

Unitarian Church of Underwood
Annual Reports
April 23, 2017

President's Report – Mary Anderson

I am honored to have served this past year as President of your Board of Directors. It has been a busy year resulting in many accomplishments. I especially want to thank the Executive Committee: Dave Sanderson, Vice President, Norm Kolstad, Secretary, David Wass, Treasurer and John Miersch, Past President. The Executive Committee meets monthly prior to the Board meeting. Our early discussion helps expedite matters so when the full board meets: the five of us, plus Stan Carignan, Alisha Piekarski, Connie Stigen, Kris Warhol, Bob Worner and administrative Consultant, JoAnn Larson, we can move more quickly through the decision-making process. The Finance Committee comprised of the Executive Committee, the Stewardship Committee and our two book-keepers also meet on a quarterly basis to assure that we were staying in line with our budget and collection projections.

You'll remember that at last year's annual meeting, we were still giving consideration on whether to purchase the Sverdrup Suite Apartment complex next door. With your approval, we moved ahead with that purchase. The purchase went smoothly and we have been receiving regular rent each month. We continue to wait for a vacancy so that we can carry out expansion plans for Children's activities, meetings, office and storage areas. Meantime, we make the best use of the space we have here at church.

This past year, we lost some beloved members; we worry now about others with special cares and concerns; and we have gained new members. Next week we will have a celebration to honor our volunteers – because in this lay-led congregation of 92 voting members, it is you, who volunteer for the many responsibilities making us who we are and what we do.

The Board makes periodic contacts with voting members to get feedback and we consider what you tell us – both the positives and the negatives so that we can maintain or act to improve.

There is one accomplishment that I'm especially proud of. It took many emails, much review and work but we are most pleased to have at last one document, the UCU Policy and Procedures Manual. This is a compilation of our by-laws, strategic plans, organizational structure, the roles, responsibilities of all our committees, the policies and procedures, operational plans and forms. This information had previously floated between heads, drawers, houses and bodies. It took some tracking down and added work to fill in the blanks by the Board and the various committees. Thanks to the many hours of Norm Kolstad, this manual along with other historical and current UCU records, are now stored electronically on Google Docs, another major accomplishment. We have been giving you links to some of those documents in the Newsletter. Our use of technology continues to expand.

From the time I started herein 2007, I hear mumblings about the noise level in the lower level. Look around you. We have at last installed attractive, sound absorbing acoustic panels. Yay team!! (Katy, Tere, Connie, Duane, Ron, Mary, Diana). This was just one of the efforts of Facilities to maintain this beautiful building.

In the way of program: our speaker's committee brings us a variety of quality speakers each week on a wide range of subjects, adult religious education classes are held on all 4 of the Sundays - all of which lift our spirits, inspire and educate us. The U Groups fill the need for smaller, more intimate gatherings to exchange ideas and support each other.

Through community outreach, we extend into the community through special events, fundraisers, social and environmental justice actions - all a part of who we are - active and visible and making a difference in many areas.

Plans are underway to host our 2nd UU Area Fall Workshop with the dates of October 20-21 for a ½ day MUUSJA workshop and full day exchange among the 10-11 other UU churches we're inviting. Don't forget to mark your calendars – We're going to need lots of volunteers!!

You will find out through the many reports today, the steady stream of communications coming your way through enhanced social media and other means, that we are an active, vibrant community of individuals seeking truth, justice, compassion who BELONG here at the Unitarian Church of Underwood.

I and every Board member are here to hear you. We welcome your input and do our best to put your ideas into action. We celebrate that we've done much and we know there will be more we can do as a church, in this community and as individuals in the communities where we live.

Thank all of you for what you do, what you give and who you are. And I give thanks for what you've given me – support, recognition, time, opinions, hugs, inspiration – great blessings! Thank you!!

