

Session Meeting  
 First Presbyterian Church  
 Davenport, Iowa  
 May 17, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, May 17, 2021. We continue to meet remotely due to statewide recommendations of social distancing and limitations on gatherings related to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:02 PM. A quorum was present. Elder Patrick Downing opened with the *Prayer for Brotherly Unity* (author unknown).

	Class of 2021		Class of 2022		Class of 2023
P	<b>Paula Burnett</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Heather Calvert</b> <i>Adult Christian Education</i>	P	<b>David Bowles Edwards</b> <i>Congregational Marketing &amp; Growth</i>
P	<b>Dan Ellard</b> <i>Finance</i>	E	<b>Matt Kabel</b> <i>Buildings &amp; Grounds</i>	P	<b>Jim DeReus</b> <i>Adult Christian Education</i>
P	<b>Jeffrey Gomez</b> <i>Congregational Development &amp; Fellowship</i>	P	<b>Jeanne Sherwood</b> <i>Hospitality &amp; Welcoming</i>	P	<b>Patrick Downing</b> <i>Stewardship</i>
P	<b>Pete Madden</b> <i>Buildings &amp; Grounds</i>	P	<b>Tom Spitzfaden</b> <i>Finance</i>	P	<b>Jeff Ehrmann</b> <i>Personnel, CMGC, Stewardship</i>
P	<b>Diane Roebuck</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	P	<b>Vicki Stegall</b> <i>Christian Ed. &amp; Fellowship for Youth</i>	P	<b>Michael Ferris</b> <i>Worship &amp; Music</i>
P	<b>Karla Ruitter</b> <i>Congregational Development Fellowship</i>			P	<b>RuthAnn Tobey-Brown</b> <i>Personnel</i>
P	<b>Don Wood</b> <i>Worship &amp; Music</i>			P	<b>James Woods</b> <i>Hospitality &amp; Welcoming</i>
P	<b>Mark Jones</b> <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

P	<b>Rev. Kathy Stoner-Lasala</b> <i>Moderator</i>	P	<b>Matthew Bishop</b> <i>Director of Music</i>	P	<b>Darren Long</b> <i>Facilities &amp; Custodial Supervisor</i>
P	<b>Rev. Pat Halverson</b> <i>Parish Associate</i>	P	<b>Kristine Olson</b> <i>Finance Manager</i>		

Guests:

- Deacon Ted Brown
- Jo Johnson, Member of the Personnel Committee
- Andrew Edwards, M.D., Member of the Pandemic Task Force

**On motion**, the agenda was approved as presented with the addition of the following to New Business: a report and motion from the Pandemic Task Force, a report from Christian Education and Fellowship for Youth (CEFV) Committee, and a motion from Buildings and Grounds Committee.

## **DEACONS' REPORT:** Ted Brown

Ted Brown reported the following items from the Deacons:

- The church received several nice thank you cards for the Easter gifts that were delivered to the In Touch participants.
- **OUTREACH:** The community garden will be planted the end of May. The Beauty on the Boulevard project will plant with flowers provided by the city about the same time.
- There will be a church picnic but it is being postponed to a date not yet selected.
- **MISSION CONNECTION:** Deacon John Gere is heading a review of missions previously supported to determine what is still viable, what can still be supported and look into new missions to replace those that can no longer be supported.
- The Caring Closet has received a significant number of donations. More children's clothes are needed. The Caring Closet will open on June 4<sup>th</sup> by appointment only.

**On motion and second**, the Deacon's Report was accepted as presented.

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## **STAFF REPORTS**

Darren Long, Facilities & Custodial Supervisor

- Darren thanked the Session for approval of the new lawn mower purchase.
- Dick Koos and Darren completed the performance reviews with Chad and Kevin.
- Roof repair estimates are expected soon.
- Weather has allowed more outdoor work including mulching.
- The boiler will be shut down soon; it will be examined to determine if repairs are needed; the new condensation pump will be installed.

Kristine Olson

- April financials were distributed electronically.
- This is the first month in 2021 when expenses exceeded income; YTD is still positive by \$67K.
- Finance Committee has helped get caught up on several projects.
- An account assistant temp has been hired to help with the catch-up.

