**SECOND PRESBYTERIAN CHURCH**

**SESSION STATED MEETING MINUTES**

**September 17, 2019**

The Session of Second Presbyterian Church met for a regular meeting on Tuesday, September 17, 2019, in Fellowship Hall. After prayer by Pastor Rob Woodruff at 5:20pm, a potluck dinner was shared. Elder Kris Johnson led us in devotions, leading the discussion and inspiring us to think about when and how to resist evil. After devotions Pastor Rob opened the business meeting with prayer at 6:00pm, with Pastor Robert Woodruff, moderator.

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

*Elders:* Don Bixby, Sandra Duran, George Huggins, Kris Johnson, Eli Lopez, Abel McBride, Reme Molo, Ella Porragas, Anna Torres

**Excused:** Pat Gilberto

**Absent:** Anita Abeyta

**Guests:**

* Francis Chang, Youth Leader;
* Orlando Duran, Deacon representative;
* Chris Hartman, Quality Masters Roofing & Exteriors (QMRE), Insurance Claims Specialist.

**PRIVILEGE OF THE FLOOR**

Session **VOTED** to grant privilege of the floor to Chris Hartman, to discuss and explain implications of roof insurance.

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**BUILDING ROOF INSURANCE** – Abel McBride, Chris Hartman

1. Elder McBride explained that we have roof damage previously caused by a hail storm on July 30, 2018. If there is any damage by a subsequent storm, any insurance claim we submit could be denied because of the existing damage caused by the storm on July 30, 2018.
2. The storm of July 30, 2018, impacted 70,000 structures in the Albuquerque area. There were several items brought up and discussed.
   1. Will the rates increase? No, it was a large regional event.
   2. If we do nothing, we might have a claim denied because of the previous damage.
   3. There -is- interior damage. Chris Hartman stated that QMRE can manage -all- the damage.
   4. We have a deductible on our insurance policy, probably under $2,000.
   5. If the roof is inspected, the report for this type of roof could be hundreds of pages, with multiple line items describing the damage, and what must be done to correct the damage.
   6. Chris Hartman stated that QMRE can negotiate with our insurance company via a software application to arrive at a settlement.
   7. The roof and interior repair might approach $200,000.
   8. There are thousands of hail hits on Second’s roof. The longer we wait, the higher chance of there being more damage. There are sources that can provide statistics of regional damage.
   9. Chris Hartman explained that QMRE profits are based on what the insurance company settles, which is added to the payout from the insurance company.
   10. If Second agrees to QMRE doing the work, QMRE will work to get the roof repaired with Like & Kind materials and labor. Chris Hartman is unsure of extent of any damage to the side stucco and if the stucco is covered in our insurance policy.
3. Mr. Hartman excused himself and Session deferred discussion to later in the agenda.

**DEACONS’ REPORT** – Orlando Duran, Deacon Representative

1. The Luncheon for Furthest Pew members is scheduled for Thursday, October 10, and all Elders are invited. Arrangements are being done by Deacon Lorraine Romero, and she should be notified of any possible attendees.
2. Deacons will suggest date(s) for the Deacons’ Luncheon, Rob and Bev will review calendar, approve the date, and notify Session.
3. We are in the process of creating an informational and process document that we can pass on to a bereaved family, to let them know what is available to them, what the costs might be, and other considerations. Bev Molo is working on becoming coordinator and manager of “special” events (weddings, memorials, celebrations, etc.) in accordance with the guidelines contained in the Policies and Procedures.

**EPIC REPORT** – Francis Chang

1. We are planning for the picnic in the Sandia Mountains, at Doc Long picnic grounds, this Saturday, September 20. We estimate there will be 20+ children. We will have breakfast burritos and games.
2. On Sunday, September 21, we will practice for the September 29 worship service that EPIC will lead.
3. Margaret and John Castellano will host the Halloween party.
4. FYI, Rev. Drew Henry, Immanuel PC, is negotiating with their insurance company for repairs to their roof.

**APPROVAL OF MINUTES**

Session **VOTED** to approve the minutes of the 08/20/2019 Session Stated meeting.