Treasurer's Report – Dave Wass

04/20/17 Accrual Basis Unitarian Church of Underwood Balance Sheet Prev Year Comparison As of March 31, 2017

Mar 31,17	Mar 31, 16	\$ Change	% Change
ASSETS			
Current Assets			
Checking/Savings			
CD 8378	0.00	48,119.67	-48,119.67 -100.0%
CD 8700	0.00	46,743.34	-46,743.34 -100.0%
CD 8736	0.00	48,059.84	-48,059.84 -100.0%
Farmers	5,825.34	-9,946.26	15,771.60 158.57%
State Bank			
checking			
Farmers	51,674.47	16,658.35	35,016.12 210.2%
Savings Acc,			
Total	57,499.81	149,634.94	-92,135.13 -61.57%
Checking/Savings			

Other Current Assets				
Investment Accounts				
Dorn & Co. Stock	10,585.00	8,554.00	2,031.00	23.74%
UUA --UCU Foundation Investment	5,000.00	0.00	5,000.00	100.0%
UU Common Endowment Fund	250,510.00	230,341.00	20,169.00	8.76%
Total Investment Accounts	266,095.00	238,895.00	27,200.00	11.39%
Total Other Current Assets	266,095.00	238,895.00	27,200.00	11.39%
Total Current Assets	323,594.81	388,529.94	-64,935.13	-16.71%
Fixed Assets				
Building Kitchen	18,100.37	18,100.37	0.00	0.0%
Building - Other	151,961.64	151,961.64	0.00	0.0%
Total Building	170,062.01	170,062.01	0.00	0.0%
Sverdrup Suites	240,000.00	0.00	240,000.00	100.0%
Total Fixed Assets	410,062.01	170,062.01	240,000.00	141.13%
Other Assets				
SS (Deposits) MM# 8166 Earnest Money	3,544.84	0.00	3,544.84	100.0%
Total Other Assets	3,544.84	2,000.00	1,544.84	77.24%
TOTAL ASSETS	737,201.66	560,591.95	176,609.71	31.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
SS Rent Deposits	3,539.25	0.00	3,539.25	100.0%
Sverdrup Suites mortgage	142,022.62	0.00	142,022.62	100.0%
Total Other Current Liabilities	145,561.87	0.00	145,561.87	100.0%
Total Current Liabilities	145,561.87	0.00	145,561.87	100.0%
Total Liabilities	145,561.87	0.00	145,561.87	100.0%
Equity				
Ellison Inheritance	480,007.43	480,007.43	0.00	0.0%
Gray Trust Kitchen Contribution	36,833.80	36,833.80	0.00	0.0%
Opening Bal Equity Accum. Depreciation	1,597.80	1,597.80	0.00	0.0%
Opening Bal Equity - Other	84,645.94	84,645.94	0.00	0.0%

Total Opening Bal Equity	47,981.94	47,981.94	0.00	0.0%
Reserve Equity Bldg. Imp.	5,644.70	5,644.70	0.00	0.0%
Retained Earnings	-11,473.72	12,831.62	-24,305.34	-189.42%
Net Income	31,047.84	-24,305.34	55,353.18	227.74%
Total Equity	591,639.79	560,591.95	31,047.84	5.54%
TOTAL LIABILITIES & EQUITY	737,201.66	560,591.95	176,609.71	31.5%

Stewardship Committee Report – Dave Sanderson

1. The Stewardship Committee informed the congregation about the status of the UCU’s operating budget and revenues through quarterly reports at Sunday services. Our collections increased from \$35,000 to \$42,481, a greater than 20% increase. The annual budget was \$42,515.

2. An Estimate of Giving Form was distributed to members to encourage giving financially and through time and talent.

3. Last year a system was developed that allows members to do direct payment from their checking account to the UCU account. This helps make revenues more predictable and steady throughout the year. Several members are using this payment system and we encourage everyone to consider it.

Respectfully submitted,

Stewardship Committee: Chair, David Sanderson; Mary Worner; Kris Warhol.

