

## First Christian Church Board Minutes

September 11, 2023, 7:00pm

Name	Position
Pat Malone	At Large Board Cabinet
Don Zobel	At Large Board Cabinet
Linda Stinson	At Large Board Cabinet
Mary Frederick	At Large Board Cabinet
Teanna McMahan	At Large Board Cabinet
Mary Cotton	Clerk of Board
Susan Latham	Deacon Rep. Board Cabinet
Chuck Varner	Elder Rep. Board Cabinet
Lee Mason	President
Matt Gordon	Sr. Minister
Janet Chenard	Co-VP Finance
Tricia Martin	Co-VP Finance
Beth Baird	Co-VP Personnel & At Large Mbr
Tom Frederick	Co-VP Personnel
Steve Herb	VP Program

### Board Attendees:

Members: Lee, Beth, Tom F, Mary F, Mary, Steve, Matt, Teanna, Linda S., Pat M., Tricia, Don Z., Mary C.

Absent: Susan Latham, Chuck Varner, Janet Chenard

Visitors: Finance Cabinet, Emily Herb, Miranda Gordon (the Board was actually visiting the Finance meeting)

### Call to order: - Tricia Martin, Co-VP of Finance

### Christy Wright to replace Vicki Young on Program Cabinet: Lee Mason

Lee as chair of the nominating committee was tasked to find a replacement for Vicki Young on Program Cabinet. There was no discussion. Lee moved to approve Christy Wright as a member of Program cabinet. Steve H seconded. All Board members approved.

### Pest Control Funding (rats): Matt Gordon & Bruce Cotton

Finance Cabinet recommends paying the \$2500 fee from the Unbudgeted Contingency fund (-currently a negative balance which would become more negative). Future years would be part of regular budget. After the \$2500 there is a quarterly fee

A Board member asked about Swick permanent fund income that is designated for building maintenance.

Discussion: Swick will continue to grow quarterly. It has currently \$3900. Bruce of House & Grounds needs about \$300 for a sink, so that should still be okay. According to Swick fund policy, Finance can vote on this without Board approval, unlike the other solution from Unbudgeted Contingency fund which is already a negative number.

Tricia moved that we pay the pest control bill out of the Swick PFI fund. Future bills will require another discussion. Finance approved this and it would be recorded in the Finance minutes.

### Disciples House New Roof Funding: Miranda, Steve & Bruce Cotton (See attached)

Finance and the Disciples House Advisory committee has requested that we accept a bid from Larrabee Roofing, Salem OR (based in Sisters) for \$95,500 not including permitting fees to replace DH roof..

Treasurer Ann Smart funding ideas/input "highlights" in absentia:

1. Currently \$62,611 available from the DH capital fund
2. Jackson street will commit \$5,000 toward the new roof.
3. Jackson street is reportedly staying at least through the spring (confirm with Steve H) - % of DH operating funds to use, but leave coverage for winter utility bills and insurance?

4. Possibly use \$20,000 from PFI capital that wasn't need to repair Fire (alarm) system (if Bruce C. believes not needed soon). Board would need to redirect last year's authorization.
5. Additional PFI distributions, solar incentive payments & Jackson St rent is coming before October roof payment needed.

NOTE: Cash cushion (intended for Disciples House roof) will GO AWAY=\$72,000 Church Extension Flex acct, PLUS part of OSCU Money Market 51 containing \$92,540. Interest income will be reduced, though still above budget YTD. Giving varies month to month, but payroll doesn't! General fund may end the year in a negative position.

H&G doesn't have any capital needs in mind for the rest of the year. The next thing might be the fire alarm system. We will continue receiving income quarterly which will refill the fund.

Disciples House has a separate budget for operational and for capital expenditures. DH Committee didn't adjust the budget when Jackson Street partnered with us. The operational budget has shown to be more than needed. So, it has accumulated. Steve thinks it makes sense to take 15,000 from DH operation. This means less can come from the Church PFI Board Capita. It was decided of a cap of \$15,000 from Board Capital could be used.

