

MONTCLAIR PRESBYTERIAN CHURCH

Session Minutes

June 2, 2026

Elders Present: Deborah Brooks; Cynthia Cudaback; Rob Elia; Tara Flanagan; Eloise Gilland; Rick Heller, Shelley Kelly; Pat Schwinn; Martha Smith; Allen Spore; Jerry White

Elders Absent: Karen Ray Gibson

Staff Present: Rev. Ben Daniel; Katie Kilby

Clerk's Report: Rev. Ben Daniel called the meeting to order at 7:07 p.m. Allen Spore offered the opening reflection. Session meets again on Tuesday, July 7, 2026. Presbytery meets again on Tuesday, August 11 at Tri-Valley PC in Pleasanton.

Action:

- **MSP** to approve the minutes of the May 6, 2026 session meeting.
- **MSP** to approve minutes of the specially called session meeting of May 3, 2026.

Personnel Committee: Chair of Personnel Leslie Louie presented job descriptions for: Director of Congregational Life (DCL); Children & Youth Coordinator (CYC); and Church Administrator. Katie Kilby's position as DCL has been reduced to 75% time and she is now a non-exempt employee, with pro-rated vacation accrual. Noel Moritz was hired ten years ago as Office Assistant; her original job description has changed over time, hence the change in title to Church Administrator, but salary is unchanged. Personnel recommends acknowledging Noel for her 10 years of service. Katherine Palmer-Collins is slated for 12 hours a week, 44 weeks as CYC.

Personnel also recommends increasing all staff salaries by 3.8%, the current Consumer Price Index for SF Bay Area, plus an additional 1% merit increase for Katie Kilby in recognition of her advancement to candidacy for ordination.

- **MSP** to approve the job descriptions and salary recommendations presented by Personnel.

B & G Update: Noel Moritz updated session on the work on the Ed Building, noting that the work has taken longer and incurred greater expense than originally anticipated. We now have all necessary permits. The fence along Thornhill has been completed. A pump furnace has been installed in the manse.

Appreciations: Deborah Brooks suggested that MPC officially recognize Debbie Fallehy for the more than twenty years she has run the kitchen, organized memorials, etc. Al Peters, finance director, should also be recognized for his many years of service. Deborah said she would seek \$500 in contributions and "run with" these appreciations.

- **MSP** to let Deborah "run with" organizing recognitions for Debbie and Al, and raising contributions for same.

Yule Feast: Deborah Brooks reported that she has received approval from Clair Kelly, Chair of Family Life, to put on a Yule Feast this coming year in the Family Room. January 9, 2027 has been proposed as an appropriate date.

Financial Support for Immigrant: Pat Schwinn proposed that Session approve sending a letter of support to the Presbytery of San Francisco supporting College Avenue PC's request for

financial assistance for an immigrant detained by ICE and stripped of his green card. See attached information sheet.

MSP to approve sending letter of support.

Where We are Now:

Pledges: Susanne reported that to date we have received \$321,391 in pledges, down from \$336,737 last FY. This comes from 72 pledgers, as opposed to 105 pledgers the previous FY.

Insurance: Church Mutual cancelled fire insurance. (We still are covered for umbrella liability at \$4,500.) The office, manse and rental are now insured for fire under the California Fair plan for \$18,600. Cynthia Blumgart has received a bid from Wildfire Defense for \$18,500 for fire insurance for the sanctuary, Ed Bldg., Thornhill Room and Family Room. She is now working with Church West hoping to get a lower bid by lowering coverage and quality and increasing the deductible.

Smiles Update: Smiles is shutting down operations as of July 31, 2026. (See letter from Tim Norton.) We can expect to receive 1 to 2 additional months rent after they pay all outstanding liabilities. We explored having Smiles leave the nonprofit in place so others could run the preschool, to no avail.

Going Forward: We have been in conversation with a for-profit preschool owner; Piedmont East Bay Children's Choir; and have begun outreach to a broker. The Children's Choir is a possibility at this moment. The choir has issues around pick-up and drop-off as well as ongoing leases. It needs rehearsal space in the evening and thus we might lose some income as a result. However, Ben indicates that the choir's ability to rent our space is "in the ballpark."

Proposal: Form a team to move on finding a tenant, determine fair rental value, contact brokers, etc.

- By consensus, session approved the following team: Deborah Brooks; Ben Daniel; Susanne Lea; Pat Schwinn; Allen Spore.

Staff Reports: Katie is not working one Sunday a month. She is helping Membership and Outreach cull the membership rolls. In July Katie will take interim-ministry training at Zephyr Point; becoming a transitional pastor may be the best path forward.

Ben is going to General Assembly in Milwaukee; leading a safe church class after church on Sunday, and on Jul y12 will do an author event here at MPC.

Respectfully submitted,

Susanne Lea
Clerk of Session