**Community Congregational Church of Clinton Heights UCC**

 **Board of Deacons/Council Meeting**

 **Minutes of February 14, 2024**

ACTION ITEMS ARE HIGHLIGHTED IN YELLOW

Meeting called to order on Zoom at 7:35 pm.

Members Present: Tom P, Brian F, Nicole F, Bob H, Bruce G, Cindy M, Tina K, Joanne B, Elaine W, Tracey P

Members Absent: Julie K

Guest: Rev Kenny

Opening Prayer was said by Rev Kenny.

The Secretary’s Report was read by all. It was explained that the highlighted areas were action items. Tina made a motion to approve it. It was seconded by Rev Kenny. The motion was carried.

The Council Financial Secretary’s Report was reviewed by all. One of the numbers needed correction. Cindy will correct it and send out a corrected report. Elaine made a motion to approve it with the corrections, Tracey seconded it. The motion was carried.

The Council Treasurer’s Report was reviewed by all. . Tom motioned to approve the report. Joanne seconded it. The motion was carried.

The Deacons’ Treasurer’s Report was reviewed by all. Brian motioned to approve the report, Tom seconded it. The motion was carried.

The Visitation/Elder Conversation Report was lead by Tracey. She advised she sent out several birthday cards, thinking of you cards, get well cards and sympathy cards. She also made personal phone calls to some of our shut-ins. One of the members she spoke to praised the FaceBook Live. We discussed that there is no way to track who watches recorded FBL.

Rev Kenny requested a monthly summation of Tracey’s visits and conversations with people so he can share them on a Sunday morning. Tracey said she would have to get permission from the people to have it publicly announced.

**OLD BUSINESS:**

Deacons’ Budget: Elaine is looking for previous documents; she will try to have it for next month.

Google Docs: We decided not to use Google Docs, which was to keep an updated list of member’s names, addresses, telephone numbers and email addresses, as well as birthdates, anniversary dates, etc. We can request the congregation to use the forms in the pews and have them put the completed forms in the collection plate on their way out of church on Sunday.

LifeSong: We will have LifeSong start coming to our church on April 24th. They can organize the Sunday School Room and repair the fence when the weather allows. They will want to have cooking sessions, so before April we will need the gas lines to the stove turned back on and perhaps have an actual inspection done. Brian will discuss this schedule with the leaders of LifeSong and give them a key to the church, as well.

Tom received a new estimate from Otis for the Elevator Slack Test. The previous estimate was $2680.00 and the new estimate if $1340.00. Tom asked them via email what the service contract that we pay for covers, but they did not respond to the question, they only sent him the new estimate. We will check with the Code Department to see how often the Slack Test needs to be done. In the meantime, we will look for the service contract which is probably in the office. We do know that the Slack Test is separate from any other service that may be contained in the service contract. Tom will call Otis to set up a time for the Slack Test. Bruce is available Mondays and Fridays in February and March so he can be there if Tom schedules the test on one for one of those days.

Tom reported that toner cartridges from Ricoh would cost $79.82 for black and over $200 for color. At Staples, the black is $62.99 and $124 for color. There may be extra in the back room. Bruce, and maybe Elaine or Cindy will check to see if there are some there. If so, we will not have to order any at this time.

**NEW BUSINESS:**

Easter Sunday: Easter is March 31, 2024, we will need to plan the kind of service to have. Palm Sunday is March 24. Elaine will call and order palms. Afterwards, we will save the leftover palms and burn them next year to use for Ash Wednesday, 2025.

We will hold a congregational meeting to approve the 2024 budget on March 3, 2024. All reports for the budget must be turned in at least 2 weeks prior- which will be February 18, 2023. This coming Sunday, we will begin announcing the meeting and also put it in the weekly email. The congregation does not have to approve Rev Kenny because he is considered a supply pastor.

Rev Kenny asked if we can get an inflatable pool to keep downstairs so it will be available for baptisms. We will discuss this further next month.

**Community Outreach:**

Bruce will contact the Parks and Recreation Department in East Greenbush to inquire about the details of the Easter Egg Hunt and how we can participate.

Capital Community Voices would like to use our church for practice next Tuesday since the school they normally practice in will be closed. Cindy gave them permission. Elaine and Bruce will meet them at the church and give them a new key.

Chris Poole will leave 3 keys and the sign-out sheet at the church so we can keep track of who has keys. The 3 keys will be for the Capital Community Voices, Life Song and Rev Kenny.

**Reminders:**

Our next meeting will be March 13, 2024.

DOM for February is Brian, March DOM is Bruce and April DOM is Bob. Bruce reminded us that anyone can assist the DOM, assistants do not have to be Deacons.

Brian made the motion to adjourn the meeting at 9:15. Tina seconded the motion.

Respectfully submitted,

Joanne Boel, Secretary