

Minutes of ALB Meeting on  
April 1, 2020

### **Attendance**

ALB: Kathy Schluter, Mike Stoehr, Dick Barnes, Sean Gaffney, Sharon Garrett, Julie Whitney, John Frunceck (participated by email)

Staff: Pastor Matt, Pam Vaughan, Craig Walker

### **Payroll Protection Loan**

The board convened an emergency meeting to review and approve the church's application for a Payroll Protection Loan authorized under the CARES Act signed on March 27. The CARES Act sets aside \$349 billion for Payroll Protection Loans to be awarded to small businesses, non-profits and churches on a 'first come, first serve' basis. The Payroll Protection Loan is a federally guaranteed loan from a local bank to pay payroll expenses and utility costs during the 8 week period following the date of the loan. The loan cannot exceed 2 1/2 times the average monthly payroll over the preceding year and the borrower must make a "good faith certification" that, due to the uncertainty of current economic conditions, the loan is necessary to support the borrower's ongoing operations. The loan will be completely forgiven if the funds are used for the intended purposes and the borrower does not lay off employees, or reduce salary by more than 25%, through June 30. Loan applications will be accepted starting on Friday, April 3.

The church proposes to apply for a Payroll Protection Loan from BMO Harris in the amount of \$183,628 to cover payroll for 38 staff of the church, Carpenter Shop and Tree of Life and some utility costs for two months. The church can make the good faith certification because its revenue was significantly reduced in March causing the deficit to grow from \$2,700 to \$18,500 (without payment of the March \$10,000 apportionment). In addition, Carpenter Shop and Tree of Life have closed and reduced their fees. The church fully intends to document its use of the loan proceeds and to maintain staff and salaries through June 30 so it will qualify for the loan forgiveness.

The Conference has said that the loan application must be approved by the ALB. Sean moved, with a second by Sharon, that the proposed Payroll Protection Loan application be approved. The motion was passed unanimously.

[Pam submitted the church's application on Saturday, April 4 and the loan was approved on xxx.]

### **Crisis Management Team**

Pastor Matt recommended that a crisis management team be established during the COVID-19 crisis to handle time sensitive matters where there is not time to bring the board together. The team would consist of Pastor Matt, Pam Vaughan (financial manager), Kathy Schluter (ALB Chair) and Dick Barnes (SPRT and Trustee Chair). Kathy emphasized that she would keep the board apprised of any decisions made by the Crisis Management Team and make every effort to get advice and

approval from the board on decisions.

Sharon moved, with a second by Dick, to approve the establishment of the crisis management team. The motion passed unanimously.

The meeting was adjourned. The regular ALB meeting will be held by Zoom or conference call on Tuesday, April 14 at 6:30 pm.