

St. Luke's Lutheran Church

Tuesday, October 18, 2016

Present: Paul Maki, David Saxby, Kelly Boyer, Peggy Moser, Al Moser, Carole Vance, Carolyn Andrews, Karen Linfor

Absent: Kirsten Ireton, Larry Dockter, Carl Hoppman, Holly Hoppman

Call to Order:

The meeting was called to order by President, Paul Maki at 7:00pm. President Maki opened with prayer.

Approval of September Minutes:

Motion to approve: Peggy Moser, seconded by Kelly Boyer (and others). Motion carried.

Pastor's Report: Written report on file

President Maki reviewed the highlights of Pastor's activities since the September Council meeting as follows:

Pastor is attending the **Professional Leaders** retreat in Squaw Valley this week. He is hoping to get some information on what our congregation might do to celebrate the 500th anniversary of the Reformation next year, incorporating other Lutheran churches in our area.

A Ministry Fair is scheduled for Sunday, November 13th. Pastor noted in his written report that each Board representative should set up their table in a format that is conducive to sharing information and inviting participation in the Board they represent. Pastor also included a detailed outline of what each Board should plan to do in order to support the Ministry Fair and make it a success.

Stewardship packets, including Estimate of Giving cards for 2017 and Ministry Group/Board sign-up sheets will be available early in November.

Regarding the Ministry Fair: Peggy suggested moving the fair into Schultz Hall and including a display of crafters items for purchase. Council agreed that this is a good idea.

Treasurer's Report: Written report on file

Carolyn Andrews reviewed the Treasurer's Report, stating that we continue to have strong financial year and there is nothing out of the ordinary to report. She indicated that we still have a PG&E credit of \$15.85 to apply to

the upcoming bill, then start paying the natural gas bill again.

Mortgage loan balance as of 8-7-2016: \$46,084.40

Checkbook balance as of 8-31-2016: \$33,218.35

YTD in the black.

Special Funds Report: Written report on file

David Saxby reported that he has only received two budgets from Board chairpersons.

Dave also stated that Jack Fenske has requested that the Treasurers Report be shortened, eliminating all the subtotals. This idea rejected by Council. Carolyn stated that there is no "report-writer" in the Shepherd's Staff program, and it would cause more work for her to make the change Jack has suggested. President Maki stated this will be further discussed at November 14th Finance Board meeting and the next Executive Council meeting. He further stated that transparency is important.

David also stated that the existing contribution database is somewhat out of date, i.e., old members who don't have a number and yet give, which requires them to be given a statement when they have reached a certain amount. This will be discussed further at the next Finance Board meeting. Still seeking recommendations for ways to best use the Meyer gift. Next finance board meeting is November 14th. Dave will send an email reminder.

Committee Reports:

Community Concerns: Written report on file

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

Al stated that the shoe give-away program needs helpers at Charles Mack school on October 31st at 9:00am. Sign-up sheet is available.

St. John's Shelter needs sizes 4, 5 and 6 diapers.

Charles Mack School needs copy paper.

The Union Gospel Mission needs money and prayers.

Community Concerns meeting time changed to 6:00pm, second Thursday of the month.

Evangelism Board: Written report on file

Carole Vance reviewed the report as follows:

Annual Heritage Potluck scheduled/Reformation Sunday, October 30, 2016, hosted by the Evangelism Board. Congregants are encouraged to

bring a dish representing their heritage or a family favorite. A sign-up sheet has been made available on the Opportunity table. Volunteers are needed on Saturday, October 29th at 10:00am to help set up Schultz Hall.

Get well cards sent to two members.

Advertising in Yellow Pages increased to \$850.00.

Property Board: Written report on file

Kelly's extensive report covered the various projects completed and on-going. Some highlights are:

Wrought Iron Fence: Scheduled to be installed on October 13 and 14 by Linmoore Fencing and Iron Works Company, however, schedule slipped due to weather. Rescheduled for October 17th through 21st.

In an effort to reduce vandalism and homeless issues, appropriate signs will be installed in the back area of the facility. The signs will stipulate to the applicable City of Sacramento codes. Cost of the signs was minimal.

Vandalism: Graffiti of various kinds, random painting on walls and gutters, theft of the disconnect switch for the office AC. The new wrought iron fence and signs may reduce, but not eliminate the homeless issues.

Council Action requested:

9a: Install Gutter Guards, Selected Locations: Some gutters have become plugged during the rainy season on the east side of the Overflow room and south and north sides of the office. A quote was received for \$1,215.00 from the Gutter Guard Company to install guards at these locations. **Note:**

Kelly noted that the Property Board is pleased with the gutter guards installed in previous years.