Tricia Moved for Finance to recommend that the Board approve the following funds be designated to pay for the new roof on DH using the Larrabee Roofing Inc. bid of 95,500.

**\$62,000 – Disciples House Capital Expenditure Fund**  
**\$15,000(Not To Exceed) – Permanent Fund Income Board Capital Fund designated for Capital Expenditures**  
**\$5,000 – Jackson Street Youth Services Donation**  
**\$15,000 – Disciples House Operations Fund**

Bruce seconded. Finance approved this and it should be recorded in the Finance minutes.

Steve seconded the Finance motion to the Board. All Board members present approved with the exception of one abstention. (This abstention was not heard in the hybrid meeting and was reported to the Clerk later).

Discussion about who is going to coordinate with Larrabee.

Decision: Administration functions will be coordinated by the office with Matt and Becca. Matt will contact Larrabee Sept. 12 to say the bid was approved. Lee as President and Mary C. as Clerk may sign the contract on paper. The detail work on the building will be coordinated by Bruce, House & Grounds, Steve, DH Maintenance, and Miranda Gordon, DH Advisory Committee,.

**Disciples House Advisory Committee: Emily Herb** (See attached)

Following our draft process for considering new groups using our buildings, DH committee is notifying the Board in advance that they are entering into conversations with West Minster for a new housing model. Jackson Street has said they will continue with rent payment until spring 2024. DH committee has been thinking about this change since last spring. They have been in conversation with Rob Kirby. There may be an opportunity for a collaboration between the church, Westminster United College Campus Ministry at Oregon State and Jackson Street Youth Services providing intentional living. A planning meeting is scheduled for October between the groups

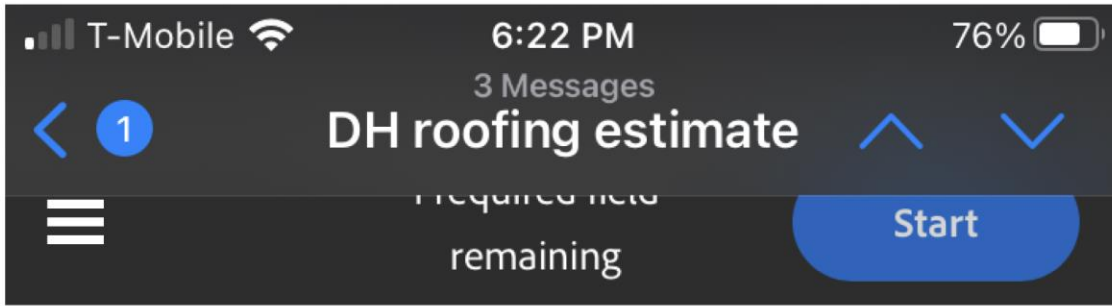
No commitments have been made of course. More discussions can happen at the Oct. 2 Board meeting.

**Board was Released. Finance continued with their agenda.**

Respectfully Submitted,

Mary Cotton  
Clerk of the Board

# Appendix



Larrabee Roofing, INC  
160 S. Oak St. Suite 147  
Sisters, OR 97759  
Ernest@LarrabeeRoofing.com  
www.larrabeeroofing.com



