

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

Tuesday, September 19, 2017

Present: Larry Dockter, Holly Hoppman, Carolyn Andrews, Carole Vance, David Saxby, Laura Tice, Kelly Boyer, Karen Linfor  
Absent: President Maki, Peggy Moser, Faith Thomas, Lauren Orcutt, Samantha Basquez

St. Luke's Mission Statement:

*"Through the power of the Holy Spirit, we accept God's call to spread the good news, serve those in need, and share the victory of Jesus Christ throughout the world".*

### **Call to Order:**

The meeting was called to order by Vice President, Larry Dockter, at 7:10pm. Pastor Hoppman opened with prayer.

### **Approval of Minutes:**

Motion to approve the August, 2017 Minutes by Holly Hoppman, seconded by Kelly Boyer. The updated Minutes were approved.

### **Treasurer's Report: Written Report On File**

Carolyn's reviewed the most recent Treasurer's Report.

Offerings are down YTD close to \$10,000.00, but we are still in the black.

Checkbook balance as of 8-31-17 is \$41,483.78

### **Pastor's Report:** Written report on file

Thanked everyone for 40<sup>th</sup> Anniversary Celebration!

Helping with transition from Brooke Barr as Director of Music to Jane Fanucci as Choir Director/Organist through December.

Attended installation of Pastor Linda Boston as  $\frac{3}{4}$  time pastor at Lutheran Church of the Master off of Freeport.

Starting class on Luther's "Treatise on the Freedom of a Christian."

Confirmation classes begin once a month on the 4<sup>th</sup> Sunday from 12 noon to 3:00pm. There will be a lunch break, and then the class will resume.

Working on putting together a play, put on by the children, on Luther's appearance before the Diet of Worms and his kidnapping afterwards, for the October 29<sup>th</sup> Reformation Potluck.

## **Finance Board/Special Funds Report:**

David Saxby reported for Finance.

Mid-year offering statements distributed in August.

Dave presented a Proposal to revise selected accounting procedures.

The goal: *“To simplify and clarify the General Budget and resulting reports by eliminating the “pass-through” subaccounts and revising the Charter of Accounts.”*

A new checking account is required: it is called “The Receiving Account”

Cost: Zero

Minimum balance for new checking account: Zero. When the funds are deposited, the Treasurer will transfer the funds to the General Budget and Special Funds accounts within generally two weeks.

The advantage to removing the “pass-throughs”, (a) Simple and easier to understand, (b) shorter in length. (c) Provides data that will show the financial status of the church overall, and by each Board, by simple instruction of the report totals without additional manipulation of the figures.

The basic Chart of Accounts will remain the same each year, but adjustments will be made as appropriate, to match the current income and expenditures.

Special Funds audit done – everything is OK.

Counters: Cleaning up deposit slips that will no longer be used, and avoid confusion as to where the funds should be deposited.

*Note: A more detailed copy of this proposal is available upon request.*

Larry pointed out that there is a large balance in the checking account, and in previous discussions, it was decided to move anything above \$20,000 - \$25,000 into an interest bearing account at the end of the year. This is an open item that needs to be addressed. Jack had started a Continuing Resolution at one time, but nothing came of it. There needs to be a process in place as to what to do with the surplus funds. Should be further addressed at the end of the year.

Karen Linfor posed a question with regard to the carillon bell system; Holly indicated that the balance in the Meyer Fund is \$16,00.00, and the next thing on the priority list is purchasing new appliances: a dishwasher in main kitchen, replace refrigerator in Schultz Hall

addition kitchen, replace refrigerator in Room 5 with side-by-side fridge/freezer combination.

Holly asked a question about the Sunday School funds and pastor explained that this will be addressed in the near future.

**Committee Reports:**

**Community Concerns:** No Written Report On File

Faith Thomas was absent.

Trunk or Treat coming up in October. A handout is available.

Costume contest

Games

Face painting

Trunk decoration contest

Hotdogs, chips and soda \$5.00

Free coats for kids 3T – size 14

“Share a Sole” in November

Neighborhood Schools have been notified.

**Evangelism Board:** Written report on file

Carole Vance reported:

September all-church picnic was great. A big “thank you” to Linda Ferguson and Sue Fletcher for grilling all the hot dogs and hamburgers.

Diner’s Group up and running – going great.

200 pocket-size Small Catechisms with the 500<sup>th</sup> logo on the front ordered to hand-out at the Reformation Potluck on October 29<sup>th</sup>.

Holly will discuss with WELCA board about helping out with the cost of the Catechisms, as discussed at the August Council meeting.

Pastor Carl working on a Martin Luther coloring book for Reformation Sunday. Pastor will look at using some memorial funds to pay for the coloring books.

Holly will make placemats reflecting the 500<sup>th</sup> anniversary of the Reformation.

Carole cancelled the advertisement in the Frontier phone book, effective May of 2018. Carole will amend her budget to reflect this change and forward to Dave.

**Property Board:** Written Report on File

**Items completed/In Process:**

a. HVAC Registers – Received \$571.08 from PB Special Funds:

Four for Schultz Hall, one for Sanctuary.

b. Sanctuary Floor Covering – Project completed.