Motion to approve: Peggy Moser; seconded by Al Moser

Motion carried

9b: *Replace the Electrical Receptacles, Education Wing: Receptacles throughout the facility are old and obsolete and some are not functional.*

An estimate was received in the amount of \$550.00 from Superior Energy to replace all original receptacles in the Education Wing, with the tamper-resistant receptacles.

Motion to approve: Peggy Moser; seconded by Al Moser.

Motion carried

Lawn Services Contract: Kevin Robinson, landscape services contractor attended a meeting to discuss/resolve an "extra work" issue and renegotiate a new contract for landscape services.

Extra Work: Per request, Kevin mowed the lawns for the recent Fall

Festival, but believes the work was beyond his scope of understanding of the contract. After an explanation and discussion, the Property Board approved the sum of \$150.00 for the work. The Board instructed Kevin that, in the future, do not do any work beyond the contract, i.e., extra work, prior to receiving approval from Kelly Boyer. Kelly will process the required paperwork for the \$150.00.

New contract negotiated with Kevin to become effective January 1, 2017. The new negotiations clarified several contract provisions and established a new monthly fee of \$650.00. The Property Board has expressed their thanks and appreciation to Kevin for his excellent care of the facility.

Property Assistant: The Property Board is requesting feedback from Council regarding the need for a part-time worker to assist in maintaining the facility. The Board has prepared a draft proposal for Council consideration. It is felt that the Meyer Gift provides a possible opportunity to fulfill this need.

Council Action requested: **The Property Board is only asking for feedback/suggestions at this time.**

A PROPOSAL DRAFT was attached explaining the rationale and calculations with regard to the request for a “Property Assistant”. Dave Saxby pointed out that the property loan of \$46,532 and this would off-set the annual payment, making funds available to pay for a Property Assistant. Carolyn needs to know if this person would be a contract person or an employee. Kelly feels it would be a contracted position. If the person is an employee, other considerations must be looked at, i.e., taxes, workman’s compensation, etc.

President Maki asked that the Property Board work with Jack Fenske to craft two separate proposals for Council consideration: one as a contractor and one as an employee.

Dave Saxby discussed the cost of annual vandalism repair and the cost of installing a light system on the roof of the church that no one can get to and break out/turn out the lights. This might off-set the cost of vandalism repair.

Next all members: work day is October 22nd from 8:30am – to noon.

Education: No written report on file

Status quo at this time – working on getting nominations to manage this board. President Maki has been in discussions with Pastor Carl regarding some possibilities.

Worship & Music: Written report on file

Peggy reported for Worship & Music as follows:

Successful Luau – There were about 20+ more people than planned for, so W & M discussed what to do next year to make sure we don't run low on food. It was decided to continue selling tickets and make more food; sell any that is left over.

Discussed revising activities for children.

Have more entertainment, less games.

Discussed a projection project for the sanctuary – Pastor will look into it and get back to the board.

Discussed how to better use the “over-flow” room, as it is now a catch-all area.

The piano needs tuning and servicing. Triss will contact the individual recommended by Brooke and report back to W&M regarding price and timeline.

Thank Offering service: November 20th.

Discussed Advent devotions. W&M Board will bring suggestions to November meeting for Pastor to review and order. Set-up for Advent is November 26th at 10:00am.

Decorating the sanctuary for Christmas scheduled following the WELCA Christmas party.

David Saxby will get the Christmas tree again this year. His plan is to go in search of the perfect tree on November 6th, and it will be ready to put up and decorate on the 10th after the WELCA luncheon.

Christmas services: Christmas Eve at 7:00pm and Christmas Day at 10:30am only.

Cantata: December 18th at the 10:30am service.

Youth: No written report on file

WELCA: No written report on file

Peggy discussed WELCA activities in Holly's absence:

Very successful Fall Festival: Still counting funds – more coming in.

Realized about \$300 over last year. Planning to get more Key Club kids to help out. They are fantastic helpers! Peggy indicated that she is thinking it

might be good to block off the entire parking lot next year, eliminating cars parking in the center – and in that way, we can utilize the space to sell more spots for vendors.

Hoping to get the names from the school by the first of November so this year we will be able to put the size, age and what the children want on the Christmas ornament so they can take it with them.

2017 Budgets: Turn in to Carolyn ASAP

Congregational meeting is December 11th.

Continuing Resolution: Feedback updates: Rescheduled to next Sunday.

Meeting adjourned at 8:05pm with the Lord's Prayer.

Respectfully submitted,

Karen A. Linfor
Council Secretary

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