Matt Bishop, Director of Music

- *Guys and Dolls*, the PAS Musical, will be presented in a concert version that will include all of the musical numbers, most of the dialogue, and minimal choreography. It will be outdoors on Saturday, July 24<sup>th</sup> at 8 PM (one performance only). Those living in the immediate neighborhood will be personally invited and provided free tickets to the event. Working on plan B for bad weather.
- Alex gave his amazing organ concert on May 1, 2021.
- Continues work with several church committees.
- Virtual Trivia Night fundraiser was recently held.

Rev. Kathy Stoner-Lasala

- An electronic document was sent to Session shortly before the meeting began that contained the Synod ARC final report with comments (in red) added by the Moderator following discussions with the former members of the CG&P Committee. The Session is asked to review this

document. This is being provided to give the Session members additional information about the events as seen from the former CG&P Committee's perspective. The Moderator indicated she received and reviewed a significant quantity of documents from the former CG&P and also documents related to the Presbytery of East Iowa Administrative Commission that worked with FPC in 2018-2019. Discussion followed. Still need to define the expectations of each party in the reconciliation. It was suggested that each of us could make the decision to reach out individually to anyone in the congregation who has felt hurt by this process. Several elders suggested the no-talk rule is no longer applicable. We should be able to share information with the congregation. The Moderator indicated she considers this document public. The Moderator raised the idea of vindication as allowed in the Book of Order (D9.0101) but indicated it would be a process that could include General Assembly if any party were to file an appeal. The Session, after reading the annotated Synod ARC report, will meet to discuss it and determine next steps. Elders serving on Session in 2018-2019 will be invited. (A full copy of this document will be placed in the Appendix to the 2021 FPC Session records).

- Has participated on the Committee to choose a reconciliation facilitator. See Old Business for a report from this Committee.

**On motion and second**, the Staff Reports were approved as presented.

## CONSENT AGENDA

- Elder Tom Spitzfaden requested the April 19, 2021 Session Meeting minutes be removed from the Consent Agenda.
- **On motion and second**, the Session approved the following item in the Consent Agenda
  - Clerk's Report for the month of April 2021 (*A full copy of the April 2021 Clerk's report presented to the Session at the May 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)

### I. **INCREASES IN MEMBERSHIP:**

#### **New Member Received into Membership January 3, 2021**

David Bowles Edwards\*

Certificate of Transfer

\*should have been on January 2021 Clerk's Report

### II. **REQUESTS FOR ACTION:**

#### **Requests Resulting in an Addition to the Active Roll**

Joanne Mercer

Reinstate to Active Roll per Session

#### **Requests Resulting in the Reduction of the Active Roll**

Thomas Wade Rogers

Request to be removed, joined New Hope Presbyterian Church

John "JP" Flynn

Request to be removed, joined New Hope Presbyterian Church

### III. **CHANGES TO THE REGISTERS:**

#### **Deaths**

Stanley Hill

#### **Date**

April 11, 2021

#### **Officiated by**

Weerts Funeral Home

### IV. **COMMUNION RECORD:**

#### **In Church Communion**

On Thursday, April 1, communion was served at the 7:00 PM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala

On Sunday, April 4, communion was served at the 9:30 AM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala

On Sunday, April 18, communion was served at the 9:00 AM parking lot and online service by Rev. Dr. Kathy Stoner-Lasala

On Sunday, April 25, communion was served at the 9:00 AM parking lot and online service by Rev. Pat Halverson

- A motion and second was made to approve the April 19, 2021 Session Meeting Minutes. Elder Tom Spitzfaden requested a typo correction in the April Finance Committee report changing the work “filings” to “filing” to prevent any interpretation that this referred to legal filings. Filing here refers to physically filing documents in an office cabinet. The April 19, 2021 Session Meeting minutes were approved with the correction to the typographical error.

### **Other Business of the Clerk – Mark Jones, Clerk**

- Reminders:
  - Scheduled Committee Reports for June 2021: Finance Committee, Hospitality & Welcoming, and Personnel.
  - Devotions for May 2021: Elder Heather Calvert
- When the Heritage Committee’s turn for reporting to Session came up on the schedule, the Clerk was told the Heritage Committee no longer existed and church staff were uncertain if anyone was actively working in the Heritage Room. The Clerk suggested the Session may need to seek volunteers to continue to maintain the room and control access. Persons working on the Heritage Committee were identified but no one was certain of the current status of the Committee or work in the Heritage Room. The Clerk was given the task of researching these issues and reporting to Session.

