



Approved 5/19/20  
Karen Linfor, Secretary

St. Luke's Council Meeting Minutes  
April 14, 2020

ZOOM Council Meeting

Present by phone: Carolyn Andrews, Pastor Carl Hoppman, Paul Maki, Marlene Kiser, Bob Behr, Karen Linfor, Christina Hisamoto, Linda Duffek, Cathy Davis, Shirley Prouty

Absent: Clarence Korhonen, Laura Pierson, Samantha Basquez

In an effort to keep everyone safe due to the recent outbreak of the Corona virus, the April Council meeting was held via ZOOM.

The meeting was called to order by President Carolyn at 7:00pm. Pastor Carl opened the meeting with prayer.

Motion by Paul Maki, seconded by Christina Hisamoto to approve the March Council meeting Minutes as written: Motion carried.

Pastor's Report to the Council:

With the assistance of Holly Hoppman, Rochelle Jaeger, and others, Web Worship began. A camera and equipment were purchased using part of the Karen Behr memorial fund. The Web Worship services began the last Sunday in March and the Sundays in April to date. A "Holy Communion at Home" video was posted on the church website to facilitate those wishing to participate in Holy Communion.

Expanded "eprayer" email distribution group, renamed to: "St. Luke's", There are currently 102 email addresses in the St. Luke's email distribution group. Kirsten Ireton is posting emails on the St. Luke's Facebook page.

"Drive-Through Prayer" provided on Sunday mornings with the assistance of Ron Web, Ron and Cheryl Franklin. This opportunity has been provided for the 3 Sundays to 31, 35, 38 people respectively.

Confirmation has been rescheduled to Reformation Sunday, October 25, 2020, after consulting with parents of Confirmation students.

Recommendation to send out an abbreviated issue of the May News & Views so folks who don't have email or check their email can go to the website and see what we are doing.

## **Board Reports:**

### **Worship & Music**

Shirley reported that Pat Webb was successful in cancelling Alter flowers and Easter Lilies, no charge to us, but palms arrived and pastor made good use of them.

Thank you to Bruce and Karen Kiser who made Easter crosses to beautify the fence while attending the drive-through Easter service.

### **Youth:**

No Report on file

### **Treasurer's Report:**

Bob Behr reviewed as follows:

Giving is down; last two Sundays we were not in full operation. The rest of the budget seems to be in line; worship supplies are running a little higher than what we had forecast, may be for some purchases that were made right after we went into the suspended operation phase.

Postage is also running a little high due to upfront costs for our bulk mailing, which was not forecasted for the year. Overall, our income exceeded our expenses by a little over \$6,000.00 for the first three months of the year. The March forecast was to make the initial payment of \$2700.00 for the youth going to camp, which did not take place according to Samantha.

Paul asked if there was anything from Visions for their January & February payment; nothing yet. Pastor also stated that he has talked with Samantha Basquez, the youth will not be going to camp.

### **Financial Secretary Report:**

Paul Maki reported:

Kudos to Jack and to Rochelle for getting everything on the website setup to make giving easy for our congregation. First choice regarding giving is to encourage folks to use "Bill Pay" through their bank, as 100% of their offering is given directly to St. Luke's. Folks can contact Paul or Jack if they need assistance in setting this up. Traditional way is giving during drive-through prayer on Sundays, drop contribution off with pastor, mail to the church, drop offering in the secure church mail slot. The new tab on the website for online giving allows folks to signup, give their credit/debit card and amount, but there is a small transaction fee for that service. The good news is that our website is fully functional. There is an APP for that!

### **W-ELCA**

Mother's Day W-ELCA meeting cancelled/postponed.

### **Property Board:**

Report on file. *(No official April meeting; the Board conducted business, projects and tasks as required and conferred, as necessary, by telephone, email, and in person at work events.)*

### **Evangelism:**

No Report on file

### **Finance:**

Chairperson, Paul Maki stated that the Finance Board held its first very successful ZOOM meeting.

Recap: 1. Online giving has now been setup and communicated to the whole congregation as far as what options are available. 2. The second part of the meeting was a discussion of the Paycheck Protection Program. The Finance Board voted and approved moving forward with applying for a loan in the amount of \$25,000.00, the amount as stated in our Constitution. This

is a program that has been put together to help business during times when funds aren't flowing in as they would during normal day-in, day-out operations. The plan provides funds to pay up to eight weeks of payroll costs including benefits.

Loans are "fully forgiven" when used for payroll costs and utilities. The rate is 0.5% and the length of loan is two years. If the loan was over \$25,000.00, a special congregational meeting would have to be called for congregational approval. Loan amount is based on average monthly payroll, including benefits multiplied by 2.5%. Our average monthly payroll plus benefits is ~\$11,000.00. Maximum loan would be ~ \$27,500.00. Thanks to Bob and Jack Fenske for working to get this loan in the process. Our bank, Farmers & Merchants (F&M) is a participant in the program, so we should apply directly through them. Bob also pointed out that the ELCA at large, believes that a better loan rate could probably be obtained through our bank. Bob pointed out that our documentation must be accurate. Utilities can only be about 25% of the total. We should be in good shape going forward if we get the \$25,000.00 loan. Bob pointed out that it's probably going to be a good idea to keep the congregation informed of Council activities with regard to the loan and its properties.

Paul stated that these are funds that are going to have to be used in any event. Ideally the loan should be forgiven, but even if it's not, the interest rate is very low. The Finance Board feels this is a very good program.

A motion by Shirley Prouty to proceed with \$25,000.00 loan application/Paycheck Protection Program, seconded by Karen. Motion carried.

Item #7 on Pastor Carl's Report: Motion by Pastor Hoppman: "I move that the St. Luke's Lutheran Church Council continues to suspend worship and activities at St. Luke's facility until they deem it safe to resume such activities and worship." Motion seconded by Shirley Prouty. Motion carried.

Bob asked if there could be something other than an open-ended date:

Pastor's motion amended to: "I move that the St. Luke's Lutheran Church Council continues to suspend worship activities at St. Luke's Lutheran Church facility until May 12." Revised motion seconded by Shirley. Motion carried.

Pastor's Item #6: There are about 50 families that Pastor does not have email address for, so if there's anything anyone like to include in a "Mini-May News & Views", please get to pastor ASAP so he can reach out to the congregation.

Pastor also commented on the very important 6 point process to resume some activities brought forth by the Governor, and the one that specifically relates to us as a public place, is to be able to maintain social distancing. Pastor will work with Property and Worship & Music to consider how we might do that. It is also important to get feedback from our Synod; we cannot rush into anything, because the majority of our congregation are in the most vulnerable age-related category.

Remembering Christina and Kimiya in prayer as they recover from the COVID-19 virus.

There being no other business to come before the Council, the meeting was adjourned by President Carolyn at 8:00 with the Lord's Prayer.

Respectfully submitted,

Karen A. Linfor

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Council Secretary 2020

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