**CLERK’S REPORT**

1. **Correspondence:**
   1. 08/22/2019 – TO Client Services, New Covenant Funds, Presbyterian Foundation, requesting web access to our accounts.
   2. 09/02/2019 – TO Suzi Gwinn, Manager of Investment Services, PILP, requesting removal of Frank Salazar as a signatory, and adding Eli Lopez and Kris Johnson as signatories.
   3. 09/05/2019 – TO Laura Combs, Family Promise, requesting more info on window glass breakage.
   4. 09/10/2019 – TO Stewardship and Finance, informing them we have an account for access to our endowments in the Presbyterian Foundation, New Covenant Trust Fund.
   5. 09/11/2019 – TO New Covenant Trust Fund, requesting info on source of interest payment for third account.
   6. 09/12/2019 – FROM New Covenant Trust Fund, identifying third endowment, subsequently adding it for access thru our web account.
   7. 09/13/2019 – CONVERSATION with Chad Poole to refine requirements to obtain web account for Presbyterian Foundation New Covenant Mutual Funds.
2. **Weddings:**
   1. By Rev. Dr. Robert Woodruff, Sunday, September 1, 2019, at 5:00pm, Santa Fe, NM, Isaac Suazo and Sarah Cherry.
3. **Actions on the rolls:**
   1. Session **VOTED** to reinstate Karla Drake to the membership roll, at her request. Register # 305. Previous member, 11/15/1987-12/12/1999, placed on Inactive roll; dismissed per BOO 01/22/2008.
   2. Session **VOTED** to remove Elizabeth Bryant from the membership roll, at her request. Register # 585. Joined by Reaffirmation of Faith, 05/21/2013.
4. **Annual actions as required by the BOO:** Please see the references under “Committee Reports”.
5. **Should we continue with the Elder-Of-The-Month presenting the Minute-For-Mission on the last Sunday of the Month?**

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

1. The new operators of the Taqueria (in the same family as previous operators) wants to use our parking lot, will not block any of the handicap parking spaces, and will give a monthly donation to Second.

Session **VOTED** to approve the use of the parking lot by the operators and employees of the Taqueria, and inform them in advance of any event when we need the spaces.

1. We are getting more encounters of persons experiencing homelessness. Abel will investigate needle depositories (Sharps Depository) for the restrooms. We need to give him some time so don’t needle him. Our janitor will remove -some- items from the church grounds, using a grabber, as he sees need. Collecting socks will show everyone that we give a darn.
2. Filming is going on around the neighborhood.
3. Be receptive to the Spirit as to how to use our property, and what adjoining property in which we might be interested.
4. We have slowly and consistently grown for 15 years. To what is Second being called for the next five years?

**OLD BUSINESS**

**Security Ministry Meeting**

1. We met on September 5, 2019, in Fellowship Hall of Second Presbyterian Church.
2. Attendees: Chris Garcia, Eli Lopez, Toby Montoya, Michael Rubio (Recording Secretary)
3. Old business covered.
4. New member Introductions. Complete.
5. Mission Statement. Approved as written.
6. Concept of Observant Ushers. Approved to include reserved seat in rear of the congregation.
7. Renaming.

Session **VOTED** to change the name of the team from Safety and Security Task Force to Security Ministry, at their request.

