



Holy Love Congregational Council and
Preschool Board
Joint Meeting
September 21, 2025



Attendance—

Council: Ashley Noyd, Kristy Miller, Pastor Brittany, Lynna Staggs-Sampsell, Ed Truett, Rev. Harry Laubach, Lindy Whitney

Absent: Melissa Whitney, Carol Smith, Laura Flynn.

Preschool Board: Donita Harvey, Kay Johnson, Beth Whitney (PBK too)

Absent: Julie Kennedy, Karen Then, Peggy Apmann.

1. Meeting began approximately 10:45 am
2. Prayer: Pastor Brittany led us in a prayer.
3. Introductions: [15 minutes]
4. Discussion About Property: [20 minutes]
 - a. It was noted that the 2025 Craft Fair proceeds were already going towards the cost of the replacement water fountain. Pastor Brittany apologized for the oversight; the water fountain replacement cost (estimated to be approximately \$2,000) was cut from the agenda. It also should be clarified that the PTO's responsibility of "painting the AC unit" is missing a critical word: fence. The line ought to have read: "painting the AC unity fence," located on the west side of the building. Pastor Brittany apologized for the confusion.
 - b. A/C repair cost for Preschool Offices in August ~ \$2,400
 - i. Discussion was had about the Congregation's restricted fund, Emergency Capital Fund. As of the August Financial statements, there is \$12,093 in that account. Preschool Board members noted that the Preschool paid into that fund just last year to replenish it after an HVAC unit needed replacing. It was explained that there are 11-13 HVAC units across the entire building, and the cost of replacing one (in 2024) was approximately \$12,000. The money in the Emergency Capital Fund is needed in the event another HVAC system goes out, as that would be minimal cost. Preschool Board members noted their monies paid for the toilet repairs in the narthex and handicap accessible stall; discussion was had about the Preschool feeling like the Church repeatedly asks the Preschool for additional money.
 - ii. Discussion was had about the where the money from the Preschool's monthly transfer of \$531 for "Maintenance" then goes if not to something

like repairing the repair and maintenance costs the Preschool transfers to the Church. It was explained that money covers the cost of utilities and janitorial fees. Janitor alone is approximately \$1,200/month. Pastor Brittany reminded everyone that in switching to a contracted janitor, we are able to decrease janitorial hours when the Preschool is not in session, thereby decreasing overall cost.

- iii. Discussion was had about the dollar amount requested. 50% was suggested, totaling \$1,240. A board member suggested \$600-800. The Preschool Board will discuss and decide this further at their October meeting.
- iv. **Action Items** that came up during this portion of the meeting:
 - 1. Suggested that the HLPS PTO establish a clearly delineated grant process whereby funding could be requested directly from the PTO without needing the HLPS Board to intervene. → PBK will discuss with Steph and PTO, Board will discuss as well
 - 2. Suggested that the Preschool Board determine a flat percentage rate for future repair costs that it would contribute to future issues, such as 20% for any future major repair, with the Board then reserving the right to look over their financial situation and help pay additionally for the cost. → Board will discuss
 - 3. Suggested that a percentage of all facility usage fees be automatically applied to a to-be-created “Repair” line in the Church’s financial budget. → PBK will bring to Finance and Council for future discussion and implementation

~~c. Replacement Water Fountain—how divvy the cost?~~

~~i. Abundantly Transparent notes: In addition to the financial documents sent to all via email...~~

- ~~1. PTO currently has ~\$5,700 which is being used for: painting the AC unit, 2 field trips, staff lunches, and Santa Shop~~
- ~~2. Anonymous donation of approximately \$480 designated for the water fountain cause on behalf of the preschool’s portion~~

5. Constitution wording [30 minutes]

- a. The current draft (9/17 PM version) Constitution’s Chapter 13 was discussed and projected for all to see. Chapter 13 was discussed in detail, beginning with the requested change for the chapter to include “And Boards” in its title.
- b. 13.09 was agreed upon with the caveat about the Preschool Board being “requested” to participate in the audit.

- c. The draft Constitution was updated by Ashley; she will send out the latest draft to all Board and Council members. It will be included in the Wednesday, 9/24 eNews as well.
- d. It was agreed that the updated wording was acceptable and would not impede ratification on 9/28/2025.
- e. Further discussion was had about the congregation's audit procedure. Harry noted that internal audits are considered acceptable by the denominational standards. Ashley found wording from 2017 that unless congregations have receipts greater than \$400,000 annually, an external audit is not even suggested.
- f. Pastor Brittany suggested we switch audit committees with a different congregation, thereby eliminating any issues of internal bias or conflict of interest. The idea to barter an audit with another church was agreed, and Council will further explore that option in their 2026 year.

6. Next Steps [10 minutes]

- a. New Business: Kristy inquired as to whether the Craft Fair was being publicized to the Preschool families, and if there could be a Chili Cookoff of some sort (also publicized to the Preschool) to further build relationships between the Church, the Board, and the Preschool families. This was received positively.
- b. Combined Meeting in 6 months?
 - i. Discussion was had regarding the number of people who were unable to attend the scheduled meeting—is it worth it to even set a date at this time? Group consensus was that it was; date set for March 8.
- c. Reciprocal Membership?
 - i. Based on the Preschool's 2014 By-Laws, there is wording that a member of the Board sits on Council. It was discussed too that sometimes questions come up at Council, and due to the nature of minutes, the answer isn't provided for 2 months. It was suggested by Lynna that members of the Preschool Board and Council rotate, taking turns attending each other's meetings. The goal would be to increase communication and increase relationship building. Skepticism at building relationship on Zoom was expressed, but members of Council assured that it does happen.
 - ii. Group conversation included expressing frustration about information being made available and communication being published and publicized, yet a continued lack of participation by the congregation at large. Ashley noted the Council has had success in having people submit concerns, questions, etc. via email and the Council being able to timely address such concerns.

- iii. **Action item** from this discussion: Both the Preschool Board and Council agreed to determine how to move forward, with either rotating membership, a short-term crossover assignment, or whatever worked best for their representatives by the January 2026 Congregational meeting.

7. Closing Prayer was led by Pastor Brittany.

Meeting adjourned approximately 7:11am.

These minutes are humbly submitted by Rev. Brittany Kooi.