**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**July 23, 2019**

Session of Second Presbyterian Church met for a regular meeting on Tuesday, July 23, 2019, in Fellowship Hall. After prayer a potluck dinner was shared. Elder Eli Lopez led us in devotions, reflecting on members of the church working together for the benefit of the church.

After devotions the business meeting was opened with prayer, with Pastor Robert Woodruff, moderator.

Session **VOTED** to elect Elder Anna Torres as Clerk pro tem.

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

*Elders:* Don Bixby, Pat Gilberto, Kris Johnson, Eli Lopez, Abel McBride, Ella Porragas, Anna Torres

**Excused:** Elders Anita Abeyta, Sandra Duran, Willy Chavez, George Huggins, Reme Molo

**Guests:**

* Francis and Susie Chang, Youth Leaders;
* Deacon Richard Martinez, Deacon representative.

The clerk pro tem declared a quorum was present.

Session **VOTED** to approve the agenda.

**DEACONS’ REPORT** – Deacon Richard Martinez

1. The Deacons are recommending a portion of future fund raising be donated to the youth group. After discussion, it was recommended that we do a review of youth group’s budget and see if there was a need. Perhaps funds raised could be split between youth group and Homebound.
2. Deacon Martinez updated Session on visitations of members and friends of Second.

**BOOKKEEPERS REPORT** – John Van Dyke

John reviewed the income report for 2019 thru June 30, 2019. We continue the transition to QuickBooks as the accounting system for Second.

**EPIC REPORT** – Francis and Susie Chang

1. Triennium participants are back and the experience was successful for each one. The participants will present their experiences after worship on Sunday, July 28, during Fellowship Hour.
2. Group will swim at Jack and Anna Torres’ home on July 27.
3. On August 4, new EPIC members will be received with a T-shirt.
4. EPIC will travel to Peñasco on August 10 to help Emmanuel Presbyterian Church with their annual Spanish Supper, and lead the Sunday Worship service on August 11.

**YAV UPDATE** – Pastor Rob

Second’s Young Adult Volunteer (YAV), Lauren LaMonica, has returned to her home in Dallas and sent Pastor Rob a letter thanking him and Second for a positive experience during her year as a YAV.

**APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 06/25/2019 Session Stated meeting, with the correction that any mention of the address of the house next door, under consideration for purchase by Second, needs to be corrected to 816 Edith.

**CLERK’S REPORT**

1. **Correspondence:**
	1. 06/26/2019 – Per directions from Session, I enrolled us with the PCUSA/PMA as a Matthew 25 church.
	2. 07/23/2019 – Email from Elder Willie Chavez, submitting his request that Session approve his resignation.
2. **Electronic Vote:**
	1. Session approved Vacation for Pastor Rob for July 13-20, 2019 during our May 21, 2019 meeting.  At least, that’s what I recorded in the minutes, which were approved during our June 25, 2019 meeting.  However, there’s indications that the additional vacation and continuing education was stated in the motion, and I failed to record it:
	      Vacation:  July 22 and July 24-28
	 Continuing Education:  July 29-August 4

Session **VOTED** via email response to approve the above vacation and continuing education.

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

1. Pastor Rob requested of the Mission Committee a list of all their activities by the Mission Committee.
2. This request is by Debi Eisenhour for a Concert in the sanctuary on September 29, 2019, to benefit Family Promise:
	1. “Members of Session of Second Presbyterian Church:

I am writing to request the use of your church for a benefit concert. My voice instructor, Donna McGraw and I are working on a concert to benefit Family Promise, a mission associated with your church. Karmen Van Dyke has agreed to be our accompanist. We are looking at Sunday, September 29, at 4:00 as the performance date and time. Hopefully, we can use the sanctuary from 3:00 until about 7:00 including preparation and clean up time.

It's a free concert, but we will encourage people to donate to Family Promise with a donation box at the rear of the sanctuary, and share materials about the organization with attendees.

Thank you for your consideration! Please contact me if you have questions.

Debi Eisenhour”

Session **VOTED** to approve the facility use request.

1. Pastor Rob reported that a couple of church members are willing to donate $50,000 each towards purchase of the house next door. However, the house inspection did not go well. One estimate was it would cost $30,000 to $35,000 to scrap it. Negotiations towards purchase will continue.

**OLD BUSINESS**

1. **Public Address system Extension for Fellowship Hall:**
	1. Elder Kris Johnson is researching options.
2. **ACQUISITION OF 816 EDITH** - 816 Acquisition Committee: Rob Woodruff, Orlando Duran, Allan Holmquist, Abel McBride
	1. The committee presented the following Home Inspection performed by DUKES HOME INSPECTORS:

“DHI

josh@getdukes.com

2813 Ceniza Ln SE
Rio Rancho NM87124

Re: 816 Edith Blvd NE

To whom it may concern:

It is recommended that the home have an air quality test performed due to the excessive amount of moisture damage as well as mold/mildew throughout. It is also recommended that a structural engineer evaluate the property due to the sill plates and walls being moisture and insect damaged in multiple areas around the home. Several floor joists in the crawlspace were showing signs of moisture damage. Not all of the home was inspected due to the above listed items. It is recommended that the structural engineer and air quality technician evaluate the home before moving forward with the inspection.