UCU Foundation Advisory Committee – Dave Sanderson

The UCU Foundation Advisory Committee oversees the operation of the UCU foundation and advises the Board of Directors regarding the Foundation structure, management and operation. The UCU Foundation Advisory Committee met 6 times in 2016-17. Committee activities included:

- Testimonials were conducted by committee members during UCU services informing the congregation about the Foundation and describing why it is important to consider making contributions or bequests.
- The Committee produced 2 separate brochures to promote the UCU Foundation
- Currently Foundation members are meeting one-on-one with UCU members or friends of UCU to educate and promote the Foundation using the 2 brochures, the Foundation Bequest form, the Foundation bequest acceptance policy and a bequest terminology list. To date the committee has met with approximately 1/3 of the UCU membership.

- Dave Sanderson has attended several UUCEF Webinars to update himself and the committee with the investment activity of the UUCEF, which prides itself in participating in socially responsible investments which coincides with the principles of the UCU.

Connie Stigen will maintain a list to avoid making multiple contacts with individuals. All bequests are stored in a safety deposit box in Farmer's State- Underwood, Mn. Confidentiality is strictly maintained to protect the privacy of those who make bequests and/or contributions.

To date the UCU Foundation has received and accepted a \$5,000.00 contribution that was deposited in a separate UCU Foundation account with the UUCEF.

A budget was submitted for \$250.00 to cover paper and printing expenses.

Respectfully Submitted,

David Sanderson, Chairperson- other members: Connie Stigen (Secretary), Donn Siems, Kris Warhol, Stan Carignan and Mary Worner

Administrative Consultant – JoAnn Larson

Contact Information: redswilds@gmail.com phone: 218-405-0752.

- Available via email or phone to answer questions, gather ideas, or point you in the direction of who to talk with regarding church business and activities.
- Serving on following committees: Speaker's Committee, Worship Committee, Membership Committee, Communications Committee, Fall Workshop Task Force, & attend Board Meetings.
- Assist with coordinating Sunday Services. If you would like to volunteer to greet, lead Sunday services, or help in any way, please contact me. Also, please contact me with suggestions for speakers or topic ideas for Sunday speakers to address.
- Available to help support committees or special projects. *JoAnn Larson, Administrative Consultant*

Membership Committee – Mary Anderson

Membership committee members make special efforts to welcome and acquaint ourselves with first time and follow-up visitors. JoAnn maintains the visitor and new member packets. JoAnn also makes sure cards are set out for signing for members/friends with care or concerns. In addition to the cards, Mary Anderson and JoAnn do a lot of emailing to newcomers or those we haven't seen in a while or those who we give special recognition.

For care and concerns: We tracked that at least 40 cards were sent when signed by the membership; we know that many visits are made by friends to friends experiencing difficulties. We follow up with phone calls or emails to those who we miss or are unable to come regularly. We have several members who regularly visit friends who are ailing or shut-in and sometimes we call upon others with a connection just to alert them that there is a friend who might like a visit or call. Other helps are given when requested.

We received one new members at the welcoming ceremony in October, 2016 and two at the March 2017 welcoming ceremony. Already, another couple has signed the membership book in April with several more contemplating membership.

The Membership Committee reviewed and updated the active membership list and recommended to the Board that 65 members be certified for UUA and MidAmerica Region for Fair Share assessment per the certified member criteria established (counting one/household). That assessment is \$60/member to the UUA and \$25/member for the region. \$85/certified member/year equals \$5225 or 12% of our 2017-18 budget. In fact, the voting member list as of today includes 92 individual members, most of whom are actively involved in one or more capacities. We also maintain a contact list that includes less active members and many friends. Thanks to Jo for maintaining these lists.

We completed our objective for this year by producing and distributing an updated Church Directory. We didn't have permission or contact to include all of the UCU members and friends so that's why not everyone is included. We are preparing for a volunteer appreciation event next week. The membership committee will provide the pasta dinner and we have some other surprises. So, we're looking forward to seeing you all there!

