**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**June 25, 2019**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, June 25, 2019, in Fellowship Hall. After prayer at 5:15pm by Pastor Robert Woodruff, a potluck dinner was shared. Elder Don Bixby and Pastor Rob led us in devotions, reflecting on the experiences of a Holocaust survivor; and the experience of worship at Second. Elder Bixby opened the business meeting with prayer at 6:00pm.

**Present:** *Pastor,* Rev. Dr. Robert Woodruff, Moderator

*Elders:* Anita Abeyta, Don Bixby, Sandra Duran, Pat Gilberto, George Huggins, Kris Johnson, Eli Lopez, Abel McBride, Reme Molo, Ella Porragas

**Excused:** Anna Torres

**Absent:** Willy Chavez

**Guests:**

* Francis and Susie Chang, Youth Leaders;
* Orlando Duran, Deacon representative;
* Lauren LaMonica, PCUSA Young Adult Volunteer (YAV), assigned to Second;
* Chad Poole, QuickBooks technician assisting with the Bookkeeper transition.

The clerk declared a quorum was present.

Session **VOTED** to approve the agenda.

**ORDER OF THE DAY**

Session **VOTED** to grant enduring privilege of the floor to Chad Poole to review the bookkeeping transition to QuickBooks, and to answer any financial questions brought by Session, while serving in the capacity.

**DEACONS’ REPORT** – Orlando Duran

1. The Deacons had their regular monthly meeting.
2. Visits to members and friends who are unable to regularly attend worship are going well.
3. We are discussing having a luncheon for our shut-ins. Some are mobility-limited, with a possibility of seven that could come. The shut-ins do eagerly anticipate the luncheon. We might possibly team up with another group to determine a date that would not be in conflict with other activities. EPIC would be good candidate for team-work group. Early September would be good time for that luncheon. September 29 is possible as is September 1. However, September 1 might be the celebration of the 100th birthday of Elifas Santillanes.
4. We are working on a proposal for the Deacons’ Fund-Raiser luncheon.

**ACQUISITION OF 809 EDITH**

1. Owner and agent are drafting a contract/purchase agreement.
2. PSF Stated Clerk (Stephen Rhoades) suggests that if our session votes to go forward, and if the contract has a clause that we cannot close until approved by Presbytery, we can contact PSF Finance and Property (F&P) Committee right away after the session meeting and they can arrange a conference call.
3. If F&P approve, the PSF Coordinating Team (CT) can then do the same (on behalf of PSF).
4. The above possible actions have been communicated to the owner and agent of 809 Edith. We might be able to close in late August or early September, 2019.
5. Considerations**:**
   1. One possible deal would be a purchase price of $110,000 with 30% down, or a Real Estate Contract up to 18 months at 7%.
   2. The PILP representative quoted 3% interest on a loan.
   3. The current owner of 809 Edith purchased the property for $150,000 to $155,000.
   4. Interior spot repairs will be required prior to any practical use, with an estimated cost of $10,000 for basic repairs. It could take up to $20,000 for the house to meet our standards, moderated by any volunteer labor we might be able to use.
   5. Once we receive a full appraisal, there might be some reduction in price because of necessary repairs or renovation.
   6. We will proceed with an inspection and appraisal ASAP.
   7. Estimated bottom line would be $110,000 plus repair costs.

**PRIVILEGE OF FLOOR –** Session **VOTED** to grant privilege of the floor to Deacon Orlando Duran to discuss the acquisition and repairs.

After discussion,Session **VOTED** to contact PSF/Finance and Property and PSF/Coordinating Team for review and approval of the acquisition; to recommend acquisition of the adjacent property at 809 Edith to the congregation; and to call a Special Meeting of the Congregation to approve the acquisition.

**809 ACQUISITION COMMITTEE –** Session **VOTED** to approve a committee of Pastor Rob, Orlando Duran, Allan Holmquist, and Abel McBride, to work all activities required to move towards the acquisition of the property; to keep Session and the congregation informed; to interact with required PSF organizations, the Realtors, and all other entities necessary to acquire the property.