Below are items that were called out on the exterior of the home.

Roof- the flashing is showing signs of curling, cracking and improper installation. Recommend a licensed roofer evaluate and repair and or replace. Roof was in poor condition and will need repair and/or replacement soon. The roof is showing signs of curling and cracking as well as improper installation. The roof appears to have active leaks in sections. Recommend a licensed roofer evaluate and repair and or replace the damaged sections.

AC roof- the unit could not be tested due to the utility's being off to the home. The insulation around the condensation line is worn and torn. The unit does not appear level and needs a proper stand installed. Recommend a licensed HVAC contractor evaluate, repair and check the Freon levels. Recommend repair and or replace.

Swamp cooler- Excessive rusting apparent on the unit - recommend budgeting for a new one.

Exterior- the chimney appears abandoned and is missing its spark arrestor. The chimney is full of trash and debris and could not be fully evaluated. Recommend repair and or replace. Gutters are crushed, recommend repair of damaged sections. Recommend repair and or replace. Siding had some damage, recommend repairing/replacing damaged sections. Recommend patching and sealing all stucco cracks, holes and flaking areas in the home 1/8" and larger. Recommend repair and or replace. Soffit is in need of regular paint maintenance where the cracking flaking paint is apparent. Recommend repair and or replace. Fascia is showing some signs of weathering as well as cracking flaking paint. The fascia also appears loose and needs properly secured behind the gutter. Recommend repair and or replace. Recommend caulking around windows, doors, corners, and utility penetrations where the cracks and separations are apparent. Recommend repair and or replace. Several windows around the home are showing signs of failed insulated glass as well as torn and missing window screens. Recommend repair and or replace. Main entry door was in need of regular paint maintenance where the cracking flaking paint is apparent. The door appears damaged by the jam, someone appears to have tried to break into the door. The north exterior door and jams are broken and damaged and in need of replacement. Recommend repair and or replace. Front porch cover is showing signs of moisture damage and cracking flaking paint. Recommend repair and or replace. Low areas of grading next to the foundation recommend adding additional soil and sloping away from the foundation. Recommend trimming trees/vegetation so it does not come into contact with the home. Recommend trimming and/or removal of vegetation away from home. The water was off to the home at the time of inspection the water sources could not be tested. The hose bib on the north side of the home is damaged and

in need of repair. Recommend repair and or replace.

If anyone has any questions or concerns please do not hesitate to call or email.

(505)269-0814

josh@getdukes.com

Thanks
Josh Smith
Dukes Home Inspectors”

There is no power to the house and the owner requested that Second run an electrical cord to provide power. Because of the poor condition of the house, Session **VOTED** not to run an electrical cord to the house.

1. **Family Promise Review Committee -** Report to Session every three months: Anita Abeyta, Convener, Pastor Rob, Toby Montoya, Kris Johnson
	1. Some part of JIC that FP has not rented is being used.
	2. The cleaning contractor seemed not to be cleaning.
	3. Review of amounts of utilities paid by Family Promise; since January 2019, utility bills have increased, probably as a result of Trans-Asylee apartment.

**4.** **Safety Committee** – Members: Eli Lopez, Reme Molo, Ruth Montoya, and Pastor Rob, to research security protocols for Sunday mornings.

a. Camila Lopez-Hoover met with Susan Smith on First Presbyterian’s comprehensive safety plan. Next steps, outline and copy of policy.

**COMMITTEE REPORTS**

1. **LiveWire** – George Huggins
	1. 2019 Budget - LiveWire has obligated $757 of its $1,669 budget for 2019. We have 55% of our budget remaining for the approximately 45% of 2019 remaining.
	2. There was insufficient interest in early July to publish a “Matthew 25” electronic-only (PDF) newsletter, possibly because of the holiday and summer activities. We’ll try again in August.
	3. 55 have installed Instant Church Directory on their handheld device.
	4. In the last 30 days our website had 2,160 visits.
	5. In the last 30 days our FaceBook page had 309 views and 74 people reached.
	6. The EPIC web page has been reviewed and published. Thank you, Lauren!
2. **Hospitality** – Sandra Duran, Ella Porragas

Ella is thankful she is getting more help with hospitality on Sunday mornings.

