

Sunday, December 15, 2019  
Congregational Meeting Minutes

**Call to Order** Meeting called to order by President Carolyn Andrews at 12:20 PM and opened in prayer by Pastor Carl.

**Sign-in** Sheet passed around by Vice President Christina Hisamoto for all Voting Members to sign in (Attachment 1).

**2020 Chairs** Thanks to all Chairs of various Boards that are exiting their positions at the end of 2019. 2020 Nominee List was presented to the Congregation (Attachment 2). Peggy Moser moved to accept the nominees as written. The Congregation agreed in favor.

**2020 Budget** Ron Webb of the Finance Board gave thanks to Bob Behr (Treasurer) and Jack Fenske (Financial Secretary), for assistance in presenting the 2020 Budget (Attachment 3). There is approximately a 2% overall increase from 2019, with a request for additional funding for our growing Youth Board. It was opened to questions, which there were none. In unison, Pauline Arndt and Howard Triebwasser moved to accept the 2020 Budget as written. Peggy Moser seconded the motion and Faith Thomas thirded. The Congregation agreed in favor.

**Other Business** Reminder: The Epiphany Breakfast, hosted by the Evangelism Board, is to be held in Schultz Hall on December 6<sup>th</sup> at 9:30 AM.

**Close** Meeting adjourned at 12:32 PM.

# SIGN-IN SHEET

Sunday, December 15, 2019 Congregational Meeting

Voting Member: Confirmed and during 2019 or 2018 has communed and has made a contribution of record.

Voting Member Name	
1. Carolyn Andrews	23. <del>Roger</del> Meyer
2. Christina Hisamoto	24. <del>W</del> Meyer
3. Harold Triebwasser	25. Faith Thomas
4. Ben <del>Brue</del>	26. Elizabeth Brasier
5. <del>Debra</del> Andrew	27. Robert D. Bell
6. Laura Weaver	28. Laura Tice
7. Paul Linfor	29. Amber Mansfield
8. Karen Linfor	30. Clarence Korhonen
9. <del>John</del>	31. Elizabeth Korhonen
10. DWANE KISITZ	32. Steven Lee
11. Melene Dizer	33. Walt Arndt
12. Jack Dizer	34. Paulne Arndt
13. Myrtle of Temple	35. Jake Jensen
14. Lois <del>St</del> Skerrets	36. Carole Vance
15. Kelly Boyer	37. Helia Ojeda
16. Ron WEBB	38. Dorothy Hanley
17. PAT WEBB	39. LARRY DECKTER
18. Cathy Davis	40. DEANNA DOCKTER
19. Carole Edwards	41. Carol Carney
20. Tom HARPER	42. <del>John</del> Rank
21. Faith Harper	43. Sally Stoppin
22. Connie Reule	44. Trish Hoppman
	45. Carl Horvath

46

Barbara Manlapig

47

Gabby Cox

48

JR Cox

**2020 Nominee List:**

**Christian Education Board - Laura Tice**

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**Community Concerns Board - Cathy Davis/Linda Duffek**

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**Evangelism Board - Pauline Arndt**

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**Finance Board - Paul Maki**

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**Property Board - Clarence Korhonen**

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**Worship and Music Board - Shirley Prouty**

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**Council Secretary - Karen Linfor**

