



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

## Call to order

A meeting of the Board of Ministry Directors was held on March 8th, 2018 at 6:30 p.m.

## Attendees

Present and acting as directors were:

Larry Melman, Chairman

Norm Fossmeyer, Vice Chairman

Bridgid Furmanek, Secretary

Nancy Dvorak

Lou Ann Jensen

Ken Ladage, Parliamentarian

Chuck Yerke

## Also in attendance

Robert A. Hoffman, Pastor

Pastor Hoffman began the meeting with prayer and contemplation. Then the meeting was convened. Ken Ladage moved to approve the previous meeting minutes with a second from Nancy Dvorak. Norm and Larry abstained from voting because they were absent from the February meeting. Meeting's minutes approved with one correction from Pastor Hoffman.

## Old business

Pastor continues to organize the key box and recall building keys. In the future, only a limited number of people will have a key to the key box.

A motion to approve chapter four of the Board of Ministry Directors Manual was given by Ken with a second by Nancy. Motion carried. A motion to approve appendix A given by Ken and seconded by Norm. Motion carried.

The driving policy requires documentation. Pastor will contact Church Mutual to discuss liability issues. We may need to prepare permission slips for additional driving which falls outside of the above policy.

## New business

The business manager's new policy for counters will be presented at our April 12th meeting.

The board elected Lou Ann Jensen as the board's representative on the Finance Advisory team.

Larry suggested we limit steward's comments during board meetings to fifteen minutes. He volunteered to write additional policy for the manual.

Chuck advised the implementation of executive sessions to discuss confidential topics. Said sessions would have separate minutes that are not available to the general congregation.

## Pastoral Report

As of March 4<sup>th</sup>, forty-five households toured the building with positive feedback. Rev. Mark Frith and Vanda Toner will present the LCEF expansion project capital campaign on March 22<sup>nd</sup>.

Pastor plans to meet with Louise, Shelly, Nancy and Norm to start developing the annual budget. Steps are being taken to eliminate TLC's tax exempt ID in preparation for a tax ID merger between the church and the preschool. The single tax ID should be established by the time the new budget takes effect.

Keith Bereolos volunteered to be the Huntley Chamber of Commerce contact. He attended the Huntley Expo, along with Gary Schultze, to promote the golf outing.

If someone falls on church property, the Elders, Ushers, staff and small group leaders are instructed to call 911 immediately and request a "lift assist" if the person is not injured but cannot get up on their own. In the event that they are injured, the church leader should call 911 and request an ambulance.

Also, there will be at least one wooden chair (with armrests) under the balcony for anyone who needs additional support and height so they can sit and stand up again safely. Other church safety measures will be introduced through Church Mutual Insurance which has an extensive resource page exclusively for churches.

The flat roof over the sacristy continues to leak. NIR Roofing gave an estimate for the flat roof and other roof leaks. On March 3<sup>rd</sup>, First Response patched the sacristy roof (free of charge). Pastor and the Trustees will continue to evaluate First Response and NIR.

GuideOne plans to send an insurance adjuster out by mid-March to look at the TLC roof which has hail damage.

The Missions team has gathered socks for St. Paul to give to the homeless in Chicago. They also collected donations for the Elgin Pregnancy Center.

The parish Fellowship team prepared the Seder meal followed by mid-week Lenten service.

The Thursday Bible study overflows the space under the balcony. This highlights a need for additional space that the expansion would provide.

Meeting closed with the Lord's Prayer.

**Adjournment:** 8:35 p.m.

**Next meeting:** Thursday April 12<sup>th</sup> at 6:30 p.m.

Bridgid Furmanek

04/12/18

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Secretary

Date of approval