**BOOKKEEPERS REPORT** – John Van Dyke

The 2019 Spending Account and Income Jan 1-May 31, 2019, reports were distributed and reviewed.

Chad Poole (CPA) is transitioning the current bookkeeping system to QuickBooks (QB). He has met twice with John and the Stewardship and Finance Committee.

**Report from Chad Poole – Transition tech/CPA for our transition to QB**

1. Chad has met with John, who has been very generous with all information and processes in use.
2. Chad will start inputting Second’s Chart of Accounts into QB, after approval by the Stewardship and Finance Committee.

**EPIC REPORT** – Francis and Susie Chang

( We were reminded that EPIC is *Everything’s Possible In Christ. )*

1. In June, 2019,  EPIC partook of the Women's Potato Bar before heading out to Outpost Ice Arena where they ice skated from 1-3pm.  12 Youth and three adults attended.
2. Also in June, we volunteered at the Roadrunner Food Bank where our task was to sort thru crates of vegetables - tossing rotten and keeping fresh.  Everyone worked hard and fast.  A good experience for all of us.  10 Youth and four adults participated.
3. We will commission the six Youth going to Triennium on July 14, 2019. They leave on July 16, 2019, to arrive at airport at 4:30am. They will return on July 20, 2019.
4. EPIC will gather at Anna and Jack Torres for a swim party on July 27, where the attendees to Triennium will also work on their presentation to the congregation.
5. We will encourage the Youth to have a presentation ready on July 28 recounting their experiences at Triennium.
6. The first Sunday in August, we will recognize the new 6th graders as they are welcomed into the ranks of EPIC (we might have five or six).  They will be invited to attend our annual mission trip to Peñasco which takes place on August 10, 2019.

**YAV UPDATE** – Lauren LaMonica

End of May and June

MAY

* Children’s moment on May 12th
* My Dad came and met some members of the congregation (thank you for that)
* Met with Libby Whitely, Christian Educator at First PC, Albuquerque, to learn a bit more about her job and to see if that’s the path I want to pursue
* Tea party
* One of the Menaul players signed her intent to play college after graduation
* Usual session meeting and other meetings and also the Menaul Historical Library

JUNE

* YAV fundraiser (went pretty well)
* Camps: sports and MAD camp
* Still doing library and trying to attend meetings
* These past few weeks I've been pretty focused on doing my Voices From The Pew
* June 21-22, YAVS will be attending their last Presbytery meeting of the year and also getting commissioned
* Making a page on the website for EPIC with LiveWire committee, also doing my usual newsletters articles

HUGE NEWS!!!!

We have our last fundraiser/get together for the 2018-2019 Albuquerque YAVs, July 14, 4-7 pm at St. Andrew Presbyterian Church, 5301 Ponderosa Ave NE. Burgers and hot dogs will be provided we ask if anyone would like to bring a side to share or dessert!! THANK YOU!!!!

Lauren’s last day July 24.

Session **VOTED** to approve the minutes of the 05/21/2019 Session Stated meeting, with corrections.

