

**Downtown Presbyterian Church**  
**Joint Building and Finance Committees**  
**Meeting Minutes**

Date: January 12, 2021

Location: Zoom

Purpose: Monthly meeting

Attendees: Jake Byl (Finance chair), Jim Hoobler (Building chair), Rachel Hayes (treasurer), Denny Harris, Mary Turner, Jeff Koontz, Erin Bell, James Cheshire, Michael Korak, Stephanie Coleman

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1. Building projects:
  - a. Bathroom renovations: 1st floor bathrooms may be done by the end of the month. 2nd floor will start once 1st floor is completed. Both may be done ~2 months.
  - b. Internet service: Comcast still estimating Feb 15 completion, but still waiting on final sign off from their financial team. JH, DH, and MK will look into next steps for distributing through the building.
  - c. Electronic marquis: proposal from UberSigns and Jarvis for \$25,500 to convert existing sign to electronic display. Motion from MT and second from JH, then passed with majority to recommend it to Session.
  - d. Other building projects: Jim Hoobler is having chairs refinished, donating the expenses for those. Thanks Jim!

HVAC is the elephant in the room. Probably looking at \$400,000+. To do this responsibly, we'll need a capital campaign. Proposed creating ad-hoc committee for capital campaign. Discussion about appropriate scope and timing for capital campaign.
2. Budget report from Treasurer: no December bank statement yet.
3. Budget planning for 2021
  - a. Discuss proposed budget
    1. Updates to proposed budget: interim pastor budget increased, electronic marquis added to capital projects, office admin and tech support added from Dena's suggestions, videography assistance for online worship

2. Sustainability: the proposed budget continues to get adjusted in ways that rely more and more on endowment to reach balance—currently budgeted for draw that would be 17% of endowment. We need to start having the hard discussions: which capital projects are necessary priorities, is our personnel budget the right fit for our needs and resources, how can we increase revenue?

For next meeting:

- create or guide ad-hoc committee on capital campaign
- come up with proposal for Contributor rent amount and internet contribution
- discuss legal advice about tax issues with building use

## **DPC Electronic Marquis Recommendation**

**Objective:** *Replace current marquis so messaging can be done electronically. Try to incorporate existing marquis architecture style.*

**Summary:** *Recommend that DPC immediately begin sign & electrical permit process using Jarvis Signs to act as intermediary for DPC. The sign permitting process can be cumbersome (and exacerbated by Covid) and may have some potential hurdles to overcome; might take several months. Once the sign permit is secured, electrical work can begin using Pat Edwards who will drop a junction box from the 4<sup>th</sup> floor. At the same time, Jarvis Signs will remove and modify the existing marquis to fit the new digital signs procured by UberDisplays and reposition it closer to the building on the corner of Rep. John Lewis & Church. Current signs which are mounted to the building may require removal, correcting, cleaning, and moving to a different location. No cost estimate for this was included. While the new marquis requires electricity, it does not require WIFI as the software operates through Verizon. Total costs without any permitting hiccups approximately \$25,500. Permitting hiccups could cost another one or two thousand to cover mailing & filing fees.*

### **General Background**

- *UberDisplays per the quote would provide 2 electronic digital displays with 3.9mm LED. The signs at First Nazarene have a higher LED density (6mm or so), which is cheaper but their audience is further away. UberDisplays recommends this size as a 'good' viewing option. A superior viewing option would be under 3 mm and would up the screen costs from \$14,000 to approximately \$20,000. TPAC is looking at similar density. (For comparison purposes a verbal quote of over \$15,000 was received from Steward Signs for ONE sign.)*
- *UberDisplays provides a 3 year warranty & 3 years of Verizon service.*
- *Operational costs from current users were not available but no one noted a significant rise in costs. Operationally it is cheaper to operate with less daylight (so cheaper at night and winter).*
- *First Church of the Nazarene & City of Portland (TN) both had positive experiences with UberDisplays & Jarvis.*
- *Other requirements: permitting, obtaining electrical power to the signs, redoing marquis.*

### **Process**

- *Obtain electrical and sign permits. The electrical permitting processing is straight forward. The sign permit requires a drawing to be submitted with the application. Jarvis would handle this. Note that a church in Forest Hills was recently denied a sign as the neighbors did not want it.*

*If it is determined that we have to go in front of the Board of Zoning Appeals (BZA) this would incur additional expense. In addition to the Metro BZA fee of \$1200, DPC would have to mail to EVERY*

## **DPC Electronic Marquis Recommendation**

*resident in the immediate area (think high rises) a notice. This means DPC pays postage. Going in front of the BZA would be best with a lawyer and a representative(s) from the church not just the sign company.*

