

**Minutes of Stated Session Meeting
First Presbyterian Church
Charlottesville, Virginia
November 22, 2021**

Attendees:

Pastor and Moderator: David Forney

Associate Pastor and Vice Moderator: Aram Bae

Ruling Elders:	Class of 2021	Class of 2022	Class of 2023
	Robert Brewbaker	Christine Dean	Judy Blair
	Lori Chapman	Amy Gillespie	Victoria Kean
	Terry Forbes	Rich Lutz	David Maloney
	Susan Howard-Smith	Cathy Meaney	Carolyn Pettit
	Jennifer Jones (E)	Monika Mentzer	Reid Thompson
	Gary Selmeczi	Wayne Mullins	
	Tom Towberman	David Schmidt	
	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 meeting to order in the Sanctuary at 7:00 pm.
- The Board of Deacons joined Session for the devotion and prayer led by Monika Mentzer
- The moderator led the reading of the Vision and Mission Statement.
- Session's meeting agenda was approved, and the Deacons departed for their monthly meeting.

Examination and Approval of Incoming Officers

- After explanation of the examination process, incoming officers were assigned to small groups with at least two session members and shared their faith statements. [Officer-elect Brooke Lambert participated via zoom, and Officer-elect Trip Walker was examined by the full session upon his delayed arrival.]
- Each group discussed the most meaningful part of the faith statements and examples of experiencing God as we begin the Advent season.
- Session members and the incoming officers re-assembled after the small group activity for incoming officer introductions and reports on the examinations.
- A motion to sustain the examinations was made, seconded, and unanimously approved.
- A motion to approve the examinations and to receive as new officers Charlies Chadwick, Johanna Chase, Sally Clarry, John Dillery, Linda Hitt, Brent Isaacs, Jocelyn Kelley, Jolene

Kidd, Vasant Kumar, Brooke Lambert, Greg Ravitsky, Amy Richardson, Mark Sackson, and Trip Walker was made, seconded, and unanimously approved.

Consent Agenda: following the departure of the incoming officers, the items below were approved unanimously:

- Approve minutes for the Stated Session Meeting on October 25, 2021
- Receive the October 2021 financial reports (attached to F&A meeting minutes)
- Approve the use of \$3,400 from the accumulated income fund of the Choral Masterworks Endowment to support the presentation of the Gounod Requiem at the 11 am worship service on November 7 (Welcome & Worship with the Endowment Committee's assessment that the expenditure is consistent with the Articles of Endowment)
- Approve Kristen-Paige Gordon and Jonathan Nelson as at-large, parent representatives on the Preschool Committee
- Approve Judy Blair as Clerk of Session for 2022
- Approve Robert Ramsey as Church Treasurer for 2022 and David Schmidt as Church Assistant Treasurer for 2022
- Approve 2022 housing allowances: \$49,000 for Rev. David Forney and \$45,510 for Rev. Aram Bae
- Approve the 2nd 3-year terms on the Endowment Committee for Diane Schmidt and Susie Morris
- Approve the Celebration of the Lord's Supper every Sunday and on Maundy Thursday in 2022 (Welcome & Worship)
- Approve the Celebration of the Lord's Supper by intinction at the 11:00 service through June 2022 as a pilot program (Welcome & Worship)

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, Preschool, Property Management, Stewardship, Welcome & Worship, and Youth Ministry committees, Board of Deacons, and Clerk.

New Business:

- Operating Budget for 2022
 - F&A's proposed Operating Budget for 2022 was distributed in the meeting materials packet.
 - Highlights of the budget
 - Potential deficit of \$53k if revenue does not increase substantially.
 - Any deficit would be covered by Operating Reserve funds.
 - Committee budget requests were viewed as necessary to support a vibrant re-engagement as we recover from the pandemic closure; now is not the time for retrenchment.
 - The budget was approved unanimously after discussion.
- Recommendations from the Personnel Commission
 - On behalf of the Personnel Commission, Lori Chapman presented the following motion:
 - That forgiven PPP2 monies be allocated to the Operating Reserve to further the mission of the church

- Status of 2nd Paycheck Protection Program loan (PPP2)
 - We were approved for the PPP2 loan and received \$240,500, which is currently held in a liability account pending Session's disposition decision.
 - We are in the process of applying for loan forgiveness and anticipate approval, because the primary safe harbor determination is whether shutdown occurred due to the pandemic.
 - The question for Session is whether we keep any forgiven monies or not.
- After a lengthy discussion, the motion passed with four abstentions.
- Lori then presented a motion to dissolve the Personnel Commission, and it was unanimously approved with appreciation for the Commission's diligent work since March 2020.
- Recommendation for use of the Building Reserve
 - Rich Lutz described the need to replace the Sanctuary's HVAC controller to improve humidity and temperature management.
 - Rich noted that this expenditure is not within the scope of the FGH renovation/addition project.
 - After questions were addressed, the following motion was made, seconded, and unanimously approved:
 - That, contingent upon F&A's endorsement of the expenditure, up to \$40,000 from the Building Reserve be used to replace the HVAC controller for the Sanctuary.
- Receipt of designated gift
 - A church member would like to donate \$25,000 for memorial garden improvements.
 - After explanation of the donor's interest and the process for designing the improvements with the help of landscaping architects, a motion to receive the \$25,000 designated gift was made, seconded, and unanimously approved.

Thanksgivings and Commendations:

- All involved in the presentation of the Gounod Requiem
- All who planned and made Hanging of the Greens a success
- Volunteers who supported staff in our 're-opening' preparations
- David Forney on his 10th anniversary at FPC
- Mission Partners and COC members for the Mission Rally
- Laura Holbrook for her work in preparation for a smooth children's Sunday School kick-off
- Gweneth West for her PW gathering presentation

Announcements

- Advent begins November 28, 2021
- Journey to Bethlehem: December 21, 2021
- Christmas Eve services at 4:00 and 8:00: December 24, 2021
- Combined Worship service: December 26, 2021
- Combined Worship service: January 2, 2022, with installation/ordination of new officers and with a brunch following the service
- Officers Retreat including next Stated Session Meeting: January 28-29, 2022

Prayer of Thanksgiving for Class of 2021 Session Members

- The pastors led a laying-on of hands in thanksgiving for out-going ruling elders.
- Each of these officers was acknowledged for their special gifts and their contributions while serving on Session for the past three years:
 - Lori Chapman
 - Terry Forbes
 - Susan Howard-Smith
 - Jennifer Jones
 - Gary Selmeczi
 - Tom Towberman

The meeting was adjourned with a prayer by Aram Bae at 9:35 pm.

Minutes recorded by Clerk of Session Judy Blair

Approved 1.24.22