4. New business:

1. Appointing of Chairpersons for the Security Ministry. Michael Rubio and Eli Lopez volunteered and will Co-Chair.
2. Normalizing meeting times. As of now Sundays after fellowship we will plan to gather for a short meeting. The purpose of these meetings will be to evaluate risk areas and prioritize actionable items with estimated completion dates. We will also evaluate the efficiency of measures already in place.
3. For this meeting we briefly talked about how we will prioritize risk areas. Likelihood, potential impact, feasibility of mitigation seems to be some valid criteria, but this is open for discussion during the next meeting.
4. The ministry also discussed measures that we can put in place now. The concept of the observant usher (OU) seems to be a great first step, and easy to implement. This will happen on a rotational basis with the designated OU seated at the rear of the congregation in a designated seat. Their primary duties will be to pay attention to the front door and assist with any distractions that may occur.
5. We also discussed creating some Standard Procedures for some of the most likely scenarios that have either occurred in the past, or present a current concern. The concept is that by publishing the procedures for the members of the ministry we have a game plan that is common and can be executed in a repeatable manner that is consistent with the church’s mission. The first draft of a procedure will be out before the next meeting so that we can all review it and provide feedback.
6. The next meeting will be on September 15, 2019, following Sunday service and a brief time in the Fellowship Hall. It was proposed that we use either the music room adjoining the fellowship hall, or the cry room. Either will work based on availability.
   1. Proposed agenda items:
      1. Discuss the Standard Operating Procedure (draft) that will be sent out soon.
      2. Criteria for prioritizing threat concerns

**FELLOWSHIP HALL A/V** – Kris Johnson

We have consulted with an A/V person from Sandia PC, and he is a good resource. We need to provide more details, based on our vision and consultation with another A/V company.

**COMMITTEE REPORTS**

1. **Hospitality** – Sandra Duran, Ella Porragas
2. We are getting some help, including the wonderful. regular persons, Peggy Esquibel and Jerry Martinez.
3. We have observed the coffee maker and are happy to report it is working normally.
4. To save money, we should consider washing the plastic ware.
5. Help with putting chairs down is greatly appreciated. Might be subject of monthly Elder.
6. **Mission** –Anna Torres

Mission Committee Report

1. Chile Fest at Shepherd of the Valley PC - Mission Committee hosted a table for the Alternative Gift Market on August 24 and 25. A total of $442 was raised which will go to support the Transgender Asylee Project.
2. This month, so far, 30 transgender asylees have been hosted upstairs in the apartment. This week Johely, the apartment resident manager, has asked for laundry detergent, trash bags, dish washing liquid, chicken and vegetables. She says Alma Rosa Silva-Bunuelos of the Trans Latin@ Coalition, and Justin Remer-Thamert of the NM Faith Coalition for Immigrant Justice, are out of town.
3. Mission Committee is sending $100 to NM Faith Coalition for Immigrant Justice as a donation for their fund-raising luncheon.
4. Anita Abeyta is scheduled to open and close church facility for WINGS program on Monday, September 23.
5. **Evangelism & Membership** – Pat Gilberto

**Meeting September 5, 2019:**

1. This summer we have helped with the celebration of Lauren LaMonicas’s last day with Second with a cake.
2. September 1, we celebrated Elifas Santillanes’ 100th birthday with a cake.
3. Should we set up a New Member’s class for October? Who might be potential new members? Rob will call Iris Mercado and Mitch Dean to see if we can schedule a class. Pat will contact David Salazar to see if he is interested. Once we have a date we will publicize to others. We hope to have a date in October for a new members’ class.
4. Go over membership list, as required, yearly.We went over membership list and the committee will move in October that the following be removed from the membership roll:

Fred and Mabel Reincke  
Ken Colwell  
Elizabeth Bryant - requested by Elizabeth

Luis Sosa  
Nancy Van Vlack  
Lisa Esquibel

When Pat returns she will contact the members above to notify them regarding their removal from the membership list.

e. Beverly will take care of updating the Memorial Plaque.

1. **Christian Education** – Anita Abeyta
2. Sunday School is off to great start.
3. We have been “practicing” praying out loud, and not be shy about it.
4. There are several lights out in the pre-K classroom.
5. **Building & Grounds** – Abel McBride
6. The heater has been fixed.
7. One project is to install cabinets in the TransAsylee Project apartment.
8. We need funds to install air conditioning in the TransAsylee apartment. It will be approximately $1,000.

Session VOTED to research and interview roofing and repair companies to begin claim filing and repair process, including research on damage and insurance coverage of the building’s stucco and other parts of the building and roof; if possible, include the roofing company as the Agent of Second in filing an insurance claim on the damage caused by the hailstorm on July 30, 2018.