## Estimate

### ADDRESS

Miranda Gordon  
660 st Madison ave, Corvallis  
503-602-1844

ESTIMATE # 2254

DATE 05/08/2023

ACTIVITY	MATERIALS	LABOR	AMOUNT
<b>Roof Installation (Owens Corning)</b> Remove and replace all pitched and non pitched areas of home. Install Owens Corning True Duration Shingle Roof: THERE'S A LINE BETWEEN A GOOD SHINGLE AND A GREAT SHINGLE.® And that line is the nailing line. The difference between a good shingle and a great shingle is having SureNail® Technology, only available from Owens Corning on Duration® Series Shingles. Patented SureNail® Technology features a wide, highly visible engineered fabric strip in the nailing area for a consistent, quality installation, and the unique product design provides outstanding gripping power. (upgraded shingles upon request.)  Tarp grounds then remove shingles from home. Prep entire roof surface for new underlayments.  Install ice and water barrier underlayment covering entire roof including along eaves, valleys chimneys, dormers, vent stacks, skylights, all other roof-top structures, apertures, and vulnerable areas, preventing future ice dams, sideways rain, and weather.  Install non corrosion drip edge metal around entire home for durability and eave protection.  Remove existing vents and install new pre-painted metal flashings, vents, and plumbing pipes.  Certified application of Owens Corning True Duration  Lifetime, limited transferable warranty. 10-year SureStart™ warranty (100% replacement and labor costs due to manufacturing defects.)  10-year StreakFighter® warranty against streaking and discoloration caused by airborne algae.  15-year, 110 mph wind-resistance warranty.	1	87,000.00	87,000.00

ACTIVITY	MATERIALS	LABOR	AMOUNT
Price is for single layer removal. Removal and replacement of plywood is \$85.			
<b>New Roof</b> Flatter less sloped areas of the roof. Remove and install a rolled roofing system where needed or currently installed. East facing side of home remove current roof, slope area for proper water drainage then install TPO or duralast roofing system .	1	0.00	0.00
<b>Repairs</b> Remove and replace crown molding facia where needed and paint.	1	8,500.00	8,500.00
<b>Larrabee Warranty</b> All work comes with an additional 10 year Larrabee Certified Warranty.	1	0.00	0.00
TOTAL			<b>\$95,500.00</b>

Accepted By  Sign here
 Accepted Date
May 9, 2023

## Disciples House Report

- Currently Jackson Street anticipates moving out of Disciples House **Spring of 2024**. The exact date is unknown. The postponement is due to construction permitting issues with the City of Corvallis. Jackson Street will pay full rent until the time of their departure from the house. We will also continue to benefit from the property tax exemption.
- Representatives from FCC, JSYS, and WestM met on September 1 to discuss collaborating on a new housing model at Disciples House. In attendance at this meeting were Matt Gordon, Miranda Gordon, Steve Herb, Emily Herb, Donna Keim, Rob Kirby, Kendra Phillips, and Kevin Shimomaeda. At this meeting it was decided that such a collaboration was desirable to the representatives of all three stakeholders. There will be another meeting in October to develop the vision and mission of this new housing model.

### **The Disciples House Committee seeks an endorsement from the board to continue in these conversations with WestM and JSYS about the future mission of DH.**

- Here are some of the ideas being considered by the collaborators. All of these are subject to change, but will help one get the idea of what is being discussed.
  - WestM is interested in this partnership as an extension of their current successful student programming. WestM believes that they have a group of students who are both in need of housing as well as interested in intentional community living with a focus on justice and activism. WestM is also interested in providing mid week programming at the house that would also be open to those not living at the house.
  - JSYS is interested in this partnership as a housing resource for youth exiting their Next Steps program. Housing is difficult to find in Corvallis and some of the students exiting their program are also seeking intentional community living. They also have recently hired two new staff members whose focus is on housing support for those exiting their program.
  - WestM would provide administrative support for the house through their current administrative staff. Additional hours for this staff person would be paid through the Disciples House operations budget (rental income). The intention of this would be to reduce the workload on our office staff and volunteers. Included in this administrative support would be advertising for tenants, application management, and rent management.
  - The focus of the house is not yet decided. There are thoughts about targeting those who are housing insecure, interested in justice and activism, and/or interested in intentional community.
- Jackson Street has stated that they will be able to contribute around \$5,000 to the roofing project.
- Steve was told this week that the older of the two house washing machines has a belt that keeps slipping off (after multiple attempts at repair). The machine will need to be replaced.