Attendance taken 48 Sundays – Average attendance 45/Sunday. Range from low of 21 (wind chill Sunday in December) to high of 70 (Sunday after election).

Respectfully submitted by the Membership Committee: Mary Anderson (Chair), JoAnn Larson, John & Janelle Miersch, Alisha Piekarski, Bonnie Showers, & Mary Worner.

Communications Committee – Mary Anderson

This is a newly formed committee responsible for the electronic record keeping system for archived and current church records, maintaining the website and Facebook Page, producing the weekly church reports and the monthly newsletter, producing church bulletins and media announcements. The purpose is to make information more easily accessible and to increase UCU visibility through greater social media presence.

Efforts and roles evolved when we were seeking to put the policies and procedures manual online. That effort resulted in setting up an electronic record-keeping system using Google Docs. Norm Kolstad then transferred many/most of the UCU archived and current records to this safer and securer storage file. Norm will now act as Google Docs Administrator.

With the addition of members/friends with increased technical skills, Bonnie Showers took on the UCU Facebook page. Ellen continues to administrate the website and does the electronic mailings of the church report and newsletters. Melony Shores will likely take on the responsibilities of website enhancements. Mary Anderson with the help of Stephanie Sanderson produces the monthly newsletters, or as Ellen calls them, the monthly "Magazine." JoAnn continues to do the Sunday bulletin and gets out media announcements when needed.

A future project will be to work with the Technical Team to make Sunday talks available electronically.

Submitted by the Communications Committee: Mary Anderson, Ellen Eastby, Norm Kolstad, JoAnn Larson, Bonnie Showers and Melody Shores.

Tech Team – Tere Mann

The Technical Team is primarily responsible for technical equipment and sound support. Technical needs were assessed and a much improved, larger, lighter weight screen was purchased. An HDMI cable and apple adapter were also purchased to make connecting to the projector easier. Adjustments were made to the sound board and all is working better. Tere Mann and Wally Warhol are the primary sound technicians now with help from others when they are available. Efforts are underway to improve the sound equipment to mic musicians better. The Tech Team will be coordinating with the Communications Team to make Sunday talks available electronically. The issue is editing time.

If you have interest in helping in the technical area, please contact Tere. *Tere Mann*

Area Fall Workshop Planning Task Force – Mary Anderson

UCU will host our 2nd area fall workshop on October 20-21, 2017. The Task Force identified 10 UU churches in the drivable area and in early April, sent them “Save the Date” invitations. Rev. Ashley Horan, Executive Director from MUUSJA will facilitate the Friday afternoon social justice workshop. Rev. Ian Evison and Rev. Philip Lund from the MidAmerica Region will attend and Rev. Evison will be our featured speaker on Sunday. The program will be finalized after we receive input from the invited UU churches. Reservation materials will be sent out in August. We will definitely need help from many of you to make this workshop another success!

Task Force: Mary Anderson, Ellen Eastby, JoAnn Larson, Louise Lovdahl, Janell Miersch, Alisha Piekarski, Bob Worner and Diana Ziesemer with advise from Kay Slacum, Willmar UU; Janice Cheney, Bismarck-Mandan UU; and Judy Foster from St. Cloud UU.

Celebrants – Ellen Eastby

There are currently six active Celebrants: *Bob Worner, Shannon Smith, John Minge, Ellen Eastby, Katy Olson and Deb Ferguson.* Last year, between them they officiated for three memorial services and two weddings. The Celebrants have been speaking during UCU Sunday services once a month, usually on the first Sunday of the month, with Bob speaking every other month. The other services are taken by Katy, Ellen, Shannon and John. The Celebrants meet regularly to study together. They recently finished the book, *The Growing Church* edited by Thom Belote and are currently studying *Fluent in Faith* by Jeanne Harrison Nieuwejaar. They plan to continue their studies together and to be available to officiate at weddings, memorial services and dedications. *Ellen Eastby.*

Program – Kris Warhol, Coordinator

Sunday Speaker Committee – Betsy Wells

The Sunday Speaker Committee met many of its 2016-7 Goals and Objectives.

