

Special Council Virtual Meeting
Plymouth Congregational Church, United Church of Christ
Saturday, March 9, 2024 9:00 AM

1. Call to Order – Sonia Jordan, Moderator

Sonia called the meeting to order at 9:00 am.

Voting Members Present:

Sonia Jordan – Moderator

Rich Bireta – Moderator Elect

Scott Morgan – Immediate-Past Moderator

Stephen Carttar – Treasurer

Norine Spears – At Large Member

Debbie Schmidt – At Large Member

Jeff Eriksen – At Large Member

Doug Easton – At Large Member

Voting Members Not Present :

David Trevino – At Large Member

Christi Houston – At Large Member

Ex Officio Members Present:

Caroline Lawson Dean – Associate Pastor

Others Present:

Larissa Long – Clerk

Devon Kim

David Ambler

Don Low

Sue Himes

Linda Dailey

Matt Dailey

Dick Orchard

Kris Marsh

Melissa Praderio

Sarah Whitten

2. Opening Prayer – Caroline Lawson Dean

Caroline led the Council members and attendees in prayer.

3. Approval of the Agenda

3.1 Approve Agenda

Scott moved to approve the agenda; Debbie seconded; motion carried unanimously.

4. New Business

4.1 Review of Capital Campaign Committee Expenditure(s) Request – Devon Kim, Executive Director of Capital Campaign

Devon said that when the congregation approved a capital campaign to renovate the Sanctuary, update the organ, HVAC and other appropriate items at an estimated cost of \$4.4 million, campaign expenses were included in the overall project budget.

Council explicitly approved the \$40,000 consultant fees, and although other campaign expenses were included in the project budget, the campaign committee doesn't want members to feel there were unexpected or unplanned expenses. In addition, bylaws require Council approval for contractual agreements above \$5,000. Although not contractual, the video production commits the church to a payment of at least \$10,000, but not to exceed \$15,000. Specifically, budgeted expenses for catering, print materials, postage and the video total \$30,815.

Devon then asked Council for approval of the additional \$30,815 for capital campaign expenses.

In response to questions regarding the video from Jeff, Debbie, Stephen and Norine, Devon provided the following:

- The video will be produced by a local company, Handbuilt Productions, which is owned by Dalton Paley. Various options were considered, but this firm was selected based on the film quality desired and amount of time allotted for production.
- The maximum amount that will be paid for film production is \$15,000.
- Video production will begin in one week and segments will be shown at two Generosity Roundtables, which will be held on Wednesday evening, April 10 from 6:00 – 8:30 pm and Saturday morning, April 13 from 8:30 – 11:00 am. Dinner will be served at the evening event; breakfast will be served at the morning event.
- The video length will be 7-8 minutes and although it is specific to the campaign, B-roll footage will be available which can be used in future marketing activities.
- Although the primary audience is the congregation the video will be shown via social media to donors across the country. Handbuilt Production will monitor and track metrics.

Debbie asked if printing expenses included both internal and external costs and if campaign expenses would be paid from operating reserves. Devon said yes to both questions.

Scott then moved to approve the \$70,815 as presented in the Memo provided to Council; Jeff seconded the motion.

Scott explained that although Devon was requesting approval of \$30,815 not explicitly approved by Council, he felt it prudent to include the total budgeted campaign expense in the motion to ensure transparency.

Debbie said her research on capital campaign expenses showed these costs were much lower than most.

Rich said the memo answered all of his questions and expressed his appreciation to Devon.

There being no further questions, the motion was unanimously approved.

5. Adjournment and Lord's Prayer

The meeting adjourned at 9:25 with the Lord's Prayer.

Respectfully submitted by
Larissa Long, Clerk