

**SECOND PRESBYTERIAN CHURCH**  
**SESSION STATED MEETING**  
**May 19, 2020**  
**MINUTES**

Because of our concern about spreading COVID-19 (Coronavirus) and the Governor's orders not to congregate (extended thru May 15, 2020), no one is meeting in person, and we are all meeting 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. We have set aside the Bylaws until we can provide for video-conferencing. We are following the basic guideline that everyone must be able to hear everyone else and be able to speak and be heard by everyone.

We have not conducted in-person corporate worship since Sunday, March 8.

This Stated Meeting of Session was opened with prayer by Moderator, Rev. Dr. Robert Woodruff, at 5:35pm.

**DECLARATION OF A QUORUM**

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

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

**Guests:**

- Francis and Susie Chang, Youth Leaders;
- Bev & Reme Molo, Deacon representative;
- Chad Poole, Bookkeeper;
- Rev. Kay Huggins, Parish Associate;
- Karmen Van Dyke, Music Director;
- Lynn Gatewood, Paying Treasurer.

**APPROVAL OF AGENDA**

Session **VOTED** to approve the agenda.

**APPROVAL OF MINUTES**

With changes submitted by Elder Mickey McHugh, Session **VOTED** to approve the minutes of the 05/12/2020 Session Special meeting.

**STANDING REPORTS**

**1. Financial Report** – Chad Poole, Bookkeeper

- a. Chad has broken out expenses and contributions for TransAsylees, within Second's account received from external funding sources, and will have specifics in the June Stated meeting.

## **2. Pastor's Report** – Rev. Robert Woodruff

- a. Pastor Rob asked us how often Session should meet, given the continuing health crisis. There was consensus that we should meet on alternating Tuesdays, so our next meeting would be a Special Meeting on June 2.
- b. He will be diligent about monitoring any guidance from the Governor's office for houses of worship meeting in-person.
- c. We must closely monitor income and expenses and be aware of what actions we might take should there be unexpected trends in either income or expenses.

## **3. EPIC Report** – Francis and Susie Chang, Youth Leaders

- a. We had three graduation "parades" (drive-by's): Gary Lucero JR, Amanda Castellano, and Isaac Ploof. All three were a "burst of JOY". Mickey McHugh is an awesome parade master. It's obvious that the graduates were emotionally appreciative of the recognition that we showed to them.
- b. Saturday at 11:00am we will visit Cristina Ortega's home and with chalk, make her sidewalk with uplifting words, sayings, and artistic pictures and drawings. EPIC members will observe distancing and use masks. We are grateful to Jeannie Hogan for the suggestion of chalking the sidewalk of Tessie Lopez, who recently lost her son, David. We sent funds for flowers for Tessie and Cristina.
- c. Susie will use text messages to inform EPIC of any activities.
- d. We are pleased there will be a Sunday School break-out room for the Zoom Coffee Fellowship on Sunday.

## **4. Deacons' Report** – Beverly and Reme Molo, Deacon Representative

- a. We tried a Zoom videoconference on May 17 and had three Deacons attend.
- b. Deacon Lorraine Romero, moderator of the Deacons, reported there were no unusual problems with members of the Furthest Pew. They eagerly anticipate Pastor Rob's weekly communications and the PSF worship bulletins that Bev prints and sends to them.
- c. Bev requested to be notified if anyone wants the weekly communications mailed to them.

## **5. Clerk's Report**

### **a. Weddings:**

Pastor Rob Woodruff officiated over the wedding of friends of the congregation Andrea Adela Holguin and Cory Clever, 05/16/2020, 4:30pm, Albuquerque, NM. Andrea is the daughter of Anita and Ruben Chavez and granddaughter of Esther Lopez.

## **COMMITTEE REPORTS**

### **1. Mission** –Anna Torres

- a. Project Share is scheduled for June 27.
- b. We have concerns about some of our actions with the TransAsylee Project, and making sure we have receipts and documentation for any expenditures over \$100. We need to document that the expenditures directly benefit the residents. Second is not the Fiscal Agent for the TransAsylees. For medical bills, we are challenged that the Health Insurance Portability and Accountability Act (HIPAA) will prevent us from having many specifics.
- c. We must remind ourselves that missional activity is what we do! Because of the unusual origins of the TransAsylee Project, we have written a memo to clarify that it is -our-project/mission work.
- d. The MOU work group is Anna Torres, Pastor Rob, and Randall Korver-Glenn. Rob has the most recent draft.