We met the goal of providing high quality, diverse programming from within and from outside the church. We sourced 19 of our programs and speakers from within UCU – including Bob Worner, the Celebrants, and other members. We included the children in one service, with plans for their participation in two services in the coming year. We held one discussion after a service, with the morning's speaker.

<u>Programming topics/categories</u>	<u>#of services</u>
Unitarian Universalism	15
Spiritual/Religion/ philosophy	7
Social Justice	10
Arts/Music	5
UCU community (ex. – Phelps Mill)	3
Environment/food/farm	4
Local issues/history	2
Health	1
Current Affairs	4
Science	1

Several of our 2016-7 goals will carry over into 2017-8. We plan to have UU ministers four times. We hope to help sponsor more after service discussions, and a couple of workshops. *Thanks to Betsy Wells*, Kris Warhol, Diane Johnson, Sandy Barnhouse, and JoAnn Larson for their work and dedication!*

Worship Committee – Mary Worner

The roles and responsibilities of the worship committee were developed as follows:

- Review Sunday morning activities and services and make recommendations as needed.
- Consider the time and space needs for Sunday morning and make recommendations as need in cooperation with the facilities committee.
- Do ongoing review of the bulletin
- Provide accompaniment for hymns
- Provide special music, related to the theme or topic of the service as often as feasible
 - UCU members are not paid
 - Non-member musicians are paid \$25 with a maximum of 12 paid musicians per year for an annual budget of \$300

The goals for the 2016-17 were:

- Hold meetings at least quarterly to carry out committee responsibilities
- Support Sunday morning intergenerational activities

- Sponsor Christmas Eve service
- Review content of Worship That Works

The major actions taken were:

- Carrying out the goals for 2016-17
- Revising the guidelines for service leaders and greeters

Submitted by: Chair: Mary Worner, Ellen Eastby, Susan Groff and Jo Larson

Adult Religious Education

1st Sundays: “We, the group, decided last fall to read and discuss the book, “The New Jim Crow.” In doing so, we have found the book highly informative and thought provoking. We have had good discussions around topics raised by, or at least tangential to the book (we certainly seem to have “tangent-prone” people in our church!). Everyone who has attended has concerns that the racial problems in this country require not only thought and study but real attention and action. At least for me, that is true. These problems need to be dealt with and solved – which if we are serious about it, will probably require the time and resources of everyone in this country. It is almost certainly going to hurt.

Attendance of this class has been steady – with an average of eight people each Sunday. Everyone who attends has been an active participant.

We usually make that decision for next year’s topic in the spring when we wrap up for the year or in the fall when we start anew.” John Minge, Leader

2nd Sundays: Sandy Barnhouse led Ancient Religions.

4th Sundays: “An average of six people attended the monthly class on the 4th Sunday of each month. This past year, we studied the latest book by John Shelby Spong, *Biblical Literalism: A Gentile Heresy*. Spong is convinced that Atonement Theology (that Jesus was a sacrificial lamb who died for our sins), is not congruent with Jewish thinking at that time. Spong thinks it would be a ‘barbaric act of genocide’ for God to have his own son killed and that God’s love is sufficient for all of us. Those in class are excellent contributors to all discussions.” *Bob Worner, Leader.*

Mindfulness/Quaker Quiet Time Sitting

“The Mindfulness/Quaker Quiet Time Sitting Group met the 3rd Sunday every month, to include the summer months. While attendance is not taken, we average about 6 people each month from about a dozen who participate in any given month.

