

TRINITY LUTHERAN CHURCH
Church Council Minutes
August 17, 2021

MEMBERS PRESENT: Pastor Karri Anderson, Colleen Guilfoile, Sherry Holt, Cathy Johnson, David Johnson, Nancy Johnson, Leroy Mitchell, Pastor Terry Nordheim, Jackie Otte, Gary Peterson, Linda Popa, Katie Roche

MEMBERS ABSENT: Craig Martin, Heather Wehrenberg

GUESTS: None

1. MEETING CALLED TO ORDER: Called to order at 7:03 by Sherry Holt, Treasurer
2. DEVOTIONS: Pastor Karri
3. APPROVAL OF THE AGENDA: MM by David Johnson to approve the agenda. MS by Gary Peterson. MP.
4. APPROVAL OF THE JULY COUNCIL MEETING MINUTES: MM by Coke Guilfoile to approve the July Meeting Minutes. MS by Linda Popa. MP.
5. SENIOR PASTOR'S REPORT: Pastor Terry
 - Three-Five Year Vision--"Remember-Rejoice-Renew" with a focus on Shared Ministry, TLC Music Ministry, and Church Renovation.
 - Fall Worship Schedule--beginning September 12, 2021, there will be a 9:00 A.M. single service (alternating Traditional and Contemporary-live streaming) and a weekly Education Hour after the service. The October focus for the Education Hour will be a four week series on "I've Been Meaning to Ask". A coffee hour will be offered weekly following the service.
 - Posting of Job Positions and Interviews--there have been four applications for Music Director and two applications for Coordinator of Children's and Family Ministry so far. Interview teams are being formed.
 - Building Renovation--Pastor Terry has a preliminary list of possible committee members. A few members have said "yes", some are "maybe" and there are others to contact. The agreed upon number is five-nine members. More information to follow.
 - Guatemala Mission Trip--there will not be a trip this Fall due to Covid-19.
 - Bonnie Houger is retiring at the end of October-more information and discussion to follow.
 - There have been some in-person Baptisms and Funerals, and a Wedding in August.
 - The next 1st Communion class will not be until the Spring of 2022, and the next New Members class will be Fall of 2021 or Spring of 2022.
 - The Visitation Team will meet in September and will discuss making connections with people in need.
 - Trinity is going forward with the Mission Festival and Picnic--September 12th at 9:00 A.M. The food will be ordered from Deutschland Meats, so RSVP for a meal. There will also be a blood drive at Trinity, and Blood Mobile will be there from 10:30 A.M.--3:00 P.M. There is a blood shortage, so consider donating and sign-up.
6. ASSOCIATE PASTOR'S REPORT: Pastor Karri

- Pastor Karri has been working on the Congregations Lead Initiative application. She showed the Council a video she made "showcasing our Congregation's creativity". It will be submitted as part of the application process. There are many steps in completing the application, and only fifty congregations will be chosen to participate.
- A goal of the Congregation Lead Initiative is for all participating to "discover new and useful ministry innovations". Trinity will find out this Fall if we have been chosen by ELCA for the two-year program.

7. TREASURER REPORT: Sherry Holt

- Monthly Financial Report--pledged offerings have dropped slightly, and unpledged offerings are up.
- There is \$59,000+ in the general checking account.
- July Income and YTD Income:
 1. July Budget--\$43,011.72
 2. July Actual--\$31,254.67
 3. YTD Budget--\$308,532.04
 4. YTD Actual--\$285,766.95
- July Expense and YTD Expense:
 1. July Budget--\$45,888.32
 2. July Actual--\$37,439.63
 3. YTD Budget--\$308,908.24
 4. YTD Actual--\$281,421.85
- YTD Actual Income Less Expense--\$4,345.10
- The Finance Committee recommends that before money is spent, a committee should know where the funds are coming from.

8. OLD BUSINESS:

- ReStart Committee Update: Gary Peterson--the Committee said that last month the case numbers were down, but this month the case numbers are high again due to the Delta Variant. We are back in Pandemic mode. We know now that if people are vaccinated, the risk of serious illness is reduced by 90%. We know what the risks are, and we know good practices. The Committee recommends:
 1. Every eligible person get vaccinated
 2. Wear masks in church (not required at this point)
 3. Practice social distancing
 4. Sunday School--there is no ventilation in the basement, so the recommendation is for everyone to wear a mask.

The case counts continue to rise, so the ReStart Committee will continue to meet.

MM by Coke Guilfoile to accept the ReStart Committee recommendations. MS by Jackie Otte. MP.

- Building Renovation Committee Update: Pastor Terry--there will be five-nine voting members on the committee, plus Craig and Pastor Terry as non-voting members. So far, there are four members who have agreed to serve--1. Joe Thimm (does not want to Chair.) 2. John Meredith

3. Matt Mitchell 4. Gail Seaver. There is a list of several more possibilities including female members. Pastor Terry said we need to have a woman/women on the Committee too.

MM by David Johnson to select the four names given to be on the Building Renovation Committee. MS by Leroy Mitchell. MP.

Pastor Terry will continue the search for additional members.

- External Audit Update: Sherry Holt--Sherry reached out to Georgia from Akins Henke and Company and asked for more clarification on what is provided in the audit and for an updated quote. Sherry will compare quotes from Georgia at Akins Genie and Company and from Margo at the accounting firm of CarlsonSV. Sherry works with CarlsonSV, so she is familiar with them.

