

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
February 28, 2022**

Attendees:

Pastor and Moderator: David Forney

Associate Pastor and Vice Moderator: Aram Bae

Ruling Elders:	Class of 2022	Class of 2023	Class of 2024
	Christine Dean	Judy Blair (E)	Charlie Chadwick
	Amy Gillespie	Robert Brewbaker	John Dillery
	Rich Lutz	Victoria Kean	Linda Hitt
	Cathy Meaney	David Maloney(E)	Jocelyn Kelley
	Monika Mentzer	Carolyn Pettit (E)	Jolene Kidd
	Wayne Mullins	Reid Thompson	Vasant Kumar
	David Schmidt		Trip Walker
	Ada Trowbridge		

Clerk of Session: Judy Blair

Guests: Deacons and Incoming Officers

[E denotes excused absence; A is for unexcused absence]

Opening items:

- With a quorum present, Moderator David Forney called the in-person meeting to order at 7:00 pm.
- The devotion and prayer were led by Linda Hitt.
- The moderator led the reading of the Vision and Mission Statement.
- An update on staff searches was added to the agenda.

Consent Agenda: the following items below were approved unanimously:

- Approve the minutes of the minutes of the Stated Session Meeting on January 24, 2022
- Approve the minutes of the Board of Trustees Meeting on January 24, 2022
- Receive the final December 2021 financial reports (attached to F&A meeting minutes)
- Receive January 2022 financial reports (attached to F&A meeting minutes)
- Receive the annual Endowment distributions report (attached)

Old Business

- 2022 operating fund budget
 - The Finance & Administration Committee proposed the following revisions to the 2022 operating fund budget:
 - Revenue revisions: to better reflect 2021 actual, non-pledge offerings increased and projected funding from reserves was reduced.

- Expense revisions: COC budget at 10% of 2021 revenue; correction on Welcome & Worship budget; and line items moved from F&A to Property Management.
- A motion to approve the revised 2022 budget as proposed was approved unanimously.
- PPP2 loan: we received notice that the second Payroll Protection Program loan was fully forgiven, and the loan monies were allocated to the Operating Reserve.
- Staff searches
 - Jen Snook is in place as the new Director of Finance & Administration.
 - Ellen Roberson is moving to the Program Coordinator position.
 - Susan Carl accepted our offer to join staff as our receptionist/office administrator. She will fully transition into the position by April 19.
 - The Covenant Pastor for Families' search is narrowed to 3 strong candidates, who will be interviewed in the next week or two. The search committee plans to present a candidate to Session in April with a targeted start date of June 1.
 - Preschool Director Donna Buchanan and Preschool Assistant Director Cathy Dalton will retire at the end of the school year. The Personnel Committee hopes to fill the director position by early summer.

Reports from Committees and Work Groups:

- Draft minutes and reports from the following were submitted in advance of the meeting along with the meeting agenda: Adult Ministry, Children & Family Ministry, Christian Outreach, Endowment, Finance & Administration, Personnel, Property Management, Stewardship, and Welcome & Worship committees, Board of Deacons, and Clerk.
- Rich Lutz on behalf of the Property Management Committee (PM) described the need to purchase a new range and convection oven to replace the current range, which is no longer able to handle kitchen workload.
 - PM is waiting on another quote to make a vendor selection and would like to place an order as soon as possible.
 - A motion from PM to request that the Finance & Administration Committee release from the appropriate reserve fund up to \$15,000 to purchase a new range and convention oven was approved unanimously.
- Rich noted that the new refrigerator/freezer has been ordered and that magnolia tree near the Park Street entrance seems to be recovering from its storm damage.

New Business:

- After explanation about membership status for ordained pastors, Liz Forney was approved as an associate member of FPC.
- Jocelyn Kelley reported on the recent POJ meeting.
- Retention of Preschool teachers
 - Victoria Agop explained that, given concerns about preschool staffing, the Preschool Committee will use up to \$10,000 of its allocated funding for COVID-related expenses for appreciation gifts to current preschool teachers.
 - On behalf of the Personnel Committee, Victoria proposed that up to \$10,000 from the operating reserve be allocated for retention gifts for preschool teachers who return for the 2022/2023 school year, and the motion was approved unanimously.

Thanksgivings and Commendations:

- Chris Bailey for her excellence in taking minutes for COC
- All who welcomed and hosted PACEM guests during February with special thanks to Mac Walker, Shana Pack, Jennifer Jones, and Marta Ruggles
- Judy Blair for her willingness to serve as the interim Finance Director
- Wayne Mullins for the Sunday School class on the life and times of David
- Brew Brewbaker for opening our eyes and hearts to the needs in Honduras
- New Member team for its excellent job in welcoming new members
- Thorough reporting by committees and teams

Announcements

- Ash Wednesday worship service, March 2, 2022, at 5:30 pm
- Music on Park Street, Sunday, March 13, 2022, at 4 pm
- Officer Retreat: Sunday, March 20, 2022: 12:30 – 4 pm (includes lunch)
- Next Stated Session Meeting including the examination of confirmands: Monday, March 28, 2022, at 7 pm

The moderator adjourned the meeting with a benediction at 8:15 pm.

Minutes recorded by Ruling Elder Amy Gillespie

Approved 3.28.22