**CLERK’S REPORT**

1. **Correspondence:**
   1. 05/27/2019 – TO – Stated Clerk of the PSF asking for procedures regarding purchase of real property by a Congregation of the PSF.
   2. 05/28/2019 – FROM – Rickard Culp, St. Andrew PC, Denton, TX, confirming the good-standing membership of our new Affiliate Member, Lauren LaMonica.
   3. 05/28/2019 – FROM – Stated Clerk of the PSF with procedures for purchase of real property by a congregation of the PSF:
      1. the congregation must approve the purchase of any property including real property.  Book of Order, G-4.0101, second paragraph.
      2. Strictly speaking, a cash purchase of real property by a congregation does not require Presbytery approval.  The Book of Order says that a congregation "shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery..."  Book of Order, G-4.0206a. If mortgage or real estate contract or other condition (such as "as long as the property is used for church purposes"), the purchase should be approved by presbytery before closing.
      3. Presbytery approval, if required, would begin by submitting a request to the Presbytery's Finance and Property Committee when the terms and conditions of the purchase have been placed in writing.  The Finance and Property Committee will forward their recommendation to the Presbytery for approval at a stated presbytery meeting.  Our next scheduled stated presbytery meeting is June 22.
      4. Any real property acquired by Second PC is held in trust for the use and benefit of the PC(USA).  Book of Order, G-4.0203.
   4. 06/11/2019 – TO – Rev. Virginia Bairby, Chair of the Worship Networking Committee (WNC) of the PSF, offering Second to be used for a WNC workshop on July 27, 2019.
   5. 06/13/2019 – FROM – Rev. Virginia Bairby, Chair of the WNC, with some details on the WNC workshop:
      1. The Workshop day will run from 9:30 to 3 PM.
      2. 9:30 - 10ish - Opening Greeting and Worship
      3. 10:15 - 12 - Workshop Session 1 (3 options)
      4. 12 - 1 – Lunch
      5. 1 - 2:45  - workshop Session 2 (3 options)
      6. 2:45 - 3 - Gather and close together
      7. If space permits, we would like one larger area where we can gather for opening worship and eat lunch, and three smaller spaces for our workshop breakouts. I am not sure if the music workshop will need to have access to a piano or keyboard (will get back to y’all on that once I’ve talked to Ruth Silva).
      8. Y’all know your space best - what are your thoughts on lunch? WNC will pay lunch expenses - shall we get it catered? Or are there any cooks in the congregation who are itching to make some lunch and a little money while they’re at it? If we do use a catering service, do you all have favorites?
      9. Thanks so much, Second Pres! Feel free to ask clarifying questions.
   6. 06/18/2019 – TO – Notified Susan Keil Smith, and others in the PSF office, of Session’s approval of four of our members to participate in the PSF Mission trip to Cuba, October 22-30, 2019.
2. **Received into Membership:**
   1. The following were examined and approved for membership by Session during our regular Stated meeting of 04/23/2019, and received during Worship 04/28/2019, by Profession of Faith: Harriet Brandstetter, Modesto “Bo” Garcia, Deckie Herrera-Byrum, Allan Holmquist, Alexandra “Alex” Portillo;
   2. And on the same dates, as an Affiliate Member, Lauren LaMonica, whose membership is with St. Andrew PC, Denton, TX.
3. **Baptism:**
4. **Deaths:**
   1. Maria Elvira Barela, b. 07/08/1928, accepted as a member of Second by Reaffirmation of Faith, 06/27/1993, d. 06/20/2019, Rio Rancho, NM.
5. **Memorial Services:**
   1. Maria Elvira Barela, 07/03/2019, 6:30pm, in the Sanctuary of Second, Rev. Dr. Robert Woodruff officiating; followed by funeral services on July 11, 2019 at 11:00am, at the 7th Day Adventist Church in Dixon (Cañoncito), NM.
6. **Weddings:**
7. **Actions on the rolls:**

**PASTOR’S REPORT** – Rev. Robert Woodruff

1. Pastor Rob asked Session to wave as he recorded a greeting to Rev. Chester Topple.
2. June 1, 2019, Pastor Rob officiated at a formal public wedding ceremony for Matt Norman and Linnea Rowley, who previously had a civil marriage.
3. Laura of Family Promise has communicated concerned of increasing utility bills for the JI Candelaria Wing, probably as a result of Second’s Trans-Asylee apartment.
4. An air conditioning unit has been acquired for the Trans-Asylee apartment.
5. On July 7, 2019, Immigration Sunday, do we want hot dogs/hamburgers? Who would cook? YAV LaMonica is willing to do so. Abel is willing to bring a grill. Presbyterian Men would help. The Hospitality Committee will consult.
6. The Realtor was surprised with increase of home prices. There -might- be a new business across Edith on the NW corner of Edith and Lomas.
7. Pastor Rob has recently been elected to the board of NM Voices for Children, the largest advocacy group for children in the state.
8. We are extremely appreciated of the recent donation of $6,000 from Law Access NM to the Trans-Asylee project.
9. Rob will meet with our partners for the Trans-Asylee project, the NM Faith Coalition for Immigrant Justice, and TransLatin@, to draft details on how funds would be managed for the Trans-Asylee project.
10. Fr. Raymond Ritari, the previous priest at San Ignacio, would like to propose some education programs that he would conduct at Second. It might be a movie-series project. Fr. Ritari could be used for pulpit supply.
11. On April 1, 2019, PSF received recommendations for Congregations, Presbyteries, and Synods to become Matthew 25 organizations, a program of the PCUSA, Presbyterian Mission Agency.