Sherry explained that when we do an External Audit, besides receiving Financial Reports, we will also receive a report of our Policies and Procedures to make sure they are up to good standards. The accounting firm will issue two letters--a Letter Regarding Material Weaknesses and Significant Deficiencies and the Communication Letter. Both of these letters provide feedback on items found during the audit (including items found related to Policies and Procedures) that we believe could be done or improved.

Cathy handed out excerpts from the Congregational Audit Guide provided by the Office of the Treasurer of the ELCA and prepared for the Congregations of the ELCA. It was noted that the Audit Guide explains and clarifies the need for External Audits, who should perform them, when they should be done and much more. The entire Congregational Audit Guide is on ELCA's website; www.ELCA.org.

A contract will be signed by the end of 2021, and funds for the External Audit will come from the Operational Reserve.

- Staff Vacancy and Personnel Update: Katie Roche--the Music Director position is posted on Indeed, LinkedIn, the Synod, and Facebook. In less than a week, there are four applications. The Coordinator of Children's and Family Ministry was posted and there are a couple applications to consider. Katie said a Hiring Committee will be put together to conduct interviews, and she anticipates hiring will take place within the next three to four weeks, depending on the candidates.

The Hiring Committees will consist of Personnel, Committee members, and the Pastor, and there will be four-five people on those Committees. David asked that a copy of the job descriptions be given to the Council.

There is one remaining staff evaluation to complete--the Bookkeeper. Twyla's job review should be done by the end of August.

Jackie asked about coordinating hiring procedures if and when we need to fill future positions.

- Purchase of Air Exchangers and Fans: Leroy Mitchell--Leroy said the cost of the air exchangers is \$1,580 and is coming out of Spit and Shine Dedicated Funds. He talked to Spit and Shine and got the okay from them.

MM by Leroy Mitchell to take the \$1,580 cost of the air purifiers out of Spit and Shine Dedicated Funds. MS by David Johnson. MP.

9. NEW BUSINESS:

- Staffing Concerns: Katie--the Executive Committee recommends a pay raise for the custodian staff. There is Bequest money earmarked for congregation support (\$89,000 in that fund).

MM by Sherry Holt to increase custodial pay, and the total increase of \$3,700 for the remainder of 2021 will come out of Bequest. MS by Katie Roche. MP.

Bonnie Houger is retiring as Outreach Coordinator on October 31st. She will be greatly missed, and the Council talked about her many years of dedicated and devoted service to people within as well as outside of Trinity. Several ideas were discussed for what we would like to do to honor Bonnie for her years of service and for all the lives she touched in meaningful and positive ways. More discussion to follow.

Passing of Dean's father--there was discussion on what we want to do on behalf of Dean's father who recently passed away.

MM by David Johnson to take \$100 out of Undesignated Funds for a memorial for Dean's Dad to be decided by the Executive Committee. MS by Leroy Mitchell. MP.

- Schedule Fall Congregational Meeting: Pastor Terry--the Fall Congregational Meeting will focus on Mission, Ministry, and Council elections. The date options are October 10th and 17th.

MM by Sherry Holt to hold the Fall Congregational Meeting on October 10, 2021. MS by Gary Peterson. MP.

- Recruitment Effort for Volunteers to Committees: Pastor Terry--Church leadership needs to continue to communicate the need for volunteers, especially for committees. Committees need to meet on a regular basis, but not necessarily monthly. As Council Liaison on a committee, the Liaison would not chair the committee, but reports back to the Council about that committee. He or she holds the committee accountable for what they are supposed to be doing.

The question was asked, "do we need a list of Committee Chairs?" The suggestion was made to identify them as a group and meet. It was also noted that the Committee Chair list should be shared with the Congregation.

- Church Van: Sherry Holt--there were \$539.74 in van repairs. To help pay for those, there is a \$40 designated gift, and Youth will pay \$200. That leaves a balance of \$299.74 for those repairs.

MM by Coke Guilfoile to take \$299.74 out of Undesignated Funds for the van repair. MS by Nancy Johnson. MP.

- Transfer of Money Between Dedicated Accounts: Sherry Holt--Conference Table/Chairs-KL Designated Fund (eliminated the \$187.86 in funds). It was noted that there is no additional need for tables and chairs in the Kirvida Lounge.

MM by Nancy Johnson to move funds from the Conference Table/Chairs-KL Dedicated Funds under Property to the Tables Dedicated Account. MS by Colleen Guilfoile. MM by Gary Peterson to amend the motion to eliminate the Conference Table/Chairs-KL Designated Funds. MP.

Simplifying Designated Funds was discussed. Some are rarely used and could be combined with others.

- Outdoor Food Service: Leroy Mitchell--there was discussion on using washable cups instead of disposable cups for the food service, and the decision was made to use washable cups.
- Additional Items: Pastor Terry discussed Lutheran Disaster Relief covering the Wildfire Relief and Haiti Relief. Pastor Terry proposed that we include a special offering starting this Sunday, August 22nd through Sunday, September 12th to donate to either relief.

MM by Nancy Johnson to move forward with a special offering over the next four weeks to donate to the Wildfire Relief or Haiti Relief. MS by David Johnson. MP.

10. REVIEW OF ACTIONS AND RESPONSIBILITIES (Decided Upon During Meeting): Katie Roche--tabled

11. CLOSING PRAYER: Sherry Holt

12. ADJOURNMENT:

MM by Linda Popa to adjourn the meeting. MS by Leroy Mitchell. MP. Meeting adjourned.

Minutes Submitted by Cathy Johnson, Secretary

