



# Minutes of the Trinity Lutheran Church Board of Ministry Directors, Huntley, Illinois

## Call to order

A regular meeting of the Board of Ministry Directors was held Jan. 25<sup>th</sup>, 2018 at 6:30 p.m.

## Attendees

Present and acting as directors were:

Larry Melman, Chairman

Norm Fossmeier, Vice Chairman

Bridgid Furmanek, Secretary

Nancy Dvorak

Lou Ann Jensen

Ken Ladage, Parliamentarian

Chuck Yerke

## Also in attendance

Robert A. Hoffman, Pastor

Louise Johnson, Business Manager

Gary Schultze, Head Elder

Rick Pump Sr.

Christopher Furmanek, Trustee

After an opening prayer by Pastor Hoffman, the meeting of the Board of Ministry Directors commenced. Ken Ladage moved to approve the previous meeting minutes with a second from Norm Fossmeier. November 30, 2017 minutes approved. Ken moved to approve the November 19, 2017 Congregational Assembly (Voters Meeting) minutes with a second by Nancy Dvorak. Minutes approved.

## Stewards comments

Rick Pump Sr. addressed the board with numerous concerns, chief among these were the lack of flowers on the altar during lent; continuous line for communion; Octoberfest financial liquidity; and scholarship funds. He requested that four previous weeks' bulletins be available in the narthex for parishioners to consult. Also, he requested that the new budget be published in Trinity's monthly newsletter.

## Director's Policy Manual

The board reviewed chapter three, Pastor Limitations. Ken moved to approve chapter three as amended with a second from Norm. The appendix on investment policy was tabled due to lack of agreement among directors concerning authorization for opening and closing investment bank accounts. The investment policy and chapter four are on the agenda for the next meeting.

## Pastor's Report

The Expansion team meets on Saturday to train for upcoming building tours and presentation. The plan is to have two tours per week, one on a weekday evening and another on the weekend. When the tours are completed, a special Voters' Meeting will determine whether or not Trinity continues to move forward with the expansion and begin a capital campaign.

The finance committee will begin work on the new budget in April, and distribute it in early June in preparation for the Voters' Meeting at the end of that month. Crisis management procedures developed by Vicky Piller are appropriate for the church. Pastor and the Elders will discuss adding items to Trinity's Emergency Policy Manual. It is the plan to have a Knox-Box installed outside of church. Pastor foresees the writing of a Policy and Procedures Manual for Trinity's employees with a completion date by the end of summer.

Ministry goals include an expansion of adult Bible study for Confirmation students and their parents, a joint Biblical study that lasts three years, starting in sixth grade. New member's class started Saturday, January 27<sup>th</sup>. The average weekly church attendance for both 2016 and 2017 was 182, which is down from 189 in 2015.

Vicky applied for grant money for the preschool and received \$4,300. Pastor Hoffman researched how to consolidate the TLC and Trinity under one tax code which helps with fiscal planning as well as management. The preschool would no longer need to file a tax audit report after consolidation. Procure generates payroll and W2 forms for all staff. This consolidation should happen at the beginning of the fiscal year. Once this is accomplished, all staff will be employed by Trinity Lutheran Church.

The trustee team added Ernie Link as a new member. Pastor plans to meet with this team to address concerns with the church building and parsonage, and to develop a procedures manual.

Pastor now serves on the advisory board for Alden Huntley, short term rehabilitation, transitional care, memory care, and senior living facility that will open this summer.

Louise said that 90% of the church accounts are now in Shepherds Staff; a complete transition will happen after all the accounts clear. January 1<sup>st</sup>, 2018 financial data will be in Shepherds Staff, and then Louise will be able to generate more meaningful budget reports.

Meeting closed by singing the Doxology.

**Adjournment:** 8:39 p.m.

**Next meeting:** Thursday February 8<sup>th</sup> (cancelled due to weather); moved to the 22nd

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Bridgid Furmanek

02/22/18

Secretary

Date of approval