1. **Worship and Music** – Don Bixby

*To be Done/Scheduled:*

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

1. **Old Business:**
   1. The worship services of August and early September were discussed with special appreciation for the pulpit exchange with The Rev. Vernon Baker, Covenant United Methodist, which was a great success. Music by Julian Griego is always appreciated. Food bank collection on September 1 reached 126 pounds, up from 70 pounds in August and 23 pounds in July. Also, recently, Rev. Jamie Martinez was in the pulpit.
   2. Audio: Tech report by Karmen Van Dyke is of great value in anticipating our audio needs in the sanctuary. An evaluation was made by Ray Sanchez, an audio engineer from Sandia Presbyterian Church. A report was received and some adjustments were made.
   3. Screen: Thanks to Lorraine Romero who provided leadership for George Huggins, Eli Lopez and Elefio Montoya, to successfully install the retractable projector screen in Fellowship Hall.  The controller is in a mounted holder behind the piano. The remote works best if you remove the remote from its holder and stand under the screen, so that there is line-of-sight with the control box that is mounted near the electrical outlet behind the crossbeam.  There’s an up button, a stop button (middle), and a down button.  Going up stops automatically when it hits the up-limit switch.  **Warning: Do not to fold the screen or attempt to roll it up any way other than using the motor.**
   4. Integrating Mission in to Worship Service.
      1. Bulletin and newsletter inserts for WINGS attendance and food bank donations
      2. Scheduled Ann Edenfield Sweet for Minute for Mission on September 8
      3. Guest data in TransAsylee apartment – reported by Anna Torres in Committee Minute for Mission
2. **New Business:**
   1. **9/8 Rob** in the pulpit, **“**Counting Costs,” Luke 14:25-33, LL- Mickey McHugh, CM- Anita Abeyta (start of Sunday School), Ushers- Alma and Abel McBride, Minute for Mission- Ann Edenfield Sweet from WINGS
   2. **9/15** Rev. Jamie Martinez**,** Rob out, LL- Sam Porragas, CM- Marie Kinney
   3. **9/22** Rob in the pulpit**, “**Choosing Your Master,” Luke 16, 1-13, LL- Kris Johnson, CM- Becky Johnson
   4. **9/29** Youth Service (ala Peñasco), LL- Rob, CM- Susie Chang ("Youth Sunday"), Ushers-Harriet Brandstetter and Pat Gilberto along with children organized by Anita Abeyta. Peace and Global Witness offering will be received.
   5. **10/6** World Communion, Central America theme – Rev. Dori Hjalmarson, missionary to Honduras, in the pulpit. LL- Rob, Children’s Choir participation, Marimbaists, Textiles from Dori-Honduras, Alma-El Salvador, Karla and Martha -Guatemala, Bread baskets and chalices, Corn tortillas will be used for Communion by intinction – Dori, Rob, Kay and 5 other servers to make 4 teams.
   6. Services were planned for October including the 20th when Rob and Kay will be at Ghost Ranch. Oct. 27th is Reformation Sunday, while November 3rd is All Saints Sunday. George Huggins will be developing the images of members of our fellowship who have transferred to the Church Triumphant.
   7. **10/20** Pulpit supply needed.
   8. **10/27** Rob in the pulpit *Reformation Sunday “*Pharisees Praying at the Temple”
   9. We are especially grateful that Kay has again volunteered to develop the liturgy for the Sundays of Advent. There was also discussion of the December 29th service RE: Voices From The Pew, and how that might be developed to reflect New Mexico Christmas traditions.
3. **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. Financial Statements: Chad Poole e-mailed financial statements through March 2019 (Balance Sheet, Profit and Loss Detail, and Profit and Loss YTD Comparison). It was observed that our financial standing appears to be “optimistic”. Summer contributions have remained strong.
2. QuickBooks: The transition to this accounting system has been approved and will operate as a separate function from the Breeze system which will continue to track contributions only.
3. PILP Accounts: Reviewed the three investment accounts we have with PILP.
4. Account Records: A date for re-locating any existing accounting records/files from John Van Dyke’s home to the church will be determined following a conversation with him. Ruth Montoya suggested that there be a designated place for all accounting records, including those currently sitting on the vault floor.
5. Paying Treasurer: No report
6. Counting Coordinator: Ruth Montoya reported that our Counters have done a good job throughout the summer months. Some weekly deposits were not made in the month of August, but all is back on schedule. New Counter: Christine Garcia has agreed to serve on the Counting Team. Ruth will discuss this with her on Sunday, Sep 8th and schedule a training session.
7. Mid-year Statements: Ruth will work with George Huggins to prepare mid-year statements (thru August) to the congregation. E-mail format will be used for those having this capability; others will receive theirs by mail.
8. Church Audit: Steve Montoya and Randall Korver-Glenn have agreed to conduct the audit. Discuss with John Van Dyke as to his recommendations regarding essential documentation. Full audit or review?
9. Peace and Global Witness Offering: Will be received on World Communion Sunday, October 6th. Gloria Mirabal and Maria Sanchez will be contacted by Ruth to give the “Minute for Mission” on September 22 and 29; and Anna Torrez on October 6, if needed.
10. Adjacent Church Property: Negotiations are ongoing.
11. Recognition for John Van Dyke: November 17 – Dedication Sunday
12. 2020 Stewardship Campaign: Unanimously agreed on Pastor Rob’s campaign theme: 20/20 Vision