*DPC might also have to go in front of the Historical Board; less concerned with that.*

- *Once permitting is approved,*
  - *Jarvis would remove existing marquis and retrofit to fit new 2 new screens offsite.*
  - *Pat Edwards would add additional amps.*
  
- *UberDisplays can't obtain the screens until the last week of February.*

### *Other observations*

- *Each screen apparently is made up of several panels. We would have roughly 8 panels per screen. These individual panels can be replaced if need be at about \$500 each. The panels come out with L-wrenches.*
- *The software used can vary. Verizon provides software but most users upload from Adobe, etc.*

## DPC Electronic Marquis Recommendation

### Miscellaneous

*From October, 2020 email from Michael Korak:*

*Fitting an LED sign into the existing marquee was not an option to the two companies I spoke to. Joslin and Premier Signs said that they work with fixed size LED panels that have a predetermined area of verbiage. They had nothing small enough to fit into the marquee panels.*

*Other companies;*

*Ortwein Signs..called them, left message.they never returned my call..877-680-6445*

*Signtronix Signs...have not contacted..800-516-5977*

*Stewart Signs...have not contacted..800-237-3928 Mary contacted, but very expensive, no local support.*

**DPC Electronic Marquis Recommendation**

<i>Item</i>	<i>Cost</i>	<i>Comment</i>
<i>Electrical Permit Jarvis Signs</i>	<i>\$70</i>	
<i>Sign Permit Jarvis Signs Acquisition Fee</i>	<i>\$120 \$250</i>	<i>This process can take one to two weeks as it occurs via email these days. Drawings have to be done.</i>
<i>Rework &amp; move marquis Jarvis Signs</i>	<i>\$7,000</i>	<i>The existing stand would be removed &amp; re-worked off-site.</i>
<i>Digital Sign Uber Displays</i>	<i>\$14,000</i>	<i>2 digital signs. Signs available end of February.</i>
<i>Electrician Pat Edwards</i>	<i>\$4,017.30</i>	<i>Put in a new junction box to supply at least 30amps. Drop from 4th floor. 2 days.</i>
<i>Total</i>	<i>\$25,457.30</i>	
<i>Potential BZA Fees</i>	<i>\$1200 \$1000-2000 Jarvis fee Mailing to ALL area residents i.e. condo</i>	<i>Fee to Metro</i>

## Fishes & Loaves Committee Minutes

**Meeting details:** December 10 at 7pm via Zoom

**Members present:** Erin Bell, Dave Coleman, Stephanie Coleman, Betty McConnell, Vickie Coffin, Dixie Williamson, Mary Skinner, Rev. Mike Wilson

### Friday Update:

- Fridays are going very well. Our Friday volunteers are great! Currently there is plenty of interest in helping.

### Saturday Update:

- Saturdays are going well. The Saturday volunteers are also great and currently there is sufficient interest to cover the basics.
- I (Erin Bell) have created an online signup and shared only with those currently helping on Saturdays. If interested in the link/helping, contact Erin Bell to be added.
- We will continue to monitor the needs of the community and adjust the number of meals prepared as needed. Any changes should be communicated to Dave Coleman & Mary Turner as they handle inventory & order supplies.

### Seasonal Shifts/Saturday Tweaks:

- Beginning November 7th, we started meeting at 8am instead of 7am. We did our best to spread the word about the later start time, but we noticed a line was forming. This is not best practice for our guests or volunteers. We have adjusted the start time to 7:30 and begin distribution at 8. This has worked well.

### Outside Volunteers:

- Given the mayor's "rule of 8", we have not yet expanded our volunteer opportunities.
- The committee agreed to try offering coffee, but not fully open the closet.
  - While we are not fully opening the closet, we do our best to meet emergency needs and other requests as we receive them.
- The committee agreed to continue limiting volunteer roles to DPC members.
- If/when we receive requests to volunteer, we will continue to reply with our current COVID policy. We will also make note of their contact information so we can contact them when we are ready to welcome outside volunteers.

### Closet Donations:

- We have only accepted donations from a few known donors & by appointment only.
  - Erin B. coordinates drop-off/delivery of items from donors and coordinates volunteers to help sort & organize donations.
  - Thank you to Anne Landis Jetton & Betty McConnell for helping to sort the winter donations received so far.

- The closet is still officially closed on the website, E-Votion, etc.
- At some point in the future, we will reevaluate our needs. We will determine then if opening to general donations feels safe enough for all involved and is logistically possible.