Session **VOTED** to authorize the Clerk to enroll us with PMA as a Matthew 25 church.

12.Pastor Rob will request more detailed information about the progress and activity of the Trans-Asylee project.

**OLD BUSINESS**

1. **Public Address system Extension for Fellowship Hall:**
   1. Elder Kris Johnson is researching options.

**NEW BUSINESS**

1. **Review of amounts of utilities paid by Family Promise**
   1. Rob will follow up with Family Promise (FP).
   2. Some parts of the JI Candelaria Wing that FP has not rented is being used.
   3. The cleaning contractor for FP seemed not to be cleaning.
2. From Lorraine Romero: “On behalf of the Sandia Mountain Retreat Organization I request permission to hold a yard sale in the parking lot of Second, and the limited use of the Candelaria Hall, in August or September.  The purpose is to raise funds for the upkeep of the retreat grounds.  Anyone wishing to see the campground may join us on the third Saturday of the month by contacting Lorraine.”

Session **VOTED** Conditional approval depending on the scheduled date not conflicting with other programs or activities.

**COMMITTEE REPORTS**

1. **LiveWire** – George Huggins
   1. 2019 Budget - LiveWire has obligated $657 of its $1,669 budget for 2019, or 39%.
   2. We had previously planned, but decided not, to distribute an electronic-only (PDF) newsletter for July and August, with a new format. The format had too many columns for easily reading on a computer, causing a lot of up and down scrolling.
   3. Instant Church Directory has been installed on 56 handheld devices.
   4. An EPIC web page created by Lauren LaMonica, and will be done NLT July 24!
2. **Hospitality** – Sandra Duran, Ella Porragas
   1. We continue to be greatly appreciative to Jerry Martinez and Peggy Esquibel for all that they faithfully do to assist Hospitality.
   2. There are continued challenges with enough people to help clean up. We are not getting any use from the sign-up sheets.
   3. We are pleased with the amount of food donations.
3. **Mission** –Anna Torres

Mission Committee is meeting on Thursday, June 27 at 11:00 a.m.

Martha Powers is resigning from Project Share as of December 28. This is her letter:

June 25, 2019

TO: MEMBERS OF SESSION

In 2008 St. Andrew Church invited our church to participate in feeding the homeless one time every other month. It has been a compatible partnership and I don’t think it has been a financial hardship for the church budget. Our responsibility is to contribute 8 prepared casseroles ready to serve and half of the remaining items which complete the meal.

I have enjoyed being the coordinator for the project, but, I am feeling tired. Before I lose my hearing, sight, and physical endurance to again enjoy “birding” and exploring the State of New Mexico, I wish to resign as coordinator of the mission.

Dec. 28 will be the last meal for 2019, the next meal will not occur until Feb. 2020, which should be enough time to entice a new coordinator.

I have a suggestion, there are 10 committees, meals are requested for six times during the year. Each committee could take on the responsibility once a year. I would remain as advisor, BUT I WILL NOT DO THE WORK.

Thank you for listening.

Martha Powers

1. **Evangelism & Membership** – Pat Gilberto

*To be Done/Scheduled:*

*Review of Membership Roll* ***annually*** *(G-3.0201c)*

a. We are planning a New members class in the fall.

b. Will review membership.

1. **Christian Education** – Anita Abeyta
   1. VBS was awesome. It was Fun for everyone!
   2. We will have Cards for all the graduates.
2. **Building & Grounds** – Abel McBride
   1. We are installing cabinets for the Trans-Asylee apartment, next week.
   2. We have quotes for installing the larger capacity (donated) evaporative air conditioners. Installation will cost about $4,500.