We meet at 9:00 during the fall/winter/spring in the Frances Ellison Room upstairs. Most participants sit on chairs, with a few sitting on the floor on a cushion. Sitting in silence lasts for 30 minutes. It is preceded by a short reading to quiet the mind. The session begins with one

bell ring from the singing bowl. Three rings end the session. The silent time is followed by an unstructured discussion. Participants may bring up anything that is on their mind or has arisen from the silence.

We intend to continue meeting this summer. When the summer service schedule shifts to 9:30, we will shift our start time to 8:00.

We thank everyone for their consideration and respect for our quiet time on the third Sundays between 9:00 - 9:45 a.m." *Stan Carignan*

Children's/Teens RE – Katy Olson & Betsy Wells

Katy Olson and Betsy Wells offered a monthly RE class for children ages 3-6th grade, from April through May, 2016, and September, 2016 – present. Several adults also helped during one or more sessions. Approximately 10 children, from 6 or 7 families attended one or more sessions. However, a second monthly class was not offered. Teens were invited to be involved but little or no interest was shown.

A much enjoyed 'Sunday School' picnic was held in May, 2016. The focus of the class since September has been exploring creation stories, from a variety of cultures. On December 11, the children practiced for the Christmas program. However, because of weather, only one child was involved in the December 18 program. Bonnie Albers has met with the kids a couple of times to develop masks which they used to portray animals in the "In the Beginning" play. *Katy Olson & Betsy Wells*

Child Care – Mary Anderson

Jewel Swanson and Breanna Boomgaarden, along with Cedar Walters as backup were contracted to provide this year's child care. Child care was provided 31 Sundays with an average of 2-3 children each Sunday. We paid out \$840 for the year in child care. *Mary Anderson*

U-Groups 2016-2017 - Tere Mann

The UCU U-Groups have had an active year with groups in Perham, Fergus Falls, Battle Lake/Underwood and an outreach group in Alexandria that met independently with support from our U-Group Facilitators. Average attendance was approximately the same as last year. The topics for each month were drawn almost exclusively from the Small Group Ministry website. Topics were intentionally selected in collaboration with topics presented by UCU Speakers or in response to community or national events.

Both Tere Mann and Connie Stigen are resigning as Co-Facilitators. Tere and Connie will continue until new co-leaders are trained next fall.

Community Projects:

- Facilitator’s Group, along with individuals from other U-Groups and the congregation served lunch at Some Place Safe Tea in February.
- Battle Lake U-Group – Serve lunch at Churches United in Fargo – date TBD
- Perham U-Group - Concert to raise funds for Kinship Kayak Project
- Fergus Fall U-Group – Brunch fundraiser for Back Pack Program (May 21st)
- Alexandria Group—TBD

UCU Projects:

- Battle Lake U-Group – Brunch at Annual meeting
- Perham U-Group – Assist with Chili Dinner
- Fergus Falls U-Group - Washed ceiling and walls prior to the installation of sound panels.
Co-Facilitators: Tere Mann & Connie Stigen; Facilitators: Louise Lovdahl, Stan Carignan, Bob Worner, Kris Warhol, Joanne Cress, Lee Becker, Susan Sanford, Diana Ziesemer, Mary Worner.

Hospitality and Treats

Regulars step forward to greet upstairs and downstairs each Sunday and others sign up to bring treats each Sunday for our coffee and social hour. These are two opportunities for many more to be involved. *JoAnn Larson, Cathy & Tina Stone, Maggie Meehan.*

Community Outreach – Kris Warhol, Coordinator

The community Outreach goal is to encourage and support members, affiliates, and collaborators to engage in community services, social justice efforts, and environmental causes from local to world levels.

A number of service/social/environmental justice projects have been established over the last years initiated by one or more members of UCU, many of which occur annually. Members and friends actively participated in these and other service opportunities in our community.

