

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *November 21, 2019*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson, Shannon White and JC Cadwallader, and Elder John Winstead.

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- JC and Jimmy reported that they had an introductory meeting with the Valley Interim Pastor Deb Packard. Purpose of their meeting was to update Deb on the charter of the VAC and activities to-date. Deb requested that the VAC stay intact to support her and Valley.
- The VAC discussed the email dated November 18, 2019 from Valley's Clerk of Session (Cheryl Freeston) which included questions and suggested actions from Valley to further remove petroleum odors and accelerate the re-start of the day-to-day use of the lower level. VAC decided to respond to the Clerk's email with two options:
 - If the primary objective of Valley's suggested actions is to simply neutralize the odors, then they are free to move forward with the use and application of retail available deodorizers
 - If the primary objective is to pursue more invasive venting options, then the VAC would make the LEP available for consultation with Valley at the expense of the Valley Church
 - Jimmy McPherson is to send Valley's Clerk of Session an email with these two options

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *January 9, 2020*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson, Shannon White and JC Cadwallader, and Elders Sandy Zuvanich and John Winstead.

Meeting was opened in prayer by JC Cadwallader.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Letter from Valley Session that included questions from Valley Session for LEP (Russ) – Due to the detailed nature of the questions from Valley, Russ agreed to a face-to-face meeting.
- Meeting b/t LEP (Russ) and Valley Session is scheduled for January 13, 2020. Meeting will be held at Valley Presbyterian Church. VAC to re-iterate to LEP (Russ) that the VAC is solely responsible of authorizing use of the basement area of the Valley Church. VAC also to communicate to LEP (Russ) the need for a summary assessment prior to digging into the detailed questions from Valley Session. Jimmy McPherson to communicate both of these points to LEP (Russ). Jimmy McPherson will be at the meeting and John Winstead to dial-in.
- Use of the Valley Basement – VAC firmly believes there should still be no children's Sunday School held in the basement. VAC further believes that there should be no daily use of the basement for any regularly scheduled meeting or events greater than one hour in duration until air quality test results are acceptable per the LEP (Russ). VAC agreed that if Valley Session sees a future opportunity to use the basement, then they should bring it to the VAC for discussion and evaluation.
- Valley Session request for VAC report to be included in Valley's Annual Report – VAC decided not to provide a formal report, as all information that the VAC has already been fully communicated to the Valley Session.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *April 2, 2020*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson, Shannon White and JC Cadwallader, and Elders Sandy Zuvanich and John Winstead. Shannan Vance-Ocampo also joined this meeting

Meeting was opened in prayer by JC Cadwallader.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Sandy Zuvanich and SVO provided current updates on Valley Presbyterian Church:
 - It was reported that several members of the Church planned to tender their resignations as church members.
 - Current interim pastor (Deb) has accepted a new call, effective May 2020
 - Armen from the SNE Presbytery CoM has been appointed Moderator of Valley Session
- It was discussed and acknowledged that the VAC would need to remain in place, but at a less active role, until the September 2020 Presbytery Meeting
- There were no oil leakage-related topics discussed.
- Next VAC Meeting scheduled for Thursday, April 9.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *April 9, 2020*)**

A **QUORUM** was present. (Zoom Con Call)

Present were: Revs. Jimmy McPherson, Shannon White and JC Cadwallader, and Elders Sandy Zuvanich and John Winstead. Shannan Vance-Ocampo also joined this meeting

Meeting was opened in prayer by Jimmy McPherson.

Purpose of the meeting was to discuss open actions and new actions.

The following topics were discussed:

- Sandy Zuvanich and SVO provided update on latest Valley Presbyterian Church:
 - Valley Session accepted Deb's resignation
 - Several members of Valley have distributed public emails related to Interim Pastor's resignation and intention to change heating oil suppliers.
 - Several members that had previously tendered their resignations for Valley Presbyterian Church are now talking about rescinding their resignations
 - Valley Session to conduct an "emergency" meeting on April 10.
- VAC decided to draft and send a formal communication to the Valley Session that prohibits the Valley Session or any members of the Valley Presbyterian Church from rescinding or changing any previous oil spill-related decisions made by the VAC. (This was completed by April 10, 2020.)
- The resignations of several Valley Church members were specifically discussed and it was recommended by VAC that the Valley Session needed to raise a specific motion to act on these requested resignations. This will be done at the April 10 emergency meeting of the Valley Session.
- The LEP (Arcadis) released their 2019 Annual report providing a detailed update on the Valley oil-spill incident. In this report it was again recommended to DEEP to confirm that Significant Hazard Notification is abated. Further, the risk to nearby potable wells no longer exist.
- The VAC approved the release of the 2019 Annual Report from Arcadis to be released to the Valley Session. (This was done on April 9, 2020.)
- It was also discussed that the VAC consider drafting a "final report" that would summarize VAC actions and assessments as related to this Administrative Commissions original scope and warrant.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,
John Winstead, Secretary