#### **Drives on our behalf:**

- Hermitage Presbyterian Church is still collecting coats/winter apparel on our behalf.
  - When they brought the van load of winter apparel, they sent the coats they had already collected.
  - They made a second delivery of coats to the church the week of Thanksgiving.
- First Presbyterian Church of Franklin held a blanket drive for us. Dave Coleman picked up 60 blankets that are now in the closet.
  - Erin purchased additional blankets to have enough to offer one to all guests one week in December and still have some leftovers.
  - We have 3-4 boxes of blankets left - even after a few weeks of offering them to all who needed one.

#### **Saturday Distribution:**

- We continue to offer self-serve, non-sized items each week (face masks, socks, and toiletries).
- We currently have 3 coat racks sorted by gender and size that we have been giving out to individuals upon request when needed. We have not yet expanded our volunteers to offer coats to everyone, but we have been giving to those who ask.
  - One of the coat racks is in very poor condition and will need to be replaced. We may need an additional rack so all coats can be hung up.
- We have been giving winter clothing to those in emergency situations or upon request if needed. This applies to blankets as well.
- We are currently handing out 60 meals each week. This number feels sufficient for the needs at this time. (\*We prepared 48 meals 1/9 and will again for 1/16.)

#### **Budget:**

- Dena has requested that all receipts for reimbursement be submitted by Christmas.
- The remaining closet budget (\$1,443.87) was spent:
  - 100 cloth face masks with adjustable ear loops
  - Pre-packed sets w/hat, gloves, & socks (200 sets)
  - Wool-blend hat/glove combo (240)
  - Women's thermal crew socks (30)
  - Men's wool-blend thermal socks (30)
  - Wool-blend gloves (120)
  - Women's fleece gloves (24)
  - Wool-blend hats (120)
  - Men's white athletic crew socks (240)
  - Women's athletic crew socks (72)
  - 21 sherpa throw blankets



**New Business:**

- Water from Costco:
  - The committee voted to purchase a pallet from Costco to be delivered to the church in December. This provides 6 months of water for Saturday meal distribution.
- Update on the Cookery
  - We did not have an official update, but we see on FB they are doing well. We continue to send them all our best.
- Shared with committee:
  - 2021 Valentines gifts via Outreach budget
    - will be 100 \$15 Dollar General gift card with copies of the New Testament and (hopefully) cards by the DPC kids
    - Will gather in fellowship hall in January to assemble gifts
    - Gifts will be distributed to all guests on Saturday, Feb. 13th.

**Schedule next meeting:** To be determined

**Closing Prayer:** Erin Bell

## Communication Meeting Minutes

**Meeting Details:** 12/29 at 5:00pm via Zoom

**Members Present:** Erin Bell, Mary Turner, Matt Abfalter, David Maddox, Mary Skinner, Justin Near (Erin Bell, Mary Turner, and Dena Swoner also met together 12/31 to cover the same agenda.)

### Opening Prayer

#### Pastoral Leadership Transition (communication-specific):

1. E-votion
  - a. Quick discussion of ideas for the lead-in column
    - i. Committee would like to keep that block somewhat linked/connected to the scripture when possible. Noted that we don't always know which passage will be selected by the pastor.
    - ii. David M. suggested members of the current session take turns sharing reflections or stories, etc. related to a scripture for the week.
    - iii. Erin B. will take the first week, and more if needed.
  - b. Add a consistent pastor introduction: We want to provide the congregation with info about the upcoming supply pastor, noting the coming week's scripture passages.
    - i. David M. shared a link to a liturgical calendar for posting the scriptures each week.
    - ii. Where possible we want to also highlight their background, non-profit associations where applicable, and provide more than a rote introduction
  - c. Does the timing need to change for submitting information?
    - i. Dena S. requested e-votion content for the week be submitted by Wednesday at noon.
    - ii. Erin requested flexibility with this, so long as best efforts are made to make the deadline.
2. Website
  - a. Justin N. has made initial/immediate updates to the website.
  - b. Erin B. will go through and make notes of edits still needing to be made.
    - i. Note: This is in addition to the ongoing work of updating the website.
  - c. The roles and responsibilities for maintaining the website will remain the same.
    - i. Justin will add any new features, pages, or "technical" elements.
    - ii. Dena will post/edit website content. Dena also manages the online calendar and church events.
3. Sunday Worship Bulletin
  - a. David M. will work with William and the supply pastors to create the bulletin.
  - b. Dena has requested all content for the bulletin be submitted by Wednesday at noon.
  - c. Dena will post the bulletin online and also email Erin B. when it's been linked.
4. Facebook
  - a. Mary Skinner will create weekly events on Facebook with information about the upcoming pastor/worship service.
    - i. We will also include a link to the bulletin.
    - ii. David M. or Erin B. will send Mary the bio info about the upcoming pastors.