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**Continuing Service:**

**President - Carolyn Andrews**

**Vice President - Christina Hisamoto**

**Treasurer - Bob Behr**

**SLY - Samantha Basquez**

**W-elca - Marlene Kiser**

Acct #	Account Description	2019 Budget	2019 Thru November	2019 Year End Estimated (Prorata estimate)	2020 Budget	Various Notes
<b>INCOME</b>						
40-10-01	Envelope Offerings	\$215,000	\$189,357	\$210,200	\$216,500	
40-10-02	Loose Cash Offerings	\$3,000	\$3,715	\$4,300	\$3,500	
40-10-03	Flower Income	\$3,500	\$3,174	\$3,600	\$3,500	
40-10-04	Facility Usage	\$9,400	\$7,835	\$8,547	\$11,400	Visions \$8,000; Other \$3,400
40-10-05	Reimbursements/Rebates	\$0	\$0	\$0	\$0	
40-10-06	Other Income	\$0	\$1,412	\$1,412	\$0	
40-10-07	Reserve or Residual Income Estimate	\$0	\$0	\$0	\$0	See Notes 3 and 4
	<b>Total General Fund Income</b>	<b>\$230,900</b>	<b>\$205,493</b>	<b>\$228,059</b>	<b>\$234,900</b>	
<b>EXPENSES</b>						
<b>Benevolence</b>						
51-10-01	Synod Benevolence	\$21,800	\$19,231	\$21,450	\$22,000	10% of offerings
51-10-02	Other & ELCA Benevolence	\$0	\$566	\$566	\$0	
	<b>Subtotal</b>	<b>\$21,800</b>	<b>\$19,797</b>	<b>\$22,016</b>	<b>\$22,000</b>	
<b>Executive Committee</b>						
52-10-01	Pastor's Wages	\$31,608	\$28,974	\$31,608	\$32,256	2% increase; See Note 5
52-10-02	Pastor SSEA	\$2,664	\$2,442	\$2,664	\$2,736	2% increase; See Note 5
52-10-03	Pastor's Housing Allowance	\$45,288	\$41,514	\$45,288	\$46,200	2% increase; See Note 5
52-10-04	Pastor's Benefits (ELCA)	\$21,965	\$20,135	\$21,965	\$22,234	Increase in Health premium
52-10-05	Pastor Continuing Ed	\$0	\$0	\$0	\$0	
52-10-06	Office Secretary's Wages	\$12,675	\$11,700	\$12,675	\$13,197	2% increase and 53 weeks - Notes 5 & 6
52-10-07	Substitute Pastors & Other Subs	\$900	\$1,200	\$1,200	\$1,200	Increase to cover sub pastor for four Sundays
52-10-08	Stewardship Program	\$200	\$0	\$0	\$167	
52-10-09	Staff Training/Personnel Checks	\$350	\$259	\$259	\$148	Safe-Gathering trng/checks \$37 x 4
52-10-10	Other Expenses	\$1,000	\$196	\$196	\$150	Unexpected expenses
	<b>Subtotal</b>	<b>\$116,650</b>	<b>\$106,420</b>	<b>\$115,855</b>	<b>\$118,288</b>	
<b>Community Concerns Board</b>						
53-10-01	Program Expense	\$500	\$322	\$400	\$500	
	<b>Subtotal</b>	<b>\$500</b>	<b>\$322</b>	<b>\$400</b>	<b>\$500</b>	
<b>Education Board</b>						
54-10-01	Sunday School	\$1,255	\$1,147	\$1,251	\$1,405	SS and Summer Art
54-10-02	Adult Education	\$0	\$0	\$0	\$0	
54-10-03	Other Ed. Expenses	\$50	\$0	\$0	\$50	
	<b>Subtotal</b>	<b>\$1,305</b>	<b>\$1,147</b>	<b>\$1,251</b>	<b>\$1,455</b>	
<b>Evangelism Board</b>						
55-10-01	Program Expenses	\$500	\$412	\$449	\$500	
	<b>Subtotal</b>	<b>\$500</b>	<b>\$412</b>	<b>\$449</b>	<b>\$500</b>	
<b>Worship &amp; Music Board</b>						
56-10-01	Organist/Choir Director Wages	\$14,304	\$13,112	\$14,304	\$14,592	2% increase; See Note 5
56-10-02	Worship Supplies	\$2,090	\$1,205	\$1,450	\$2,090	
56-10-03	Flowers	\$3,500	\$2,539	\$3,140	\$3,500	
56-10-04	W&M Other Expenses	\$700	\$46	\$150	\$700	
	<b>Subtotal</b>	<b>\$20,594</b>	<b>\$16,902</b>	<b>\$19,044</b>	<b>\$20,882</b>	
<b>Youth Board</b>						
57-10-01	Youth Program	\$0	\$0	\$0	\$100	See Note 7
57-10-02	Camp - Leaders and Transport	\$0	\$0	\$0	\$1,200	See Note 7
57-10-03	Camp -Youth	\$0	\$0	\$0	\$1,800	See Note 7
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,100</b>	