Session VOTED to approve the memo affirming that the TransAsylee apartment is part of Second's ministry. (Memo is attached to these minutes.)

## **2. Building & Grounds – Abel McBride**

- a. We have had a broken window on the South side of the Candelaria Wing, underneath the TransAsylee apartment. It has been covered. Window replacement will be about \$300 for a double-pane. The Police have been requested to do more patrols.
- b. The air conditioning will be installed next week.
- c. The wire addition over the gate to the North parking lot is done and paid for.
- d. We need a vent over the apartment kitchen in the upstairs of the Candelaria Wing before we can proceed with other work.
- e. The water utility (ABCWUA) needs to turn on two water meters for our use.
- f. We have a request to install a “ring” camera for the stairs up to the apartment in the Candelaria Wing.
- g. For security, to re-key the building might cost ~\$400, to prevent the former apartment manager from having access. The inside deadbolt is in place on the door at the top of the stairs to the apartment. The lock on the door to Family Promise is unique.
- h. Family Promise is considering the benefits and liabilities of moving out of the Candelaria Wing.
- i. “Tree Albuquerque”, a non-profit organization for planting trees, planted 105 trees in the Martineztown neighborhood. They used our north parking lot for storage and staging, and planted two trees on our property.

## **3. Worship and Music – Allan Holmquist**

- a. We are continuing to explore the possibilities and implications of conducting worship outside, inside, in the sanctuary, other options, and when any of this might occur.
- b. The head of Menaul School didn't hesitate to let us know we could use Hart Park, on their campus, for outside worship. We would be permitted to use their public address equipment and chairs. Pastor Rob will drive by to see what a planned event might look like. We think the second Sunday of June is possible, which is June 14, Fathers' Day. The Governor's orders end May 31, and we don't know if the orders will be extended.

- c. The Worship and Music and Safety and Security Ministry Teams will make the plans, beginning with a meeting on Saturday at 2:00pm at Second.
- d. The Spanish-speaking grant is moving.

#### **4. Stewardship & Finance – Eli Lopez**

- a. We are not having any in-person meetings.
- b. The counters report that donations are arriving.
- c. We are pleased and grateful with the work of our bookkeeper, Chad Poole.
- d. Eli expressed gratitude and appreciation to Elders Lynn Gatewood and Randall Korver-Glenn for their work on the Federal grant application.
- e. Our Payroll Protection Plan (PPP) loan of \$19,000 has deposited. Our utility bills are really down. Payroll is steady. Lynn and Randall will work on the application for the forgiveness of the loan.
- f. We continue to do budget planning.

#### **5. LiveWire – George Huggins; Members: Lauren LaMonica, Alicia Montoya**

- a. 2020 Budget - LiveWire has obligated \$686.40 of its \$2,229 budget for 2020. We have 69% (\$1,543) of our budget remaining for the approximately 60% of 2020 remaining.
- b. 59 have installed Instant Church Directory on their handheld device.
- c. In the last 30 days our website had 396 unique visits.
- d. In the last 28 days our FaceBook page had 313 views and 136 followers.
- e. April newsletter sent USPS to 188; electronically to 80.
- f. Breeze users/roles: Admin, 4; Deacon, 1; Financial, 7; Member, 2; Pastor, 1; Standard, 1.
- g. LiveWire requests input on configuration of overhead projector for Fellowship Hall.
- h. We will offer Zoom user classes next week, Wednesday and Friday afternoon and Saturday morning.

#### **6. Security – James Bencomo**

- a. Our last meeting, we researched the possible expenses and consideration of an armed guard during church services for four hours. The person we interviewed would charge \$25 an hour with a minimum of four hours. He would have tasers and body-cameras. For other times, he would have a 50-minute response time for intruder, damage, or security calls.