- iii. Mary will also create "events" on our FB page for extra services or meetings, etc. when deemed necessary.
  - 1. For example: Service of ordination of incoming elders, congregational meetings, etc.
- 5. Zoom Account
  - a. The email account has been changed to [events@dpchurch.com](mailto:events@dpchurch.com).
  - b. The current session members should receive the updated login info so they can use it to schedule committee meetings.
- 6. It appears at this time that all communication tasks are covered during this time of transition. We will re-evaluate at our next meeting and determine if tasks have been overlooked.

**Email Marketing (Emma account):**

- 1. We set a goal to fully transition the weekly E-votion to the Emma account beginning in January, but were ahead of schedule and the last few were sent using the new account.
  - a. The committee determined that the new E-votion will come from [events@dpchurch.com](mailto:events@dpchurch.com) and replies will go to [info@dpchurch.com](mailto:info@dpchurch.com), which is a monitored account.
  - b. Committee agreed the subject line needs to be consistent and still contain the date that the E-votion is sent.
  - c. Mary Skinner requested to receive a "TEST" copy of the e-votion to proofread and send notes to Dena S. before it's sent to the congregation.
- 2. Quick discussion of Zoom reception for Rev. Mike
  - a. 1/31 at 2pm via Zoom
  - b. Will need to send email blast with Zoom link when it gets closer
  - c. Have already written the blurb for E-votion & announced in Sunday worship
  - d. We are asking the congregation to submit photos or videos, etc. to [events@dpchurch.com](mailto:events@dpchurch.com) and to email if interested in helping with planning.
  - e. Mary T. is coordinating "hosts" for the meeting to help things run smoothly given the Zoom format.
- 3. Elder Ordination & Installation
  - a. We are in the process of rescheduling the installation & ordination of our 4 new elders. A teacher elder has been selected to conduct the service.
  - b. We will need a separate email sent with Zoom link & info.
  - c. Hope to have save-the-date info for this week's e-votion, but might be too ambitious.
  - d. *\*Note: this was held via Zoom on Jan 10th.\**

**Live Streaming Worship:**

Quick update: I have reached out to a friend, (who teaches at Belmont, and who sold us our Sling Studio equipment) about our interest in hiring someone to record & edit or broadcast Sunday worship. He recommended paying \$125-\$150 for someone to record worship & run sound, then edit it and upload to our Facebook page. This is essentially a 5-6 hour "gig" for a semi-professional/college student.

- 1. Erin B. has shared this information with the chair of the Worship & Arts committee and with the finance committee.

2. Erin B. will create a help wanted ad and share it with the session for approval to share with my friend at Belmont to share with his department/post as needed.
3. I communicated with my friend that our church has been very cautious where COVID is concerned and noted that anyone recommended would need to wear a mask and be respectful of social distance at all times.

#### **Annual Report:**

1. Committee determined the ideal deadline to submit committee reports to Dena this year is January 18th.
  - a. If all are received on time, Dena has 2 weeks to edit and compile the reports.
  - b. Dena will then share a draft of the report with session and/or delegates of session.
  - c. This timeline has been communicated to all members of the session.
  - d. Will need to schedule a Zoom meeting & start to make announcements mid-January. (The congregational meeting should be on the church calendar.) Mary Skinner will also create a Facebook "event" for this service.

#### **DPC Social Media**

1. Zoom account
  - a. The Christmas Eve service was wonderful and well-attended, as was the congregational meeting in November.
2. Facebook
  - a. Quick update of stats/content
  - b. Note: we have integrated the FB & IG pages.
3. Instagram
  - a. Not much has changed; a few more followers
  - b. Officially linked FB & IG pages.
4. Youtube
  - a. No change since last meeting.
  - b. Hope to add some of the holiday pieces to the YT page.
  - c. Hope to add the Waffle Shop video to the YT Page.
    - i. Erin in the process of getting the ok from participants
    - ii. Once Erin contacts participants, Mary S. will post the WS video.
5. Twitter
  - a. No change since last meeting.
6. General Social Media
  - a. Photo sharing via the Google link that Justin set up for us works great and we appreciate her help with it!
  - b. Erin changed the title from WS20 to DPC pictures and has been adding general photos for social media, removing videos, etc.

**Any new business not covered:**

**Schedule next meeting: 2/2/21 5pm via Zoom**

**Closing Prayer: Erin Bell**