Acct #	Account Description	2019 Budget	2019 Thru November	2019 Year End Estimated (Prorata estimate)	2020 Budget	Various Notes
<b>EXPENSES (Cont)</b>						
<b>Finance Board</b>						
58-10-01	Payroll Taxes	\$2,064	\$1,898	\$2,071	\$2,126	6.2% SS, 1.45% Medicare
58-10-02	Worker's Comp. Insurance	\$780	\$536	\$722	\$750	GuideOne invoice 11/14
58-10-03	Property Fees & Taxes	\$3,200	\$3,146	\$3,150	\$3,220	
58-10-04	Liability & Property Insurance	\$6,180	\$4,780	\$6,385	\$6,420	GuideOne invoice 11/14
58-10-05	Pastor's Mileage	\$1,500	\$1,421	\$1,550	\$1,500	
58-10-06	Office Supplies	\$1,500	\$584	\$637	\$700	
58-10-07	Telephone	\$1,272	\$1,176	\$1,283	\$1,320	\$110 per month
58-10-08	Postage	\$950	\$796	\$868	\$1,055	
58-10-09	Internet	\$840	\$775	\$845	\$900	\$75 per month
58-10-10	Copier/Off. Equip. Lease & Support	\$3,705	\$3,750	\$4,091	\$3,794	\$307/mo+\$110 staples; restrict color copies
58-10-11	Computer/Software Support Services	\$1,250	\$600	\$655	\$600	Shepherd Staff (\$500+)
58-10-12	Conferences & Conventions	\$900	\$600	\$600	\$900	
58-10-13	Misc Fees & Taxes	\$557	\$10	\$10	\$150	Misc fees (includes State filing)
	<b>Subtotal</b>	<b>\$24,698</b>	<b>\$20,072</b>	<b>\$22,867</b>	<b>\$23,435</b>	
<b>Property Board</b>						
59-10-01	Facility Maintenance	\$3,900	\$2,580	\$3,080	\$3,600	\$300/mo
59-10-02	Janitorial Service Contract	\$6,120	\$5,610	\$6,120	\$6,170	
59-10-03	Floor Care	\$2,200	\$1,025	\$1,025	\$1,750	\$750 vinyl tile + \$1000 carpet
59-10-04	Landscape Service Contract	\$8,550	\$8,050	\$8,700	\$10,200	\$850/mo x 12 = \$10,200
59-10-05	Refuse Charges (Private)	\$4,650	\$4,187	\$4,598	\$4,920	\$360/mo x 12 = \$4,320 + \$150 x 4 extra pickups
59-10-06	Electricity	\$5,000	\$4,076	\$4,403	\$4,560	\$380/mo
59-10-07	Natural Gas	\$3,000	\$2,077	\$2,340	\$2,760	Seasonal 6 mos @ \$60 and 6 mos @ \$400
59-10-08	Sewer Charges (County)	\$1,700	\$1,596	\$1,596	\$1,800	\$300 every two months
59-10-09	Water Charges (City)	\$2,900	\$2,939	\$3,206	\$3,180	Seasonal 6 mos @ \$170 and 6 mos @ \$360
59-10-10	Storm Drainage Fees (City)	\$4,640	\$4,250	\$4,636	\$4,640	\$386.32/mo
59-10-11	Street Sweeping Services (City)	\$53	\$48	\$52	\$60	Rate increase
59-10-12	Janitorial Supplies	\$1,100	\$775	\$1,001	\$1,100	
59-10-13	Furniture and Equipment	\$1,040	\$953	\$963	\$0	
59-10-14	Other PB Expenses	\$0	\$0	\$0	\$0	
	<b>Subtotal</b>	<b>\$44,853</b>	<b>\$38,166</b>	<b>\$41,721</b>	<b>\$44,740</b>	
	<b>Total General Fund Expenses</b>	<b>\$230,900</b>	<b>\$203,238</b>	<b>\$223,604</b>	<b>\$234,900</b>	

Percent Change in Budget 1.73%  
Income versus Expenses \$0

Notes:

- 1) The General Fund Checking Account Balance as of December 1, 2019: \$47,168
  - 2) The Reserve Fund Balance as of December 1, 2019: \$30,988
  - 3) Provides ability to include that income beyond expenses from previous year or designated amount from Reserve Fund; not a substitute for strict budgeting.
  - 4) If the Offerings (Account #40-10-01 and #40-10-02) fall short of the estimated \$220,000, the Congregation Council, may with a majority vote transfer up to \$5,000 from the Special Funds Reserve subaccount to Account #40-10-07.
  - 5) Wages, Pastor SSEA, and Pastor Housing Allowance all based at 2% increase over 2019
  - 6) Secretary paid semi-monthly on weekly basis; accumulates additional day each year (52x7=364 vs 365) and 2 days in leap year; eventually has an additional week as in 2020; thus will be paid for 53 weeks vs 52.
  - 7) Program and Assistance for Mt. Cross camp
- Requests for portion of Crab Feed net income proceeds per CR-2016-1**
- 1) Youth Board for Summer Camp Assistance--10% of net income