

ADMINISTRATIVE COUNCIL – MINUTES

Wednesday, April 21, 2021 - Virtual meeting via Zoom

Call To Order: Chair Dan Johnson called the meeting to order at 7 PM.

Attendees (10): Lucy Diesslin, Craig Haberman, Linda Hane, Dan Johnson, Carol Linneman, Margie & Mark Olson, Keith Rue, Jay & Jeanne Tomlinson.

Opening: Pastor Craig talked briefly about all the adjustments we've successfully made through this past year and how we have more to be looking at. He then opened the meeting with a prayer.

Minutes: The March 17, 2021 Ad Council minutes, as previously distributed to Ad Council members and via *Parish News*, were approved. Motion to approve by Lucy Diesslin; second by Margie Olson. Motion passed.

Treasurer's Report: Mark Olson briefly talked about the March 2021 Treasurer's. He reported that our donation to the Ely Food Shelf was \$100 more than we had approved because a summer resident had seen the item in the Ad Council minutes and wanted to contribute that additional amount. Receipts for the month were \$10,630; disbursements were \$8,136.51. The account balances are: General Fund \$33,597.18; Memorial Fund \$9,941.24; Building Fund \$4,375.58. Jeanne Tomlinson moved that we accept the Treasurer's report as submitted, second by Lucy Diesslin. Motion passed. Jay moved that we transfer \$2,000 from the General Fund to the Building Fund to help cover upcoming expenses. Second by Margie Olson. Motion passed.

COMMITTEE REPORTS

- **Trustees:** Margie Olson reported the following work that needs to be addressed:

- Parking lot crack-filling and resealing which will also require line re-painting
- Sewer pipe work to resolve recurring blockage problem
- Lawn repair

Dan Johnson, Landscape Committee Chair, reported that Liddy Sheppard had done some clean-up work on the flower beds and Margie Olson mentioned that Norm Rusco had done some raking on the lawn but there are dead spots on the lawn that will need to be addressed. He will be working on that.

Pastor Craig mentioned there were some issues with the parsonage lawn having a lot of gravel, primarily from snow plowing.

Margie mentioned that since our worship attendance has increased she is having the cleaning service come in weekly instead of monthly.

- **Worship:** Linda Hane had sent in a report commenting that the Palm Sunday, Good Friday and Easter services all went well and were meaningful and well-attended. We had 51 people for Easter, all seated safely in the sanctuary. Pastor Craig mentioned that there is now a Liturgist Sign-up Sheet on the bulletin board at the back of the sanctuary.

OLD BUSINESS

1. **Church computer:** Dan Ely had sent in a report with details of where they are now in their investigation into the office computer replacement. (See Attachment 1 below). The Ad Council will leave it up to the ad hoc committee to make a recommendation among the options and present that at the next meeting.
2. **Worship service possible changes:** Pastor Craig briefly reviewed a list of possible changes that he and the Worship Committee had been discussing. (See Attachment 2 below). It was decided

to table these items for now to allow for more specific discussions to occur with the various parties impacted by the possible changes. Jeanne Tomlinson asked that we consider discontinuing having folks call in to sign up and allow fully vaccinated folks to be seated together, if they are willing, possibly setting aside a section in the church to allow for that. It was felt that there are too many issues with that so will continue as we are for at least this next month.

- 3. Local police officer (Chief Chad Houde) support:** Dan asked about the status of this. Craig will contact Chief Houde to let him know what we will be doing and will then let Jay know to proceed with doing the interview. This will be shared with the congregation along with ideas for supporting him.

NEW BUSINESS

- 1. Celebration of Life Committee:** Margie Olson reported that the committee will be meeting in the next week or so to discuss details for Celebrations of Life for upcoming funerals. We briefly discussed some of the complications that could arise if the event will be open to the public and if the mask mandate and other restrictions are still in place.

Items of Information

- 1. Next Ad Council meeting:** Wednesday, May 19, 2021 at 7 PM.

The meeting adjourned at 8:12 PM with Pastor Craig leading a recitation of the *The Lord's Prayer*.

Respectfully submitted,
Jeanne Tomlinson, Ad Council Secretary

Attachment 1: (Old Business - Church Computer)

Microsoft Office vs. Office 365:

- Office is a one time cost of 150.00 vs. 100.00/year for 365
- 365 will require connection to the internet but will always be updated with the latest and greatest.

Computer Purchase:

- Windows comes with "Defender" which is an antivirus : (Validate that this is free per line item below)
- We spoke about a machine that would last about 7 years. You will see an estimated year row below.
- 16gb of RAM is what windows can address at this time. No need to go higher for what we are doing. 8gb should work for all we do.
- The most expensive option has greater long term flexibility but at a cost.

United Methodist of Ely - PC Options						
				4yr	5yr	7yr
		Acer AspireCore i3, 8gb memory, 512gb ssd drive	549.99			
		Acer Aspire i5, 12gb memory, 512gb ssd drive			649.99	
		HP Envy Core i7, 16gb memory, 512gb ssd + 1tb standard storage drive, PCI graphics card				1099.99
		Viewsonic 27 inch IPS monitor	199.99	199.99	199.99	
		Computer Setup	75	75	75	
		Data Transfer	80	80	80	
		Microsoft Office Professional	149.99	149.99	149.99	
		Antivirus	49.99	49.99	49.99	
		Total	1104.96	1204.96	1654.96	

Attachment 2: (Old Business – Worship Service possible changes)

Items to consider in the next month or so, and longer-range items. Some may be easily resolved by consensus (although with some modifications) others may require a formal motion.

First, the more immediate issues primarily have to do with bringing the focus of our Worship Service more "into the room" for the people worshipping in-person without lessening the impact of our Facebook Live broadcast. Seeking to return our Worship Service to some semblance of how it was before without leaving the Facebook Live worshippers behind. Some possibilities here.

- Begin the service at 9:55 with a greeting from Pastor Craig and then one or more hymns of choice (first and last verse) with Bev leading the singing.
- The prelude follows the hymns and may conclude on or after 10:00, depending on how long the hymn-singing takes.
- Turn the microphone toward the congregation for the other hymns so that the focus of the hymn singing is the organ (or piano) and the people. Our congregational worship will be shared with those worshipping online.
- Pastor Craig orient his preaching and other worship leadership more toward people in the sanctuary, without ignoring the Facebook Live worshippers.
- Less camera movement/zooming.
- Offering?

Second, more mid-range issues.

- Do we move the camera so the fellowship room becomes the fellowship room again? Perhaps into the area where the ushers pew is now.
- Are we at the point of resuming meetings in-person in general? Or with a Zoom option?
- How about one parking lot worship service (worship in cars/lawn chairs) per summer - announced well in advance?

Third, longer range issues.

- Establish a technology committee to enlarge the number of people trained to run the camera. These people on the committee might be interested in helping us with the next bullet item.
- Also to consider future technology needs for all areas of our church.