

SERVING GOD, CHANGING LIVES!

Hosanna Lutheran Church Congregation Council Meeting Minutes April 19, 2015

Present: John Boldt, Pastor; Chad Greer, President; Heather McNeil, VP/Mission Focus; Ron Christ, Finance; Maureen Kennedy, Staff Support; Sharon Lindquist, Care Team, Karrie Jenkins, Secretary.

Also Attending: George Posey for Audit Team; Robert Brown and Becky Wolf, for Finance.

Absent: Jeff Hartmann, Stewardship; Pam Wells, Spiritual Life; Sue Loudermilk, Discipleship.

Quorum: Quorum declared present (6) by Karrie Jenkins.

Meeting Call to Order: Meeting was called to order by Chad Greer at 11:33 a.m.

Secretary's Report: Minutes of the previous council meeting of March 1, 2015 were presented for approval by Karrie Jenkins. Chad Greer called for a motion to approve minutes. Motion made by Ron Christ, seconded by Heather McNeil. Minutes approved.

New Business

Audit: Audit Team - George Posey, Kathy Burns, Janet Flink, Shelly Gunhouse, Craig Jenkins, Roy Romijn, Mel Spence.

Audit team leader, George Posey, asked that the Audit Report findings be looked at only as a suggestion and not all suggestions need to be adopted. George reported the Audit Team found no misappropriation of funds and that controls are improved and adequate. Audit Team suggested financial records be moved to a less available area of the office. Finance reported this has been done.

Cash Receipts: Counters fall under Finance. There are currently 3 counting teams with each team made up of 2 counters. A 4th team is being trained. Each Sunday there must be 2 counters present. When Counter's have had to be absent on the Sunday they are scheduled to count they have found a replacement from another team. Audit Team suggested they may want to consider training a substitute counter for those Sunday's as well. Suggestion was also made by Audit Team that Counter's cross-train each other's position. Ron Christ said there should be one person in charge of Counting Team. Procedures were updated in 2013. Becky Wolf said the Counter's affect her position most and she sees no pressing issues. They are dedicated, trusted and work each Sunday afternoon sometimes long after everyone else has gone home.

Cash Disbursements: No action was suggested at this time. List of 35 recurring bills has been put in place by Finance Team and is working well. Payment requests require 2 signatures and that is being done. Bank reconciliations are done monthly as required.

Analysis of Assets: The annual fee for the Hosanna safety deposit box, located at Comerica Bank, is \$95.00 annually. The key to the safety deposit box has been misplaced. Maureen Kennedy will be meeting with the bank this week to begin the procedure necessary to replace the key. Jeff Hartmann is updating photos of Hosanna's individual assets for insurance purposes. The tool shed should also be included.

Bacon Endowment Fund: This Fund was set up by the family of Mary Bacon in her honor. It is invested in a CD that is non-renewable and no certificate was issued. Its designated purpose is to supplement the learning program at Hosanna. Only the interest on the endowment is available to spend. At this time there is \$1,000 available that has not been transferred. The audit team suggests an evaluation be completed so a decision can be made to determine how best to use this earned interest. The maturity date on the fund is May 31, 2016. The Finance Committee suggests a decision be made in regard to the fund as to its continued use or if there is a need to dissolve this endowment. If the endowment does end it needs to be determined if a special congregation meeting would need to be held in order to pursue this or is a decision by the Bacon family sufficient. It was suggested a Study Group be formed to evaluate and develop a proposal to the Bacon's and make recommendations to the congregation on how this money would be used if used for education. Ron Christ and Sue Loudermilk will handle communications with the Bacon family.

Insurance Policies: On a regular basis Hosanna receives bids on insurance. On June 1, 2014 the decision was made to continue with the same insurance provider. In checking with other churches our insurance at this time is competitive.

The Audit Team feels a guideline to determine how often bids should be requested needs to be in place. Because bids are requested for review it does not mean a change has to be made.

Certificate of Insurance: Pastor John will be checking with Nuevo Vision to see if there has been any updated insurance certificate from them since 2011. Nuevo Vision does need to carry liability.

Financial Management: All council members should be aware to use the Finance team they are there to assist them.

The audit shows the Finance Team is keeping very accurate and complete files. It was noted that Becky Wolf is owed the gratitude for this being the case. Becky works as much as 70 hours/month volunteering her time as financial secretary. The Audit Team has concerns if asking a person to contribute this amount of hours is sustainable as a long term structure. They suggest that when the Office Manager position next becomes vacant, the Staff Support team should seek to hire a candidate with financial skills to be able to take over some of the responsibility of this job. Input should be received from the Finance team. Robert Brown said he feels council should consider this suggestion.