Session **VOTED** to approve installation of the evaporative air conditioners.

1. **Worship and Music** – Don Bixby

*To be Done/Scheduled:*

*Communion dates Authorized dates (W-3.0409, W-3.410)*

1. We are grateful to Becky Johnson for assuming Children’s Moment scheduling, which she has completed through August, and to Bev Molo for providing support for special events such as weddings and funerals.
2. *Voices From The Pew (VFTP)* are scheduled for the 5th Sundays (March, June, September and December in 2019) as well as the last Sundays in July and August. Options included:
   1. perhaps dropping September Fifth Sunday because of so many other activities
   2. moving Lessons and Carols to the Third Sunday of Advent and reserving the Fifth Sunday for VFTP for a seasonal hymn sing in the Fellowship Hall.
3. Reme Molo will serve as coordinator for the Sunday audio support, much as we have for liturgical leaders, children’s moment, and ushers. Tom Mirabal, Imelda Atencio, and Trancito Romero are also on board.
4. **Hosting PSF Worship Networking Committee (WNC),** workshop on Saturday, July 27. Three workshops, lunch, workshop after lunch.  WNC will pay for lunch for approximately 60 attendees. Don will check with Presbyterian Women to see if they wish to take this on. (Solema thinks PW will cater the lunch.)
5. Because of personal responsibilities, Mickey McHugh will be stepping away from the Worship Committee. We are grateful for her support and send our prayers with her as she attends to other pressing matters.

**6/30** VFTP Elizabeth Korver-Glenn and Lauren Lamonica

**7/14** John Sitler in the pulpit**,** (Rob out),Triennium Commissioning

**7/28** VFTP, the Romero families were suggested, LL-Rob, CM- Triennium Youth

**8/4** Kay in the pulpit (Rob out)

**Dates:** Next Committee Meeting Tuesday, August 6, 10:00 AM

1. **Stewardship & Finance** – Eli Lopez

*To be Done/Scheduled:*

*Report of annual financial review or audit (G-3.0113)*

*Annual budget approved/recorded (G-3.0205)*

1. The number of congregation members who responded to re-pledge for 2019 final count was 30.  Letter was drafted by Pastor Rob. The letter was then personalized by members of the committee with individual notes and signed. Mailed out on June 10, 2019.
2. Mr. John Van Dyke has stepped down from being bookkeeper for Second Presbyterian as per his announcement at our Session meeting in May.  Since then Pastor Rob has been in contact with Chad Poole whom has agreed to help us transition our Book system electronically to a QuickBooks system. We are hopeful that he will agree to stay on and assist us in this role.  He will have to be compensated and this fee will have to be agreed to mutually between himself and Session.
3. Stewardship Committee met with John, and Chad to discuss transition issues.
   1. John has agreed to stay on to assist with the estimated 90 to 120-day transition period.
   2. Meetings between John and Chad will be scheduled to discuss and transfer financial history.
   3. Refine our current procedures for managing payroll, etc. by adding QuickBooks at a yearly cost of $567 for the “deluxe” version.
   4. Move from Excel spreadsheet bookkeeping system to QuickBooks. The committee unanimously concurred noting that the cost will be covered by this committee’s budget.  Elder George Huggins will make the purchase.
   5. Continue to use Breeze to record and track contributions.
   6. Discussion on transferring bank account to a credit union.
4. Other steps:
   1. Continue to explore security measures pertaining to the Sunday offering.
   2. Ruth is in the process of obtaining access to a night depository box from our bank.
   3. Rob to Chad: track the number of work hours during the transition.
5. Plan for a recognition event for John’s bookkeeping contribution to Second.
6. Attended seminar on Healthy Pastors: Healthy Congregations with Pastor Rob, George, Lynn and Eli.

Session **VOTED** to receive the Committee reports.

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with prayer by Pastor Rob at 9:05pm.

Respectfully Submitted,

George T. Huggins, Clerk of Session