Our Yearly events:

- Annual Chili Dinner with proceeds for Underwood Senior Meals,
- The All City-Wide Rummage Sale, held the first Saturday in June proceeds to Habitat this past year.
- The Harvest Festival and Parade September, Proceeds to Shan Refugees. Riders on Horses represented Empowerment grants recipients.
- Adopt A Highway (Members pick up trash on a portion of County Rd 1)
- U Group Facilitators and members serve at the Annual Someplace Safe Tea.
- Moorhead Homeless Shelter received \$ and Supplies.
- Christmas Eve Services Monies to Pelican Rapids Multicultural Center
- Standing Rock Support \$ and Blankets
- Black Lives Matter Discussion Held after Church - 35 participated.
- Ride for Refugees Members and Friends \$ to Shan Refugees
- Empowerment Grants Awarded totaling \$10,000.00

Our Church continues its mission to worship with and serve all persons, irrespective of ethnic origin, gender, race, religion, and all to be respected equally without prejudice. We promote tolerance, freedom and equality for all.

Thank you to all who participated in these events. Together we make a difference. *Kris Warhol, Coordinator*

Social Justice: Those interested met after services on a couple of occasions to discuss how we might act further in the areas of social justice in our community. A Social Justice Resource List was developed and is available through the links to Google Docs. There are countless ways to become involved in areas of interest to you.

The Environmental Justice/Solar Feasibility Task Force will be giving their report separately.

UCU Empowerment Grant Awards for 2017-18 - Ron Roller

YMCA Fergus Falls Scholarship Program	\$1000
Nonviolent Peace Force (Standing Rock Conflict Resolution)	1700
Schools for Shan Refugees	2000
Pelican Rapids Multi-cultural Center Refugees Program	1550
United Way Backpack Program	500
Fergus Falls Farmers Market POP Program	1000
Churches United of Fargo	500
Perham Kinship Kayak Project	750
Habitat 500 Bicycle Ride	1000
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	\$10,000

Facilities – Katy Olson

Mission statement: Maintain the structural integrity while keeping with the simplicity & eloquence of our historical building.

Accomplishments this past year included:

- Disinfecting walls and ceiling from mold in fellowship hall. Thanks to the UU group members.
- Sound panels installed for noise reduction.
- Trimmed out posts in fellowship hall.
- Cleaned carpet also in fellowship hall.
-

Board Approved Projects for 2017-18:

- Landscaping to direct water away from the foundation.
- Replace back door with full size crash bar. Modify back entry by extending the roofline over the entrance and pouring a cement pad and pitch thus eliminate water issues. Installing new gutters and down spouts.

- Adding a counter for coffee in fellowship hall where a table now stands.
- Create a wider step running the length of the sanctuary stage.

Committee members: Susan Groff, Katy Olson, Kris Warhol

Sverdrup Suites – Dave Wass

Purchase of Sverdrup Suites went smoothly with closing on the property in June. All four units are occupied and rent is paid on-time monthly. We replaced one water heater but have had no other major expenses. We await someone to give notice so that we can expand the church space to one unit for meeting rooms, Children's RE, office and other storage space. *Dave Wass*

Safety Committee – Norm Kolstad

The Safety Committee, comprised of *Norman Kolstad, Susan Groff, Kris Warhol, Wally Warhol, David Sanderson, Susie Adams and Tina Stone* has the goal of ensuring the personal and property safety of the church. Our second year of operation yielded significant progress:

- Initiated a remodel of, addition to, emergency exits
- Recommended purchases - file cabinet, fire extinguishers, street crossing signs
- Checked fire extinguishers
- Provided signs for extinguishers, "no guns"
- Provided instruction - automatic external defibrillator
- Event liability waiver form
- Personal information release form
- Kids RE permission form
- Assessed storage needs and security
- Video inventory of church building
- Sverdrup Suites appliance inventory
- Sverdrup Suites safety issues addressed in policy, leases.

Projects for 2017-18

- Social media guidelines - personal privacy, identity protection
- Google Docs data security and privacy protection guidelines
- De-escalation training
- Child street crossing designation
- Evacuation maps
- Label toxic cleaner locations
- Child safety training; tip sheet
- Further AED training