Commitments: Proper approval for any action being done must be obtained. Robert Brown on behalf of Finance team said the process is in need of review. The person making a commitment on behalf of Hosanna must be authorized to do so. Each contract must first be reviewed by Council before it is agreed upon and signed. Adequate procedures must be in place. Ron Christ said commitments must be handled within the process. Council needs to see there is no weakness in this area even if the person making the commitment is paying for it. Finance Team is willing to write up the procedure needing to be followed.

Summary: Audit report by resolution is to be made available to the congregation. Pastor John suggested he could make copies of the audit report and announce to the congregation they are available for those who would like to pick up a copy. Chad Greer asked for a motion to approve Pastor John's suggestion. Motion made by Heather McNeil, seconded by Maureen Kennedy. Motion approved.

Chad Greer, on behalf of Council, thanked George and the audit team for their work, noting it was done in a very timely manner as it is April and the audit is already complete.

Synod Assembly/Heather McNeil: Delegates Heather McNeil and Jeff Hartmann attended the Synod Assembly. Heather reported the theme of this year's assembly was "Go Make Disciples". Heather touched on some of the highlights from topics presented at the Assembly, saying we need to look around at our community, and ask ourselves, what would the community do if Hosanna was gone? We need to look for the pain and the needs of our community, find what can be done and do it, even if in small groups. Heather said Hosanna does a lot but we must look to where we are needed. Jeff and Heather will follow up with a written report for the next Council meeting.

Offering Envelopes: Pastor John was asked by Hosanna member Dorothy Hohenshelt, if the offering envelopes could be removed from the back of the pews. Pastor John asked council to discuss and make suggestions regarding the envelopes. The envelopes are often found on the floor as they are not held securely anymore as the elastic used to hold them has worn. Becky Wolf said she would check with John Gabrielson to see what suggestions he has for replacing the elastic and tacking it back down so the envelopes can be kept securely on the back of the pews.

Council Elections: Council positions that will become vacant in September are Care Team, Discipleship, Spiritual Life, and Stewardship. The elections will be held at the June Congregation Meeting. The positions of Council Secretary, Treasurer, and Financial Secretary are also coming to term. Pastor John said he will follow up with those approaching the end of their terms.

Pastor's Report: Pastor John reported the Capital Campaign "Burning with Faith" is now in full swing.

Mission Focus:

Website: Heather reported Mission Focus is discussing and working on privacy for the new website. The new site should go on line sometime between the 17th and the 20th of May. The Garage Sale information is already on line.

Lead Team Assessment: Nancy Agafitei has offered to donate the money for the "Lead Team Assessment" program. However, Pastor John has said at this time he prefers to push the Vision and Guiding Principles and then continue to pursue the Lead Assessment.

New America: Mission Focus is looking at holding a workshop/training for New America.

Other Business:

Distribution of Peggy Pilkington Memorial: Becky Wolf has suggested the memorial funds given in Peggy's name be used for 6 banners with one of our Guiding Principles on each one. She has talked to Ann Hartmann and she will help with designing. Becky said they would like to use the church season colors and add a banner with each new season. The banners would then always be hanging and visible in the church. Becky said she will talk to Jerry Pilkington to see if he would like them to pursue this option.

New America Campaign: The New America group assists legal immigrants with their paper work to help in the process of becoming U.S. Citizens. Those from Hosanna who volunteer and work with the New America program would like to pursue having one of these events held at Hosanna Church. They feel

Hosanna's location would be a close and convenient site for many of these applicants. Chad called for a motion to allow New America to use Hosanna Church for this purpose. Motion made by Pastor John, seconded by Maureen Kennedy. Motion approved unanimously.

Senior Citizen Body Recall Sessions: Pastor John reported Dottie and Earl Kemper have asked if Hosanna would be interested in having this Sr. Citizen program consisting in part of low impact, stretching exercises and health issue discussion at Hosanna. Council agreed to discuss this at another time as more information is obtained. Dottie and Earl will continue to pass on information as they have discussions with the person who would be leading these exercise sessions.

Finance: YTD – Easter Sunday was low in giving which is unusual. Expenses for the first four months have held pretty well. However, receipts are down 12% from last year and from what was projected. Summer is often a slow time for receipts as pledges are down. Robert Brown said projection for giving is low but expenditures are high. This will be monitored closely.

Staff Support: Maureen Kennedy said they continue to work toward filling the vacant position of Family Life Director. It is a hard part-time position to fill. Because of the financial situation at this time, Ron Christ has asked that filling this position be put on hold. Pastor John said he would prefer that the search for this position continue as he feels the youth need someone to relate with. He does not want to let them down. He said he will speak to the congregation regarding the low receipt of income and will compose a letter to go out with the financial statements.

Upcoming Dates:

May 17th – Capital Campaign with meal.

June 7th – Next Council Meeting

June 14th – Congregational Meeting

September 18th-19th – Council Retreat.

Chad called for a motion to adjourn. Motion made by Ron Christ, seconded by Pastor John. All in favor, meeting adjourned 1:55.

Karrie Jenkins
Council Secretary