



****DRAFT** May 2025 Council Meeting Minutes**

The Holy Love Council Meeting held via Zoom on May 20th, 2025

Attendees:

Ashley Noyd (Council President), Laura Flynn, Pastor Brittany Kooi, Kristy Miller, Carol Smith, Lynna Staggs-Sampsell, Ed Truett, Melissa Waples & Lindy Whitney in attendance

Minutes:

1. Call to Order - **Meeting started 7:32pm**
2. Opening Devotion (Ashley Noyd)
3. Roll Call - all Council members present except for Harry Laubach
4. Open Discussion for Congregation - No attendants from congregation
5. Approval of Previous Meeting Minutes
 - a. **A motion to approve April 2025 Council Minutes** was made by Lindy Whitney, seconded by Ed Truett. **The motion was carried unanimously.**
6. Committee/Task Force Reports
 - a. Pastor's Report (Pastor Brittany)
 - i. Celebration for Pastor Jim on the last Sunday in June for his 60th ordination anniversary.
 - ii. Reminder regarding off-cycle pay period (prior to contracting of accountant) for Lori Mac.
 - iii. Parking Lot repaving project fundraising currently a little over \$2500; PBK has reached out to all of the organizations that use the facilities as well. Ed Truett also mentioned a possible second quote for the repaving costs, as well as feedback from a congregant regarding other restricted funds that could potentially be tapped for the parking lot effort (such as the wall repair). Discussed the potential for a reallocation campaign for the parking lot project from restricted capital funds.
 - b. Property (Ed Truett)
 - i. Spring fest on May 3rd accomplished many projects (can lights, electric water heater).
 - ii. Eagle scout project completed in the playground for HLP, includes an art area and a racetrack for the kids.

- iii. Additional discussion regarding the quotes for the parking lot, including concrete repair to the islands in the West Lot.
 - iv. Mission Viejo HOA dumpster day event June 14th.
 - v. Discussion regarding the scout display board in the hallway being removed potentially and freeing up space for the preschool.
 - c. Finance (Lindy Whitney)
 - i. YTD contributions for budget are \$1327 less than budget. YTD pledged were \$558 more than budget; unpledged were \$3581 less than budget.
 - ii. Reduced actual expenses attributed to the employment gap for the office.
 - iii. Preschool agreed to pay the upgrade to Quickbooks (a \$39 fee increase) through September as they migrate from desktop. This will be addressed in the combined Council/HLP Board meeting in September.
 - iv. Discussion regarding Paylocity updates allowing payroll to be paid out from different accounts.
 - d. Preschool - no report available
 - e. Christian Education
 - i. Confirmation and day camp
 - f. Worship and Music - no report available
 - i. Discussion regarding the use of hymnals vs bulletins. Microsoft is discontinuing Publisher, which is used to create bulletins; Lori Mac is currently using Canva. The council will solicit feedback from the congregation and PBK is likely to set up a meeting for the congregation. Although there has been positive feedback there are many who believe the congregation at large was awaiting the end of the trial period to provide feedback regarding the new bulletins.
7. Old Business
- a. Review open actions from April meeting - none
 - b. Constitution Ratification - recommended to have a meeting to discuss this in addition to the bulletin. Constitution draft should be distributed via the eNews, specifically the whole document plus a copy that's just the relevant changed sections.
8. New Business

- a. Space-sharing agreement discussion with LISDA, which would run through the end of August. Only one key will be allocated to the joint users, which will not be a master key.
 - i. **A motion was made to approve the space-sharing agreement as written** by Ashley Noyd, seconded by Laura Flynn; **the motion carried unanimously.**
 - b. Preschool Property Request - paint the A/C fence with the Preschool logo - the HLP will contract an artist to paint and appropriately seal the art.
 - i. **A motion was made to approve the request to paint the fence by the Preschool** by Laura Flynn, seconded by Melissa Waples; **the motion carried unanimously.**
 - c. Payroll Process - addressed during Finance
9. Adjournment
- a. **A motion was made to close the meeting** by Melissa Waples, seconded by Kristy Miller; **the motion carried unanimously.**
 - b. **Meeting was closed at 8:54pm.**
 - c. Lynna Stagg-Sampsell volunteered to do the June devotional.

ACTION ITEM: Council members to identify 2 potential weekends in Aug/Sept for a congregational meeting

Next Meeting Date: June 17th, 2025, 7pm (Zoom)