Communion Railing: Installed angle brackets for stability at a cost of \$108.68 from PB General Fund.

c. Front Pew Screen: Repaired leg; installed small brackets for stability at a cost of \$10.74 from PB General Fund.

The Property Board asked for Council approval as follows:

1. Maintain/repair the sanctuary AC at a cost of \$889.00; Motion by Kelly Boyer, seconded by Holly Hoppman. Motion carried.

2. Additional garage disposal – in progress at a cost of \$200.00 (Ben Briel's son, John, installed the necessary electrical work. Thank you, John!

3. Chain link gate padlock – driveway gate missing again due to vandalism. Note: David Saxby indicated that he will provide a strong chain and padlock. Four additional "NO CAMPING" signs are being purchased at a cost of \$63.78.

4. City Water Conservation Ordinance: Approved by City Council on August 15<sup>th</sup>; effective November 1<sup>st</sup>. From now to November 1<sup>st</sup>, may water three times per week. Controllers re-set to new rules.

Motion: Kelly Boyer, Seconded by: David Saxby. Motion carried.

**Deferred Items:** Additional board member – on-going discussion

**New BBQs:** Deferred – on-going discussion

**CR 2016-1** – Deferred

**PB "TO DO" list:** The PB does not believe that requesting assistance from the congregation is a lasting or significant aid to resolving the on-going facility maintenance issues.

**Pest Control:** Rochelle obtained three proposals for monthly pest control. The proposal ranging from \$83.00 - \$125.00 per month. The Board decided not to enter into a yearly contract, but will continue to use "on-call" services.

**Parking Lot Drain:** In progress – The City has made a video of its 15" storm drain line along Tangerine. The video located a 6" line from the parking lot into the 15" line. The 10" line from the parking lot is connected to the 6" line at a point near the back of the sidewalk.

Fenske contacted four contractors; three were too busy. The remaining company, The Trenchless Company, reviewed the property and ran a video camera down the parking lot, 10" drain line and found many roots about 65' from the parking lot manhole. Trenchless provided three options to resolve

the problem, however, the proposals lacked sufficient detail. The Board decided that a second bid should be obtained. APS Environmental was contacted, and they will submit a bid by September 20<sup>th</sup>.

Council Approval Requested: Approve proceeding with a contract, up to \$10,000.00 to repair the storm drain line and expending the funds from the PB Special Funds account.

Motion by Kelly Boyer: Seconded by: David Saxby. Motion carried.

2018 Budget:

Significant changes from 2017, an overall increase for 2018, \$5,462.00, or 14.3 percent for:

Property Maintenance Services Contract

Floor Care (accounting change, a decrease of \$550)

Increased Refuse Service Contract (+\$700.00): \$60.00/month

Increase Electricity (+\$500.00)

Increased Natural Gas (+\$1,000.00); \$100.00/month

Long Term Issues:

- a. Unused property – Sell, etc.
- b. Security Issues – Security cameras, paid security, fences, signs, etc.
- c. Storm Drain Fee – This fee (\$388.75/month) is the storm drain fee. It is very costly.
- d. Park Area – Watering is expensive, mowing is costly, and the trees are old and in bad shape.

Council Approval Requested: Approve proceeding with stripping and waxing the floors as follows:

AREA	SQ.FT.
Education Wing	
Room 1, w/restroom	416
Room 3	419
Room 4, w/cabinet in	475
Kitchen, w/hall, not closet	580
Multi-Purpose Room	1,248
Schultz Hall Addition, Hall & Kitchen	256
TOTAL:	3,473

Note: Pastor Hoppman expressed is very strong opinion with regard to hiring a “property maintenance assistant” NO MORE CONTRACTS, especially for two independent contractors.

**Worship & Music:** No written Report on File

Karen Linfor reported for Peggy Moser:

Luau has been cancelled due to very low ticket sales.

Peggy will return the Leatherby's gift cards that were intended for Luau prizes.

**Youth:** No Written Report Submitted

Laura Tice reported for the Youth Board.

Congregational sleep-out scheduled September 30<sup>th</sup> at 6:00pm.

Property will make sure the sprinklers are off for the campout!

Dave will bring a strong chain and padlock for the fence.

Breakfast will be served between the 8:30 and 10:30am services.

**Education:** No Written Report Submitted

Luther class has begun.

First Confirmation class begins 9/24.

Sunday School going very well.

Sunday School class for younger children will begin soon, with Peggy Moser teaching.

Flutter Flags being prepared to fly!

**WELCA:** No Written Report on File

Holly Hoppman, WELCA President, reported as follows:

Katie Iniguez hosting the Fall Festival on October 7<sup>th</sup> – 8:00am – 2:00pm in Schultz Hall and Courtyard.

Sanctuary will not be used this year.

Breakfast will be served from 7:00am – 10:00am.

Katie is looking into getting food trucks.

There is a question about how to handle all the leftover items;

Salvation Army will not pickup, as they did last year.

Meeting adjourned at 8:20pm with the Lord's Prayer.

Respectfully submitted,

Karen A. Linfor

Council Secretary

Cell: 916-803-7988

[karenalinfor@gmail.com](mailto:karenalinfor@gmail.com)