

**St. Luke's Lutheran Church Council Meeting**  
**7595 Center Pkwy, Sacramento, CA 95823**  
**October 16, 2018**

**Present:** President Paul Maki, Treasurer Bob Behr, Pastor Carl Hoppman, Secretary Merle Zbrog, Faith Thomas (Community Concerns), Peggy Moser (Worship and Music), Carole Vance (Evangelism), Jack Fenske (for Kelly Boyer: Property Board) David Saxby (Finance Board).

**Absent:** Vice President Larry Dockter, Lauren Orcutt (Education), Laura Tice (Youth Board Co-chair), Samantha Basquez (Youth Board Co-chair), Marlene Kiser (W-ELCA).

**Guest:** Holly Hoppman

**Pastor Hoppman opened with prayer.** A potluck dinner followed.

**Call to Order:** Having finished dinner and reached a quorum, the meeting was called to order by President Paul Maki at 7:07 pm Pacific Time.

**President Paul Maki's Opening Remarks:** Thanks given to all for the great potluck dinner.

Merle Zbrog read the 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.**

**Approval of Minutes:** A draft copy of the minutes was e-mailed to all council members to review before the meeting. There was one change on page 3: the name of the homeless person was removed.

- MOTION made by Merle Zbrog to approve the September 2018 minutes as amended; seconded by Peggy Moser.  
*Motion carried.*

(NOTE: Approved minutes are posted on the website. You can download your own copy by going to "Resources" and then clicking on "Council Meeting Minutes – 2018.")

### **Presentation of Reports**

The following reports were presented and received with appreciation by the Council as information:

**Pastoral Report:** *Written report on file.*

Pastor Hoppman has received his "Safe Gatherings" approval and it will be placed in the safe. The cost will be \$35 for a two year approval. Youth workers and Sunday School teachers and everyone who works with the children will need to be certified. Once they are notified, each person will have 60 days to complete the program.

Question from the floor: Is there a sexual harassment educational component?

Question from the floor: Does the ELCA have a sexual harassment educational program?

**Pastoral Report (continued)** Pastor Hoppman highlighted the following:

- III. A. There are 9 confirmands.
- C. Stewardship material will be sent out November 13  
Ministry Fair will be November 25.  
✚ **Board chairs are to set up and decorate their tables on Saturday, November 24.**
- D. November 11 will be a special Veteran's Day worship service commemorating the armistice signed 100 years ago.

**Fall Festival Report** *No written report submitted.*

In Marlene Kiser's absence, Holly Hoppman reported that we made over \$3,000.00 at the Fall Festival. The White Elephant sale netted \$945.00.

Peggy Moser mentioned that the biggest problem was that Key Club Kids did not show up. Ron did most of the set up. This will be revisited.

**Treasurer's Report:** *Written report on file.*

- i. September offerings were above budgeted amounts.
- ii. The first Sunday in October was great, but the second Sunday in October was back to normal.
- iii. Expenses – nothing stands out.
- iv. Education is running higher than the budgeted amount. No figures were submitted for the 2019 budget.
- v. Income was greater than expenses this month, which leaves an \$1100.00 shortfall for the year.

Merle Zbrog mentioned that the flower chart for 2019 will need to be printed soon.

**Financial Secretary's Report:** *Written report on file.*

Committee and Board Reports:

**Finance Board:** *Written report on file.* David Saxby mentioned the majority of the discussion at the last meeting was about the budget.

Bob Behr distributed a summary of CR-2019 -1 and CR-2014 -1.

**Upon reviewing the account balance in the General Budget Checking Account in accordance with Continuing Resolution CR-2018-1 (Policies and Procedures for Managing Bank Accounts) and the Special Funds, Reserve Fund subaccount Continuing Resolution CR-2014-1 (Reserve Fund), the Finance Board recommends the transfer of \$14,720.95 designated "excess funds" from the General Budget Checking Account to the Special Funds, Reserve Fund subaccount on or before December 31, 2018.**

- MOTION made by Peggy Moser to accept the recommendations of the Finance Board; seconded by Faith Thomas.

Discussion: President Paul Maki recognized that we are blessed to have the money we do; however, he charged the Finance Board to research the possibility of investing some of the money in a Money Market account.

- The voted was tabled for November pending more information for the Finance Board.

## 2019 Budget

- David Saxby reported that the Luau made \$2,188.00 less expenses. 10% will be transferred to Community Concerns per CR-**CR-2016-1 "Fund Raiser Net Incomes, Allocations, and Expenditures"**
- Education has not submitted a request at this point. Peggy Moser mentioned that she will be ordering Sunday School material at a cost of \$61.00 per quarter.
- Carole Vance mentioned that Evangelism had originally reduced the budget amount, but due to unforeseen expenses, such as the BBQ, she requested that the budget line item be restored to the \$500 as it was in 2018.