**On motion and second**, the report of Other Business of the Clerk was approved as presented.

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## **COMMITTEE REPORTS**

### **Finance – Elder Tom Spitzfaden**

- Current financial status:
  - YTD revenue doing well compared to budget; compensation spending is less than budget; overall expenses OK relative to the budget.
  - Building expenditures are high.
  - Caveat – both the anticipated income and budget are smaller than a year ago.
  - April was the first month that income was less than expenses; likely to be OK for this year.
  - Cash balance is strong.
- Finance office
  - The Finance Committee has been helping with catching-up on needed work.
    - April financial report was completed nearly on schedule; making progress toward on-time monthly reporting.
    - Account reconciliation is not up-to-date but significant progress is being made.
    - Progress continues on the physical filing of documents.
  - Continue to work on internal controls as stated in the Operations Manual. The Agreed Upon Procedure report has not yet been received from the audit firm. It is hoped with the closing of tax season that they will complete this report for us.
  - Contract has been made with Robert Half (staffing agency) for a temporary part-time financial assistant to help with catch-up work.

- Finance and Personnel Committees are working to hire a permanent part-time financial assistant. A person in this position left about 9 months ago and was not replaced.
- The Finance Committee presented the following **motion**:  
 Whereas, the cash balance of the General Fund is larger than usual and expected to remain so for at least the next year, and  
 Whereas, it is prudent to hold this cash balance at multiple banks, and  
 Whereas, the Finance Committee is best qualified to make choices as to banks and type of account or certificate of deposits,  
**RESOLVED**, the Session authorizes the Corporate Officers and the members of the Finance Committee to take any and all action necessary to open bank accounts, certificates of deposits or other investment instruments necessary for the prudent management of the General Fund’s cash balance. Any such action shall require signatures of any two Corporate Officers or members of the Finance Committee acting together.

**This motion was approved.**

	April 2021		April 2020	
	Actual	Budget	Actual	Budget
General Fund Income	51,048	56,600	50,932	63,240
Custodial Accounts Income	3,597	-	40,839	-
Compensation Expenses	36,759	44,378	48,749	55,464
Non Compensation General Fund Expenses	17,371	18,800	15,075	18,340
Custodial Accounts Expenses	3,597	-	40,839	-
<b>Surplus (Deficit)</b>	<b>(3,082)</b>	<b>(6,578)</b>	<b>(12,892)</b>	<b>(10,564)</b>
	2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	293,536	282,754	373,331	385,848
Custodial Accounts Income	7,554	-	70,195	-
Compensation Expenses	157,778	168,169	199,599	204,978
Non Compensation General Fund Expenses	67,958	76,855	60,596	79,935
Custodial Accounts Expenses	7,554	-	70,195	-
<b>Surplus (Deficit)</b>	<b>67,800</b>	<b>37,730</b>	<b>113,136</b>	<b>100,935</b>
All numbers are rounded.				

**On motion and second**, the Finance Committee Report was approved as presented.

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**OLD BUSINESS**

**Report from the committee recommending a reconciliation facilitator:** Elders Tom Spitzfaden and Diane Roebuck, Moderator Stoner-Lasala

- Three people have been interviewed. It appears the choice may be down to one viable candidate.
- The Committee is meeting Tuesday, May 18 and hope to select a facilitator to recommend to Synod.
- Those interviewed gave the opinion that the process could be completed in calendar year 2021.

**Response to Synod ARC Report – Next Steps**

- See the Moderator’s Staff Report on the annotated report with comments from former CG&P members.
  - Progress was reviewed regarding the 7 Synod ARC recommendations
    - Session committees are to review/revise their descriptions in the Operations Manual and reported to the Session when that review is complete.
    - The Session will hear tonight about updates to the Personnel Policy and Procedure Manual.
    - Moderator Stoner-Lasala is aware of those areas in which she needs to provide instruction to the Session.
    - Personnel Committee is working on progressive discipline policies and Performance Improvement plans
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**NEW BUSINESS**

**Personnel Policies and Procedure Manual, as Amended and Restated, July 1, 2021**

- The Personnel Committee presented this updated document for a first reading and discussion. Electronic copies of the document were provided to Session prior to the meeting.
- Personnel Committee member Jo Johnson-Meineke was present to review the changes and answer questions.
- Jo reviewed each major section of the document identifying changes and provided the rationale for the changes. She answered all questions. A few minor changes were suggested.
- One major change in the proposed document is initiating a PTO system for time away. The Personnel Committee will discuss this with the employees before the Session vote anticipated at the June meeting.
- The Session thanked Jo for contributing her professional expertise to this updated document.
- Note: a copy of this document will be included in Session records following final approval.