#### **7. Christian Education – Kris Johnson**

- a. We are planning to have a Sunday School breakout room during the Zoom Coffee Fellowship on Sunday. Pastor Kay and Anita Abeyta are involved with the planning. We will promote it thru the Sunday School teachers.

#### **Report from Karmen Van Dyke, Music Director**

I had experience with the St. John Methodist Church and their Zoom choir. It was described as the “worst experience they ever had.” They had section leaders singing in their ear buds and an engineer that fixed things later. I am extremely concerned that this health crisis could be the

demise of some choirs. It will possibly dramatically change the way that singing is done during worship.

**ADJOURN WITH PRAYER**

There being no other business and no objection, Pastor Rob dismissed us with prayer at 7:43pm.

Respectfully submitted,

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George T Huggins, Clerk of Session

***Attachment: Memo regarding TransAsylee Project***

## **2<sup>nd</sup> Presbyterian Albuquerque - Asylum Apartments Project Memo**

### **Background**

In 2018 2<sup>nd</sup> Presbyterian Church Albuquerque (aka 2PCABQ) partnered with various organizations to help transgender Asylum seekers with housing on the church property. Since then, there have been several people who have lived at the apartments and been blessed by the opportunity to stay there. Many of the initial people that went through the apartments were transfers from the Cibola Detention Center. However, this transgender facility has since been temporarily closed and the needs of the Asylum seekers has changed. People are now staying for longer periods at the apartments, and the needs of those staying there have thus been altered. The recent COVID19 virus has created additional needs for those staying at the apartments. This document is designed to outline specific details whereby we can better love our neighbors and support a project that we are excited to undertake.

### **Action Plan**

Whereas the community of 2PCABQ has determined that the Apartment Asylum project aligns with the core mission of the church in providing protection, housing, and sustenance for those in difficult circumstances; the church community will be establishing a committee underneath the auspice of the mission committee to better facilitate the ongoing activities at the apartment. This committee will include Alma Rosa Silva-Banuelos who will be the primary manager of the relationship between 2PCABQ and the committee.

The primary need now is financial assistance in the form of returning funds that are currently in the possession of 2PCABQ to the Asylum Apartments. 2PCABQ will return these funds to Alma Rosa in the following ways:

- 1) Immediately send a \$1,000 check directly to Alma Rosa for needs that she has personally covered during the Covid crisis. (documentation of expenditures will be provided)
- 2) Set up a separate checking account with the remaining funds and provide Alma Rosa with a debit card for use for needed items. Checks and deposit slips will be kept at 2<sup>nd</sup> Pres for processing future cash receipts or large payments.
- 3) A shared spreadsheet will be kept online for ease of tracking and will be open to anyone in the committee to view as needed.
- 4) Receipts for specific cash expenditures over \$100 will be kept by Alma Rosa and turned in to the 2<sup>nd</sup> Pres office at least quarterly. Other debit card purchases will be easily reconcilable in the bank ledger

### **Additional Clarifying Information**

As this mission has changed over time, there are certain specific considerations that are discussed below to provide clarity regarding the role 2<sup>nd</sup> PCABQ will take in working with Asylum seekers. First, 2PCABQ is not responsible for the specific usage of the funds passed to Alma Rosa. These funds are given to facilitate the ongoing operations of the Asylum apartments as is seen fit by the managers of the apartment. 2PCABQ is responsible for the record keeping and transparency of all activity is required for ongoing processing of funds.

Second, any funds received by 2PCABQ are unrestricted as to their usage by the Asylum Apartments. Specifically, 2PCABQ will be processing payments from other organizations who wish to assist with the mission, or perhaps even government agencies who are providing reimbursements for agreed upon expenses as part of providing for residence. It is not within the purview of 2PCABQ's mandate for the church to place restrictions on the utilization of funds as long transactions are properly supported, documented, and legal, thus complying with our mandate as a 501c organization. The church will not be acting as a fiscal agent, but rather this is considered a core mandate of the church's mission to serve our community.

Finally, the Church realizes that the needs of the Asylum Apartments will change over time and that there may be a period where the Asylum Apartments will need to branch out from 2PCABQ. As such, the Asylum Apartments will operate as a specific mission of 2PCABQ until May 2021, at which time the needs of the church, mission, and affected parties will be reevaluated.