

ARVADA COVENANT CHURCH - MEETING MINUTES

Meeting Type: Council Meeting via Zoom	Date: 6/15/2021	Version: Notes	Scribe: Annette Brinkman
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Council Members

Chad Hewitt, Council Chair, (Absent)	Steffani Warns, Vice Chair	Annette Brinkman, Secretary	Dean McDaniel, Treasurer
Steve Smee	Jaci Lippert, (Absent)	Susan Palmer	Mike Nunan, Youth Pastor
Evelyn Simmons, (Absent)	Dave Ruddy	Pastor Jodi Moore	Pastor Brad Bergfalk
Gordon Wu (part of the meeting)			

Meeting Handouts

E-mail	Hard Copy
Agenda for 6/15/2021 Council Meeting	None
5/25/2021 Council Minutes	
PTO Policy Draft (Revised by Legal Counsel)	
Budget Packet	

Call to Order and Opening Prayer

Call to order:	Steffani W. called the meeting to order at 6:02 PM. A quorum was established.
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Prayer:	A time was devoted to corporate prayer.
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Routine Business	
Agenda Item	Secretary's Report
Action Taken	Meeting minutes were accepted with a few clarifying revisions.
Agenda Item	Treasurer's Report
Dean McDaniel, Treasurer	Report not available yet as the accountant hasn't gotten the numbers back to Dean yet as the meeting is a little early in the month.
Action Taken	N/A
Agenda Item	Pastor's Report
Pastor Jodi Moore, Executive Pastor	There are changes to budget numbers as some errors have been fixed. This will be addressed later in the meeting. Most of Jodi's time has been getting Brad up to speed and working with budget.
Pastor Brad Bergfalk	<p>Thanked the council for their trust.</p> <p>Has 5 reasons for being an interim pastor:</p> <ol style="list-style-type: none"> 1. Desires to live/serve where God can use him. He wants to help churches that are bruised. 2. Brad desires to love/encourage people to follow Jesus, and wants to see them follow/connect with God more deeply. 3. Desires to release his own personal agenda--doesn't have one actually. Wants to be open to what God is doing in this challenging moment ACC is in and to help us see that. 4. Desires to serve in a place where his deep gladness and the world's needs meet. (To quote an author.) 5. Wants to have authentic relationships, even though he knows it's for a short time.

Council Business - Information/Follow-Up/Discussion/Action	
ACC Delegates	Susan Palmer and Mike Nunan will be delegates to the ECC annual meeting.
Action Taken	N/A
PTO Policy Revision	ACC's legal counsel made a few minor revisions to the PTO policy

	that Jodi wrote. Steffani also looked into some of the legalities around not paying out unused PTO when an employee leaves employment at ACC. Right now, it is legal to have that clause.
Action Taken	Council voted to accept/adopt the PTO policy.
Pastor Brad's Housing Allowance	This is not money that ACC pays to Pastor Brad, it's an amount that Pastor Brad can claim on his taxes The amount for his housing allowance is \$45,000.
Action Taken	Council acknowledges/approves the housing allowance for Pastor Brad as being \$45,000.
National Covenant Properties	The authorized contacts for National Covenant Properties are people that have left the employment of ACC. Authorized contacts have the ability to contact NCP on behalf of the church. The new authorized contacts need to be Jodi Moore, Sherry Nagel, and Ginny Hoskins. Ginny Hoskins normally does food stuff, but there isn't much to do in that area right now, so she is shifting to contributions and job sharing that position with Sherry Nagel. It's working well.
Action Taken	Council voted to change the authorized contacts for National Covenant Properties to Jodi Moore, Sherry Nagel, and Ginny Hoskins.
Church office Renovation	The church office desperately needs some sprucing up. Jodi is proposing \$5-8000 out of the church grounds and maintenance fund. The current balance of that account is \$75,000. Tammy Johnson is working on the ideas and budget for the space. Dave suggested looking at ReStore and Habitat for Humanity for better quality stuff than IKEA. Reserves being added to the church grounds and maintenance fund have been cut in the last few years prior. Side note: as part of the conversation, the lobby remodel was brought up. The church has paid for a few items that are not completed. Someone needs to look into having the contractors complete the items that were paid for.
Action Taken	Council voted to spend the money necessary to work on the offices, but asked that the budget stay as minimal as possible. A future conversation on building up the grounds and maintenance funds needs to happen.
Budget Review and Approval	Jodi has revamped the budget in order to have more fidelity/honesty in some areas.

	<p>It was hard to budget with COVID last year and having to go back to some budgets that haven't been as clear was necessary in order to put this budget together.</p> <p>The budget being presented is \$1.410 million (pessimistic estimates of budget based on giving families/individuals is \$1.442 million). Jodi has a \$20,000 cushion in personnel right now since she cannot control the timing of future hires.</p> <p>The budget assumes people stay in the church and continue giving as they do now. We may not really know where income is until after summer. Accountants estimated losing more people per month than we actually have lost.</p> <p>Jodi wants staff/council to look at the budget each quarter and adjust as needed. If money is not spent she wants to keep it in reserves as we haven't been adding to them.</p> <p>The budget includes a communications manager (Jordan Ames has been hired) but not an office manager.</p>
Action Taken	Council voted to recommend the budget that Pastor Jodi has put together.
Family Pastor Communication Update	Ideas: write a communication update regarding the family pastor for this week (prior to the congregational meeting). We will also present it at the congregational meeting, and record questions that will be responded to online.
Action Taken	Steffani will prepare written communication to go out this week, council will review it when finished.
Treasurer Update	<p>As Dean has moved, we need a new treasurer. The treasurer job is about reporting, but not about handling money. Dean has the authorization to sign checks but hasn't in 7-8 years. Dean thinks Gordon will be able to handle the job.</p> <p>A little about Gordon: Gordon Wu used to be an executive pastor and helped plant two Covenant churches in Texas. He understands what it takes to match finances to the vision of a church. He wants to see churches succeed, grow, and put their money where their mouth is. He lives in Arvada, and he and his family have been wanting to attend a local church and put roots down there. He started coming to ACC in 2020. He has been familiar with the Covenant denomination since college.</p>

	<p>Gordon's background is in IT project management.</p> <p>He met with Dean yesterday and they have a list of things to work on together. Dean has agreed to stay on as long as Gordon needs him. Gordon has questions for the council, which he will send to Steffani.</p>
Action Taken	Council voted to offer Gordon Wu the position of treasurer.
Internal Controls	Council discussed making sure ACC does due diligence of anyone who signs checks for the church, and decided that Jodi should run background checks of all those people.
Action Taken	N/A
Annual Meeting Details	<p>6:30 PM</p> <p>In sanctuary (for various reasons)</p> <p>Chad and Steffani will share the agenda.</p> <ul style="list-style-type: none"> • Budget • Family pastor
Action Taken	Chad and Steffani to work on the agenda.
Council Positions	Dave Ruddy will be moving north of the Denver Metro area. He will be too far to attend ACC, and as such, will be leaving the council as well. He will be missed.
Action Taken	N/A
Adjournment	The meeting was adjourned with prayer at 8:26 PM.