

**St. Luke Lutheran Church of Sacramento, CA
Council Meeting Minutes**

January 21, 2025

Approved Minutes
18 February 2025
Marlene Kiser

Meeting Called to Order at 6:00 PM by Chet Madison

Opening Prayer was provided by Pastor Rob Williamson.

Present: Chet Madison; Peggy Moser; Pastor Rob Williamson; Marlene Kiser; Cathy Davis; Laura Tice; Carolyn Andrews; Kelly Boyer; and Bob Behr

Absent: Kirsten Ireton; Punky Dias; Kathleen Arndt; and Faith Thomas

Guest Present: Jack Fenske and Linda Duffek

Lecto Divina Process: Introduced to the Council Members by Pastor Rob Williams.

- Each Council Meeting following the opening prayer the same selected scripture – Luke 10:1-12 (Jesus Sends the Seventy) will be read.
- There will be a moment for reflection of the scripture by the Council Members present.
- Each Council Member will then be requested to respond to “I notice/I wonder” about the scripture read.

Evaluations of St. Luke’s Employees:

- Chet Madison reminded the boards with St. Luke employees that they need to complete the evaluations of their employees by the end of January.
- A copy of the evaluations is to be provided to the Executive Board of St. Luke Lutheran Church after the evaluation is completed.

Approval of Council Meeting Minutes:

A motion was made by Peggy Moser to accept the November 19, 2024, Council Meeting Minutes, and the December 8th, 2024, Congregational Meeting Minutes without any needed corrections, and was seconded by Kelly Boyer. The motion passed unanimously by the present council members.

Board Reports

Yearend annual reports for News & Views:

- Chet Madison reminded all boards chairs that the annual board yearend report for the News & Views is due by January 23, 2025, to the church office.
- Linda Duffek (Facility Use Coordinator) was requested to provide a summary of the 2024 Facility Use. Due to the late notification of the request, Linda Duffek requested that the report be available for the March News & Views. Request was approved.

Treasurer Report:

- Chet Madison asked for any questions on the Treasurer Report since Kirsten Ireton was not present. No Council Member had any questions.

Finance:

- Bob Behr reported as required by P&P 2018-1 (Managing Bank Accounts), \$67,066.04 was transferred from the General Budget Checking Account to the Special Funds, Reserve sub-account. The new starting account balance for 2025 is \$23,200.23.
- Bob Behr reported that the annual financial audits need to be done.
- It was also reported that there is a need for Sunday offering counters.

Evangelism:

- Cathy Davis handed out the Lenten Soup Suppers / Board Schedule (all are Wednesdays):
March 5th: W-ELCA
March 12th: Community Concerns/Evangelism
March 19th: Council/Christian Education
March 26th: Property and Finance
April 9th: Congregation

New Business (taken out of order):

St. Luke Church Key Log:

- Linda Duffek presented to the Council Members the church key log that is to be used to try and maintain who has keys to the church and what locations they can access.
- The log included the person's name, what locations they can access and a signature of the person.
- All Council Members were requested to provide the necessary information.

Action Items:

Approve P&P 2025-1, TANGERINE DRIVEWAY GATE OPERATION:

- Chet Madison led a discussion of the procedure, and Jack Fenske was present from the Property Board to also help in the discussion.
- The discussion led to a slight modification under the Procedures, Step 1. Jack Fenske will make the modification.
- A motion was made by Laura Tice to approve P&P 2025-1, TANGERINE DRIVE GATE OPERATION, with the requested modification to the procedure and was seconded by Peggy Moser. The motion passed unanimously by the present council members.
- Jack Fenske will send approved P&P 2025-1, to the Council Secretary for date and signature and placement on St. Luke Lutheran Church of Sacramento, CA, webpage under Resources: Policy and Procedures. A copy of the new P&P 2025-1 will be available in the church office.

Remaining balance in retired Pastor's gift fund to be used for Pastoral Assistance:

- Chet Madison requested a decision on how the balance in the retired Pastor's gift fund should be used.
- After the discussion a motion was made by Marlene Kiser to take the \$468.85 and use it for the New Pastor Installation on February 2, 2025, with any remaining funds to go to the

Pastoral Assistance special fund. The motion was seconded by Kelly Boyer. The motion passed unanimously by the present council members.

Approve semi-emergency plumbing expenditures that exceeded \$1000.00:

- Jack Fenske reported the concerns and needs to address the issues with maintaining the church's storm and sewer lines.
- To address these needs the Property Board is needing Council approval for the following action item:
- To approve the semi-emergency plumbing expenditures that exceeded \$1000.00 for November 26, 2024 -Snaked Storm Drain (primarily north line) and December 14, 2024 – Jetted Sewer Line (kitchen 3" line); In addition, approval is sought for the expected expenditures to exceed \$1000.00 for December 30, 2024 - Cleaned Storm Drains (courtyards) and to unplug the 10" drain that remains plugged (the date to be determined).
- Marlene Kiser made the motion to approve the request made by the Property Board (see bullet item above) and was seconded by Laura Tice. The motion passed unanimously by the present council members.

Damage decorative Concrete Wall:

- Jack Fenske reported on the damage done to the concrete wall outside the church between the church overflow room and gate for the small courtyard.
- The Property Board requested the permission to submit a claim request to St. Luke's insurance firm. A motion was made by Peggy Moser to approve the Property Board submitting a claim to St. Luke's insurance firm for the damages and it was seconded by Laura Tice. The motion passed unanimously by the present council members.
- The Property Board also requested approval to replace the wall between the overflow room and gate with an iron picket fence like St. Luke's other fences. A motion was made by Peggy Moser to approve the replacement and expend the Property Board Special Funds to replace the wall as described. The motion was seconded by Laura Tice. The motion passed unanimously by the present council members.

New Business:

Review all respective P&P 's pertaining to each committee year in 2025:

- Chet asked that any board that has a P&P procedure(s) to review them for 2025.
- If there are no updates, nothing more is needed for those procedures.
- If updates are needed, the procedure is to be updated and submitted for Council's approval.

St. Luke's Church Website update:

- Chet Madison reported that we need to continue to work on improving our website.

Pastor Rob Williamson's Installation Service & Reception, February 2, 2025

- Peggy Moser indicated that the last committee meeting before the installation is Sunday, January 26, 2025.

Old Business

100th Anniversary Update:

- Cathy Davis reported on the Pictorial Directory. Right now, they are looking at an all-day Saturday event to take pictures. Date and signup sheet coming soon.
- Peggy Moser provided information on a new event for the end of May, a Community Event to take place in Nielson Park (across Center Parkway from the church) if a date is available in May. Those organizations that receive a benevolence from St. Luke's will be asked if they would like to come and provide handouts or information on their benevolence programs.

Closing Prayer by: Pastor Rob Williamson

Meeting adjourned at: 7:35 PM

Respectfully Submitted,
Marlene Kiser
Council Secretary
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