, 2020:

As previously shared with you, we are encouraging congregations not to begin in-person worship before September 30th . That counsel stands given the latest reports of the rising number of cases of COVID-19 being diagnosed in both California and Nevada and concerns being expressed by health officials for limiting public gatherings.

**Addendum D:**YWCA

Request is from Lucille Gabriel, the Youth & Family Services Program Director for the YWCA-SV. They are currently renting space from Foxworthy Baptist Church - for the past 3 years where they serve Cambrian schools. Their lease is up - the church is going another direction with their building. They are a licensed childcare program that has been operating non-stop even through the pandemic. They need licensed space for their after-school & childcare programming. They have seen a video walk-through of the parsonage and are still interested in renting the space. They have asked how much it would be per month.

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