

**St. Luke's Lutheran Church
Council Meeting**

Tuesday, January 17, 2017

Present: Paul Maki, David Saxby, Kelly Boyer, Peggy Moser, Al Moser, Carole Vance, Carolyn Andrews, Karen Linfor, Carl Hoppman, Holly Hoppman, Samantha Basquez, Laura Tice, Lauren Orcutt

Absent: Larry Dockter, Faith Thomas

President Maki welcomed Laura Tice and Samantha Basquez to the Youth/Education Board, and Lauren Orcutt to the Christian Education Board.

Call to Order:

The meeting was called to order by President, Paul Maki at 7:00pm. Pastor Hoppman opened with prayer, remembering the various needs of the congregation.

Approval of Minutes:

Motion to approve the November, 2016 Minutes: Peggy Moser; seconded by Kelly Boyer – Minutes approved. There was no December council meeting. (Thank you, Holly, for filling in for me while I was out of town in November.)

Pastor's Report: Written report on file

Pastor Hoppman reviewed the highlights of his recent activities:

- Led Christmas events and worship services.
- Began planning for Lenten midweek worship, which will be centered around Luther's Small Catechism. Observance of the 500th anniversary of the Reformation takes place this year. Lenten season begins with Ash Wednesday, March 1st.
- Pastor will be on vacation February 13-18, 2017.

Treasurer's Report: Written report on file

Carolyn Andrews reviewed the Treasurer's Report, stating that there is nothing out of the ordinary to report.

Mortgage loan balance as of 8-7-2016: \$44,726.20

Checkbook balance as of 8-31-2016: \$34,674.19

Carolyn noted that the year ended on a high note; the Reserve fund is back to the original balance of \$25,000.00.

She is working on the tax documents for the contractors.

President Maki thanked Carolyn for a splendid job preparing the Treasurer's report for Council each month.

Carolyn also indicated that a revised budget will be coming out soon and it will show that the mortgage has been paid off!

Holly Hoppman updated Council on the December meeting of the Meyer Fund committee, and indicated the suggested project List (not necessarily in the order shown):

1. Video equipment
2. Carpeting
3. Outreach
4. Appliance updates in church kitchen
5. Benevolence
6. Choir loft windows

Finance Board/Special Funds Report: Detailed report on file David Saxby reported.

Meyer Fund investments as follows:

\$50,000.00 in 12-month CD's

\$23,000.00 in 6-month CD's

\$24,607.00 in various purchases

Motion to approve: Dave Saxby, seconded by Holly Hoppman.

Dave asked about ways to add new members to the Finance Board. Some suggestions included placing a notice in the church bulletin and the *News & Views*.

Dave expressed the need for documentation of Finance Board responsibilities. He indicated that he will work on putting together a procedural manual.

Bob Behr stated that there may be a need to discuss finances for a potential Property Assistant position. Things to consider will be determined by whether the position is filled by an independent contractor or by a hire employee. ***See note regarding Property Assistant Draft Contract under Property Board notes.**

Ron Webb expressed a concern that, as Special Funds Recorder, he doesn't always receive contribution information pertaining to the Special Fund account. It was decided that going forward, Continuing Resolution (CR 2000-3) should be updated to include instructions to disperse a copy of

the Deposit Recap Slip to the Special Funds Recorder. There was also a discussion with regard to the major fund raiser monies being deposited into the General Fund, then transferred to the Special Fund Account. It was agreed by the Board that this practice will change to allow the person chairing the fund raiser to manage the funds.

A discussion also centered around making the Special Fund Account monies transparent to the congregation. This was agreed to, and the activity for the account will be included in the News & Views as is the Financial Secretary's Report.

Prior to beginning the committee reports, President Maki asked Lauren to read the St. Luke's Mission Statement, and asked everyone to keep it in mind when attending monthly board meetings:

President Maki also handed out a Board Areas of Responsibilities 2017 (Worksheet) to assist incoming members going forward, and reviewed each area with those present representing each board, answering any questions and clarifying where appropriate.

He also provided a "Volunteer Board Member" form for each volunteer to sign, spotlighting Galatians 6:10 *"Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith"*.

Also attached was an example of the **Form 1000, Expenditure Approval and Payment** for board members to be reimbursed when purchasing items benefiting the church.

Committee Reports:

Community Concerns: No written report on file

Al Moser reviewed his recent activity with regards to community concerns.

Planning the next Winter Sanctuary this year.

Clothing distributed

Donations taken to St. John's Union Gospel Mission.

Evangelism Board: Written report on file

Carole Vance reviewed the report as follows:

Carol Carney has joined the Evangelism Board

Epiphany breakfast on January 6th was a great success!

Working on organizing Diner's Club groups.

