

SECOND PRESBYTERIAN CHURCH
SESSION STATED MEETING
March 24, 2020
MINUTES

Because of our concern about spreading COVID-19 (Coronavirus), no one is meeting in person, but we are all attempting to meet via video-conferencing (Zoom). We do not have provisions in our Bylaws or in our operations manual that define or provide guidelines for audio or video-conferencing meetings. However, we believe the situation to be extraordinary and requires other than a face-to-face meeting. We will follow the basic guideline that everyone must be able to hear everyone else and be able to speak and be heard by everyone.

The meeting was opened with prayer and a reading from scripture by Pastor Rob Woodruff at 5:40pm.

DECLARATION OF A QUORUM

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

Elders: James Bencomo, Allan Holmquist, George Huggins, Kris Johnson, Randall Korver-Glenn, Eli Lopez, Abel McBride, Mickey McHugh, Steve Montoya, Ella Porragas, Anna Torres

Excused: Sandra Duran

Guests:

- Chad Poole, Bookkeeper
- Lynn Gatewood, Paying Treasurer.

Session **VOTED** to set aside the Bylaws of Second PC regarding Session meetings which mandate in-person meetings, or forbid or restrict electronic meetings, until the COVID-19 health emergency has passed and a Congregation Meeting can be called to add or modify the Bylaws to permit electronic meetings.

APPROVAL OF AGENDA

Session **VOTED** to approve the agenda.

BOOKKEEPER – Chad Poole

1. The online giving request to the PCUSA Presbyterian Foundation has been submitted. Another church in the same circumstances took a couple of weeks for their request to be enacted. There are a lot of requests for the online giving option to the Foundation.
2. There have been approximately \$30,000 of expenses.
3. A deposit has been made from received giving.
4. Four reports have been provided prior to the meeting, including activity thru February 29, 2020. Chad reviewed them and answered questions.
 - a. Balance Sheet
 - b. Budget vs Actual
 - c. Income and Expense Detail

d. Income and Expense YTD

MEETING ITEMS

1. Temporary Worship

- a. Elder Allan Holmquist is preparing an article for the monthly newsletter regarding worship. The article will include options for first Sunday food collections; and designation of giving for food.
- b. The palms have been ordered and paid for Palm Sunday, and we are unable to cancel it. 30 Easter Lilies have been ordered. Ordering information will be in the newsletter article.
- c. Pastor Rob reported that another video streaming worship service is scheduled, coordinated by the Presbytery.
 - i. There are no plans for in-person worship services for Palm Sunday and Easter.
 - ii. Rev. Tom Hart of Shepherd Of The Valley will make a recording at his house and include it in the video streaming worship.
 - iii. Attendees to this week's streaming service are still having buffer overflows in reception, but the technical aspects were very much better than last week.
 - iv. Our recognition of the 98th birthday of Elsie Chavez was very meaningful to her.
 - v. The Presbytery's worship planning team meets via videoconferences. Our only time together is the actual stream on Sunday morning, with careful practice of distancing.

2. Ongoing Outreach and Connectivity

- a. Deacons are calling -everyone-, and thus far there are no reports of anyone needing any food or other items.
- b. We are asking who does not have internet. Deacon Beverly Molo has a personalized postcard generator, and is sending the cards via USPS.
- c. Pastor Rob is attempting to call everyone.
- d. Elder Eli Lopez has spoken to two elderly members. They're doing OK and are anxious to return to church.
- e. Elifas Santillanes is "declining", will be in prayer requests. He will be 101 in August.
- f. Pastor Kay's daily Devotions and Wednesday Bible Study are "wonderful", and Pastor Rob is receiving lots of good feedback. George will thank Kay!
- g. Elder Abel McBride, chair of Building and Grounds, asked about the possibility of a workday on April 7, and was reminded that the self-isolation order is in effect thru April 10.
- h. Pastor Rob asked for suggestions on how to visually communicate with the congregation.
- i. Family Promise (FP) is using only one location to house families. The location is good for distancing. FP is closing their office at Second and will only come in for mail.
- j. Church secretary, Bev Chavez, wants to pick up mail daily and take it home.
- k. The three TransAsylees staying in the apartment are doing well.
- l. Project Share not scheduled for Second until the end of April.
- m. Unemployment numbers are rising.

- n. The April newsletter will be mailed via USPS if the Business Mailing unit is open. If the unit is not open, there will be a limited mailing sent by first class. The newsletter editor asked for personal reflections and greetings that could be included in the newsletter.
- o. We need to think about how to do Christian Education during the health crisis?

3. Building & Grounds

- a. Elder McBride reported that work is scheduled in the TransAsylee Apartment. A water line break destroyed a 6' x 10' area of the walkway on the west side of the building between the main building and the Candelaria Wing. It is being re-patched and should be done by the end of this week. Expenses will be covered by the Building and Grounds budget.
- b. Paying Treasurer Elder Lynn Gatewood reported that the water bill is reduced from the previous month, but not to the previous level. Elder Don Bixby discovered that watering was on to the trees west of the north parking lot all winter long. We are applying for a refund from the water utility because of the leak.
- c. The alley between the church and the house to the north requires cleaning.

4. Budget/Offering Considerations

- a. Elder Gatewood reported that the CD at Bank Of America, with a value of about \$15,000, has been closed, moved into our checking account, then to the PCUSA New Covenant mutual funds. Our account at New Covenant received the funds on March 12, confirmed with a paper statement.
- b. We will suspend requirement of repayment of personal loan that we made to an employee.
- c. We have four families interested in using Electronic Funds Transfers (EFT). We are developing procedures to ensure that the counters get the donations into Breeze. For the Presbyterian Foundation online giving, it's 2% not a whole charge and it's not a skim! We have milked this issue for all it's worth.
- d. How shall we pick up and distribute USPS mail that is delivered to our church building address? Church secretary Bev Chavez will manage receiving and distributing the mail. It is getting difficult to obtain gloves. Elder Randall Korver-Glenn is developing a plan with the counters to securely and safely make the counts.

BANK OF AMERICA ACCOUNT SIGNATORIES

Session **VOTED** to approve the recommendation of the Stewardship and Finance committee to replace Elders Trancito Romero and Solema Newton as signatories to our checking account with the Bank Of America with Elders Remegio (Reme) Molo and Ella Porragas.

NEXT MEETING

We are unsure of our meeting schedule, and at this point are planning for weekly meetings. We will evaluate as we get closer to the meeting. We are now scheduled for next Tuesday, March 31, at 5:30pm, via Zoom videoconferencing.

ADJOURN WITH PRAYER

Having conducted the business previously agreed upon, Pastor Rob dismissed us with prayer at 7:25pm.

Respectfully Submitted,

Clerk of Session, George T Huggins