### Highlights:

#### **Executive Committee**

52-10-01 through 52-10-03 overall increase of 3%

52-10-04 decreased due to a decrease in premium

52-10-07 The budget for a substitute pastor has been increased to \$900.

52-10-09 Safe Gatherings training and background checks added for seven people

**Community Concerns Board** no change

**Education Board** no input received; therefore no change

**Worship and Music Board**

56-10-01 6.7% increase to reflect change in job description

56-10-02 eliminated (see above)

**Finance Board**

57-10-02 final figures not yet available

57-10-04 final figures not yet available

57-10-03 reasonable increase

57-10-11 added; Computer software support services was previously in 57-10-10

**Property Board**

58-10-02 eliminated "Custodian Wages"; replaced with "Janitorial Service Contract"

58-10-13 new vacuum cleaner and pop-ups

Hoping refuse charges will stay stable

Income is \$510.00 less than expense estimates. Jack Fenske, the Financial Secretary, looks at past giving and forecasts future giving. It was mentioned that *Visions* has cut back facility usage.

**Question** regarding a request for \$750 from the Crab Feed net income, as per CR-2016-1. Should this be moved to 57-10-11? Further discussion is necessary.

Youth had also requested money from the Crab Fee proceeds, but did not specify the amount and the purpose.

## Committee Reports

**Property Board:** *Written report on file.* Jack Fenske highlighted the following points:

### **#5 Center Parkway Fence**

- The Council approve executing a contract with Linmoore Fencing and Iron Works for the construction of a six-foot fence with two four-foot gates between the Sanctuary and Office buildings as presented; the funding source is to be Property Board Special Funds, the maximum expenditure is to be \$3,400 or less.

Moved by Jack Fenske; Seconded by David Saxby.

After some discussion, the motion was amended to indicate the following change:

- "The Council declares this project to be an emergency, as provided by paragraph C12.05(c) of the Constitution, and the funding source is to be ~~Property Board Special Funds~~, *Special Funds Reserve Sub Fund Account as provided by Continuing Resolution CR-2014-1.*"  
MOTION to amend was made by Bob Behr; seconded by Jack Fenske.  
*Motion carried.*

The estimated date of fence completion is six weeks.

**#6 Exterior Benches** to be removed and replaced with portable benches. Unanimous approval was given to go ahead.

There was a question regarding who is responsible for putting up and taking down the umbrellas. Several times a week Peggy Moser has come by to take them down. It was suggested that the Property Board store the umbrellas in the little shed and this matter will be considered more seriously in the spring.

**Community Concerns Board:** *Written report on file.* Faith Thomas highlighted the following points:

- Share-a-Sole fitted 197 shoes. The shoes have not been picked up from our narthex, but it should be done 10/18/19
- Trunk or Treat has seven cars signed up and a lot of candy volunteered. A guest from Valley Hi Resources, Thuyen Tran, is volunteering to help.
- **Winter Sanctuary** - Faith will request a date of **2/24/19**.

**Education Board:** *Written report on file.* **No representative**

**Evangelism Board:** *Written report on file.* Carole Vance highlighted the following point:

- Considering ways to make the Diner's Group more enjoyable. This will be revisited in January 2019.
- Reformation Sunday will be October 28. Since Carole will be on vacation, a plea was put out for help to set up on Sunday, October 21 after church.

**Worship and Music Board:** *Written report on file.* Peggy Moser mentioned that they are moving into their busy season. A calendar of events was provided. Any help will be appreciated.

Pastor Hoppman noted the following date corrections:

- December 23 services WILL celebrate communion.
- December 24 Christmas Candlelight Service will NOT celebrate communion.

**Worship and Music Board: (continued)**

Peggy Moser mentioned that the organ will need some repair in the not too distant future. Bob Behr reminded us there is a budget line item 56-10-04 "Other expenses" for piano tuning, organ, and sound system repairs.

**Youth Board:** *No written report submitted.* Samantha Basquez emailed a report. Pastor Hoppman highlighted the following:

- Pumpkin bread sales coming up next month.
- Currently selling calendars, pocket calendars, and Christmas cards.

**W-ELCA:** *No written report submitted.* No representative.

- Peggy Moser spoke to the Vice Principal at Mack School requesting the names of Christmas families as soon as possible.
- Holly Hoppman mentioned that the W-ELCA meeting in November will be to prepare for the Thank Offering service.
- Faith Thomas delivered items to Chicks in Crisis.

**President Paul Maki's closing comments:**

We had a lot of great discussion tonight. All were thanked their patience, commitment to the church, and commitment to their positions as we continue in our leadership role at the church.

A resounding "thank you for dinner" emanated from the group.

**Adjournment:** There being no further business to come before the meeting, the meeting was adjourned at 8:10 pm Pacific Time with the Lord's Prayer.

Respectfully submitted,

*Merle Zbrog*

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