Miss-You and Get Well cards sent.

Working on Lenten soup suppers- begins March 1st.

Working on Evangelism Board website.

Property Board: Written report on file

Kelly's extensive report covered the various projects and actions:

New Board member: Ben Briel has joined the Property Board.

Ben expressed concern that the new stained-glass windows could be damaged, either by vandals or an accident. Some options were screens or clear polycarbonate sheets (such as Lexan). Ben will investigate the Lexan option. Ben also suggested that the Board should consider providing a metered water source for the vacant land adjacent to the church property and then renting the vacant land out as farm land for growing crops.

The Property Board expenditures for 2016 totaled \$1,483.37, 4.0% under budget.

Projects Completed:

a. **Test Sanctuary Floor Tile** – Completed. A project that the Meyer Fund committee is considering is to replace the vinyl tile under the pews. The tile and adhesive are likely to contain asbestos. An environmental testing firm confirmed that they, in fact, do. Test cost: \$90.00.

Note: Property Board reported that an estimate of nearly \$40,000.00 has been received to remove existing asbestos vinyl tiles.

More in-depth information is available within Kelly's report for the asking.

b. **Repair Water Heater Electrical Supply, Office** – Completed. Repair completed at a cost of \$100.00.

c. **Review Parking Lot Drains** – Completed. Parking lot drain line cleaned in late November. Lot flooded on December 16th, but leaves were blocking the drain. Drains have worked satisfactorily through the recent rains.

On-Going Minor Projects: Landscape Services Contract: Contract (effective January 1, 2017) not fully executed; contractor is confused about taxes. Kelly will meet with contractor and resolve.

Gate Padlock: Kelly will exchange the padlock so that the "common" key can be used, and she will deliver a common key to the refuse company.

Multi-Purpose Shed: A replacement window has been received. Jerry Carney and Jack Fenske will install as time permits.

All Members Work Day: Scheduled for April 18th and October 21st.

Downed Park Tree: Tree removed and stump cut flush with the ground – completed on January 14th. Council approval was granted.

Minor vandalism reported – taken care of.

Seal Coating Parking Lot: Anticipated to take place in June; funds available from the Parking Lot Reserve.

Other Projects Scheduled:

Office Restroom

Men's Restroom

Trash Bin Trim

Pending Chores: Spray Roundup in planter areas, secure holders for name tag boxes, clean out west sewer line, touch up paint, plug fence hole by NW corner of Education wing, fix tile in sanctuary, fix chain link fence between St. Luke's and the adjacent church.

Long Term Issues: The Board is continuing to consider the following:

Unused Property: Sell

Security Issues: Security cameras, paid security, fences, signs, etc.

Storm Drain Fee – costly (\$388.75/month)

Park Area: Watering is expensive, mowing is costly, trees are old and in bad shape.

**Note: Kelly attached a Contract for Property Assistant Draft Outline of Terms*

Worship & Music: Written report on file

Peggy reported for Worship & Music as follows:

Christmas Eve and Christmas day attendance down; most likely because Christmas was on a Sunday.

Mary Frances Harris sent out a communion assistant letter for the first part of the year.

Reader assignments for January-June sent out.

More Alter care assistants needed.

Welcome leaders assignment sent out for January-June timeframe.

Palm Sunday is April 9th; Easter Sunday is April 16th.

Pastor will order more Lenten coin folders.

Pastor discussed devotions and mid-week material for the 500th

Anniversary of the Reformation available.

Brooke is waiting for an estimate to get the minor scratches on the piano fixed. Triss Hoppman reported that all anthems are filed away and recorded, and now available on a database. We thank her for a great job on this huge undertaking.

Pastor will report back on the projection project as soon as he has more information.

Youth: No written report on file

New Board co-chairs, Samantha Basquez and Laura Tice reported that there was a sleepover on 12/16/16. Going forward, they plan more regular meetings, community service activities, clean-up day participation and working with the homeless. They discussed a plan to connect with other youth groups, and fund raising projects, child care during church activities, participating in making pumpkin bread, hot cross buns during Lenten/Easter season, and employing a “buddy” system to make activities go more smoothly.

Education: No Written Report

Incoming Board Chairperson, Lauren Orcutt

Sunday School/Adult Education classes restarted – Confirmation classes underway again.

WELCA: No written report on file

Holly reported for WELCA

First meeting of the year held on January 14th.

Discussed 2016 benevolence giving. Organizations to receive assistance:

ELCA

Good Gifts

Warm Line

Family Resource

Bridget’s Dream

February meeting: Collect items for Winter Sanctuary

Meeting adjourned with the Lord’s Prayer.

Respectfully submitted,

Karen A. Linfor

Council Secretary

Cell: 916-803-7988

karenalinfor@gmail.com