**Christian Education and Fellowship for Youth (CEFY) – Elder Diane Roebuck**

- Elder Diane Roebuck indicated that Christian Education has been without a consistent, full-time leader since Tiffany Horvath left. Pastor Katie served a short time in this position. Otherwise, it has been served by volunteers and temporary hires. CEFY is wanting to work toward a full-time staff for Christian Education. Several options have been discussed.
  - Full time Associate Pastor for CE with a Community Outreach focus.
    - Would need PEIA approval to move forward.
    - Longer process to hire than a non-ordained person.

- The rationale for the community outreach focus was feedback that parents are interested in greater community activity for their children.
  - Seek a non-ordained full-time, permanent Christian Educator - recent experience indicates they are difficult to find.
  - Hire an ordained person on a temporary (year-to-year) basis for now.
    - Temporary hires can be done more quickly.
    - PEIA would need to approve the person but they would be a Session hire.
- Session provided CEFY with feedback. No action was taken.

### **Pandemic Task Force – Elder Heather Calvert**

- **Elder Calvert**, on behalf of the Pandemic Task Force, presented the following motion: In light of the new guidance around social distancing and masking, the Pandemic Task Force moves that indoor services resume in the Sanctuary at 10 AM, June 6, 2021 or as soon as plexiglass can be procured and installed around the organ, pulpit and sound booth. Soloists will be located in the balcony, which would be closed to the congregation. The outdoor service at 8:30 AM will continue as currently scheduled. The outdoor service will be cancelled for bad weather. Both services will be live-streamed. Masking will be required at both indoor and outdoor services. The motion received a second.
- Background to the motion:
  - The CDC released new information this week regarding mask wearing and social distancing indicating that in many circumstances vaccinated adults could go unmasked and without social distancing.
  - The recommendation to continue with masks related to protection of children and immunocompromised (attendees and family at home) and acknowledging that not all will be vaccinated.
  - A letter to be mailed to the congregation is prepared. The PTF invites and encourages all Session and Deacons to add their names to the letter as church leaders.
  - No reservations will be required and no limit on numbers attending will apply.
  - Singing with masks will be allowed.
  - Masks will be provided to those without them.
  - The outdoor service will need to be cancelled for bad weather rather than moved inside because it would not be possible to clean the sanctuary in time for the 10AM service.
- Discussion following. Some points raised included:
  - Why will masks be continued outside? Social distancing will not be required. Some risk of transmission if unvaccinated person is unmasked. May change as younger ages are vaccinated.
  - Would letter encourage vaccination? Yes, that will be added.
  - Are employees being vaccinated? Not yet. Kristine has located a government source of funding for employee incentives and an offer has been made by an anonymous church member to provide an economic incentive to employees who accept vaccination.
  - It was noted that the church is not aware of any community transmission of COVID-19 through church activities.
- **The motion was approved.**
- The Pandemic Task Force was thanked for their leadership.
- The Moderator indicated she will continue with the current masking policy in the church building during the work week. Not all staff members are vaccinated. Some staff members are either immune compromised or living with an immune compromised person.

### **Building and Grounds – Elder Pete Madden**

- Elder Pete Madden, on behalf of B&G Committee, moved the Session accept a bid from Davenport Electric to convert 14 outside church lights along the street and in the parking lot to LED lights. The bid of \$4400 plus tax was the lowest of 3 bids received.
  - Background: With a current \$700 rebate and the reduced electricity consumption, the cost of this will be recovered in 4 years. The rebate is going away soon so the decision was made to complete the entire project now.
  - **The motion was approved.**
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## ADJOURNMENT

**On motion and second**, the meeting was adjourned at 10:09 PM. The meeting was closed with the Lord's Prayer.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on June 21, 2021 at 7:00 PM.

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The Rev. Dr. Kathy Stoner-Lasala  
Moderator

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Mark Jones  
Clerk of Session