1. **Mission** –Anna Torres
	1. Recommendation of enhanced reporting on fund raising for Puerto Rico - Pastor Rob will speak to the member requesting this issue. Session agreed that we cannot go back, however, all future fund raising we host will be monitored more closely. Session approved allowing use of 501(c)3 for Puerto Rico fund raiser.
	2. Mission Committee met on June 27. Members present: Anna Torres, Martha Powers, Gloria Mirabal, Maria Martinez, Lauren LaMonica, Pastor Rob and Pat Bixby.
		1. Javier Benavides of Albuquerque Interfaith, attended meeting to ask if Mission Committee would support a “Small Group Conversation/House Meeting” after church on July 7 in Fellowship Hall. Activity took place and was very successful. Information derived from this activity will assist in developing platforms of economic, social and political pressures facing families. Albuquerque Interfaith plans to address these issues and concerns with local, regional and state level elected officials.
		2. Committee discussed Ruth Silva’s request to financially support Cristo Rey Medical and Dental Clinic in Juarez. The committee agreed to send $350 to Cristo Rey Lutheran Church in El Paso, Texas to provide services to this clinic.
		3. One of our committee members had requested the Mission committee support an Asylee Detention Center in Deming through donations from the congregation. After discussion, it was decided that many suggested supplies, such as diapers, be picked up through Catholic Charities in Albuquerque. It was stated by one of our members that she volunteers there once a week and there is an overabundance of these supplies there.
		4. Update on Asylee Project at Second Presbyterian Church: The project has housed over 60 transgender women since January. A portable air conditioner has been purchased. A permanent air conditioner needs to be placed on the roof via a crane. Once this is done, the portable air conditioner will be stored for future needs in the church. Joely lets us know when she is in need of food, or cleaning supplies, etc. and we take her shopping.
		5. Project Share - Martha Powers has decided not to continue to lead the work of providing casseroles to St. Martin’s. She will end her work on December 2019. The Mission Committee will take this responsibility beginning on February 2020.
		6. Gloria Mirabal stated that the Menaul Historical Library is being painted.
		7. Second Presbyterian Church Mission Committee received a letter from Menaul School thanking us for the financial assistance the church provides. This letter will be posted on our bulletin board in the Fellowship Hall.
		8. Pat Bixby has offered to take all donated food to the Storehouse.
2. **Evangelism & Membership** – Pat Gilberto

*To be Done/Scheduled:*

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

Committee will provide cake for 100th Birthday Celebration on September 1, 2019, for Elifas Santillanes. Hoping for a new membership class in the fall.

1. **Building & Grounds** – Abel McBride

Looking into mounting air conditioners over apartment. Installation of kitchen cabinets in apartment will take place next week. Hail damage on roof needs to be addressed.

1. **Worship and Music** – Don Bixby

*To be Done/Scheduled:*

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

1. The committee did not meet in July. The next meeting will be on Tuesday, August 6, 10:00 AM.
2. We have increased our mobility with rollers for the keyboard and for the baptismal font. These additions will make the moving of sanctuary furniture much easier.
3. *Voices from the Pew* are scheduled for the fifth Sundays (March, June, September and December in 2019) as well as the last Sundays in July and August.
4. The PSF/Worship Networking Committee (WND) workshop will be hosted on Saturday, July 27. There will be three morning workshops, lunch, and a workshop after lunch. Second’s Presbyterian Women will cater the lunch for not more than 60 attendees.
5. The service on July 28 will have a substitute Voice from the Pew from Rev. Kay Huggins, and reports from the Triennium Youth.
6. The service on August 4 will have Rev.Kay in the pulpit.
7. **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. Committee has not met this month, due to several external circumstances among committee members.  Plan to have meeting soon to discuss several issues.
2. Lynn Gatewood and her husband Dave have located the key to the strong box filing cabinet and report we can now have a safe place to deposit collection offering. This I believe will resolve the safety concern and be a cost saving measure of having to purchase a vault.
3. Financial and budgetary transition is progressing slower than expected, again because of extenuating  circumstances. Transition and communication of historical records has been a slow process. Ongoing communication and progress reports with Chad are ongoing and welcomed.
4. Chad and Lynn, our paying treasurer, met, accessed our accounts and Chad was able to down load statements.  He will now be able to load statements in QuickBooks (QB) system. Thanks to Lynn for helping out in this process.
5. Answers to Session’s questions on bank statements are still pending. I do not have the information on location, amounts, and accessibility of bank account on covenant and PILP  accounts.
6. Transfer of accounts from Bank of America to Credit union, tabled last Session meeting to explore further as to our benefit to proceed with transfer. Pros and Cons of changing accounts.

Pros Cons

Nonprofit status Hassle of change over,

Perceived to be more customer friendly Hassle of ordering new checks

local vs corporate change over of tax scheduling

More community oriented

More personalized on how people are Treated

Save time - save money

higher interest rates

1. Ongoing updates with Pastor Rob on purchase of adjacent church property with Stewardship.

Session **VOTED** to change accounts from Bank of America to US Eagle Credit Union.

8. **Nominating** – Reme Molo, Pat Gilberto.

Need 4 Session members and 3 Deacons for next year.

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.

Respectfully Submitted,

Elder Anna Torres, Clerk Pro Tem