- Dedication Sunday: November 17

- Moments for Stewardship: October 27, November 3 and 10. Rob will include a paragraph in his “Del Pastor” column of the newsletter. Promotional Ideas: engage our youth, Children’s Moment (“eye glasses”), seniors, etc.

**Next Meeting: Tue, Sep 24, 12:30pm**

1. **Nominating** – Reme Molo
2. We are planning for a Committee meeting on September 30.
3. We are seeing the “eye glasses” moment thru a different lens.
4. We need five Elders and five Deacons.
5. **LiveWire** – George Huggins; Members: Lauren LaMonica, Alicia Montoya
   1. 2019 Budget - LiveWire has obligated $865 of its $1,669 budget for 2019. We have 48% of our budget remaining for the approximately 31% of 2019 remaining.
   2. 58 have installed Instant Church Directory on their handheld device.
   3. In the last 30 days our website had 2,148 visits.
   4. In the last 28 days our FaceBook page had 285 views and 98 people reached.
   5. Worship videos – we are consistent in obtaining Sunday worship videos; there are rarely more than two views.
   6. Sep newsletter sent USPS to 183; electronically to 80; need to reduce USPS to about 114 before more economical to send USPS via first class ($0.55 per three ½ ounces). However, only 46 of the 183 USPS recipients are listed with an email address.
   7. Breeze users/roles: Admin, 4; Deacon, 1; Financial, 7; Member, 2; Pastor, 1; Standard, 1.

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

**NM PILGRIMAGE FOR UNITY – Rev. Rob Woodruff**

1. The entire experience can only be described as Amazing!
2. I was surrounded and involved in a Christian Ecumenical group.
3. On Friday, we Pilgrimaged to Christ In the Desert Monastery, on the Chama River, West of Ghost Ranch.
4. On Saturday, after walking along Hiway 84, then along Chama River between Abiquiu Lake and Abiquiu, we visited the Muslim Sufi community, where we learned about their faith, received gracious refreshments, and were treated to a concert of their music.
5. Sunday, we began walking north of Española, past McCurdy School, and received lunch from the Guadalupana group at Holy Family Catholic Church in Chimayó. Then on to a rest stop at El Buen Pastor PC, and finally to the Santuario de Chimayó. We were very pleased and inspired that the NM Pilgrimage For Unity founder, Mike Pitchford, was able to attend.

**CONGREGATIONAL SHARING**

Last Sunday of the month, 09/29/2019 – Minute for Mission will be presented by the Committee of the Elder-of-Month (September: Kris Johnson – Personnel)

**ADJOURN WITH PRAYER**

There being no further business and no objection to adjournment, we were dismissed with prayer by Pastor Rob at 9:22pm.

Respectfully Submitted,

Clerk of Session, George T Huggins