



St. Luke's Council Meeting Minutes (Updated)
January 21, 2020

Approved 2/18/20
Karen Linfor, Secretary

Present: Carolyn Andrews, Pastor Carl Hoppman, Paul Maki, Shirley Prouty, Linda Duffek, Carole Vance (for Evangelism), Marlene Kiser, Clarence Korhonen, Laura Tice, Samantha Basquez, Karen Linfor

Absent: Christina Hisamoto, Pauline Arndt, Cathy Davis

The meeting was called to order by President Carolyn at 7:00pm.
Pastor Carl opened the meeting with prayer.
Paul Maki read the St. Luke's Mission Statement.

Carolyn noted a personal correction regarding the SLY board report for November in which she stated that Amber Mansfield will take over the SLY Board. In reality, Amber is working with Laura and Samantha as a possible future chairperson.

Congregational meeting Minutes: Not everyone received, Carole Vance made copies for everyone. Linda Duffek noted that she has a gmail account she prefers everyone to use: lmrduffek@gmail.com going forward.

Motion by Laura Tice, seconded by Samantha Basquez to approve and accept the November Council minutes with corrections, motion approved.

Motion by Shirley Prouty to accept and approve the December, 2019 congregational meeting minutes, seconded by Linda Duffek, motion approved.

The Council and board chairpersons were reminded to send their monthly meeting minutes to Karen Linfor, Council Secretary, who will then distribute. Karen will ask Merle Zbrog about updating the church website with board meeting dates. These dates and times are also on the church calendar and the *News & Views*.

Board Reports:

Worship & Music: No January meeting due to funeral for Jon Johnsen. Next meeting is February 8th.

Youth:

Laura and Samantha discussed their upcoming meetings and fundraisers.

Treasurer's Report:

Bob Behr reviewed as follows:

We finished the year fairly well, although giving was a little less than what we expected in December, but we covered our expenses by our income. Expenses were pretty much on budget or enough under so it balanced out. We were about \$4800 ahead of our expenses. We transferred \$15,000.00 from the General fund to the Reserve fund as we have in the past. Discussions about what to do with those funds will ensue, i.e., invest in CD, etc.

Special Funds:

This is an account that was set up for special donations such as memorials, revenue fundraisers, and some boards also have a special funds account for use as needed during the year. The Special Funds Recorder, which is Connie, {Bob is filling in or managing it for now} issues a monthly report. Bob also indicated that there was a transfer into the Special Funds account from the Youth account, of \$2,048.26, which will show up in the January report. Pastor also indicated to Laura, who is now the Chairperson of Education, that Sunday School has \$1,704.18, which has often been received as benevolence for the kids to decide on how they wish to use it. Laura will discuss with the Board. Bob said that \$398.95 is from the 2019 summer Art Auction. Carolyn suggested that options for these funds should not be allowed to just "sit", as they have in the past, but actions should be taken to use them.

Bob indicated that the fundraisers, Luau, Crab Feed and Fireworks tithe 10% of their net profits to Community Concerns for community outreach. The 2019 Luau tithe is still sitting in Community Concerns fund. Worship & Music and Community Concerns need to discuss disbursement of the funds. The total in the Community Concerns account is \$392.07, of which the Luau tithe is \$173.83. Pastor indicated that tithes from the Crab Feed and Fireworks have been sent, and there are two outstanding checks.

Bob also pointed out that he sent out a Charter of Accounts, and put one in each Boards box in the office, which is basically the Budget, and shows sub-titles to help choose the proper line item to use as a guide when filling out a Form 1000 when requesting funds for reimbursement, etc. The Board Chairperson signs, then it goes to Bob or Special Funds Recorder for payment. Contact Bob if you have further questions. Please check your box weekly to make sure there are no outstanding bills that need to be processed.

A discussion ensued about whether or not Sunday School teachers should attend board meetings, and Carolyn indicated that one or both should attend, if possible.

Carolyn indicated that the “newbies” on Council should be mentored/shadowed so they can become more informed and comfortable about their new position. Linda and Cathy with Faith Thomas, Peggy with Shirley for Worship & Music, Laura with Christina and Lauren for Education. Most Board chairpersons have created a book that contains more detailed information.

Carolyn welcomed the new and/or returning board chairpersons and members: Shirley Prouty for Worship & Music, Linda Duffek and Cathy Davis, Co-Chairs of Community Concerns, Laura Tice, Christian Education, Karen Linfor, returning as Council Secretary, Paul Maki, Finance Board Chairperson, Pauline Arndt, as Evangelism Chairperson, and Clarence Korhonen, returning as Property Board Chairperson.

Evangelism Report:

After service refreshments needed for February 9th and 23rd.

Visitor’s gifts, February 9th or 23rd.

Soup suppers begin Ash Wednesday, February 26th (W-ELCA is first up). A sign-up list will be provided.

Chairperson(s)/volunteer(s) needed for the Easter breakfast

W-ELCA:

Marlene Kiser

W-ELCA Board met on January 3rd, and all Board members were there. The annual disbursement of funds to 19 organizations targeted for community donations in the amount of \$5,360.00 this year was listed. The women will vote on the benevolence list at the February 8th meeting.

Clarence asked about Facility use; Pastor stated that there is a binder with a list of all who use the facility and what day.

Property Board:

Clarence Korhonen asked everyone to be sure and read the Property Board reports, as the board works very hard to keep things going smoothly and folks should be aware of what it takes to make this facility work. He stated that Jack Fenske has put together an excellent Annual Report.

Carolyn emphasized and agreed that all the boards have done great work in keeping our Mission in the forefront, and the reason the reports are now being sent out to members in advance of the monthly meeting to review and formulate any questions and concerns, so that any issues can be discussed and questioned at the monthly meeting. Carolyn also stated that she goes through each report and if there is an action item, she will make sure it gets on the Agenda so it can be discussed in full and voted on.

Finance:

Paul Maki stated that at their recent Finance Board meeting, a CD that is expiring on January 24th of this year was discussed. It has been recommended to the Finance Board that we take the \$15,000.00 CD that we currently have at Farmers & Merchants Bank, and put that back into the Special Funds account. Paul contacted the ELCA Credit Union, and they are offering a CD at 1.2%. We have been getting 0.55 which is double what F&M has been giving us, so we are exploring the options at the ELCA Credit Union and developing a partnership with them. Now Paul just wanted the Council to be aware for transparency purposes.

Laura asked Paul about electronic transfers to the church, and Paul stated that this is being explored.

Pastor thanked Sam and Laura who are working wonderfully with Amber, Nancy and Elizabeth and others, helping them as they work on taking leadership positions for being so gentle and kind. It was pointed out that one of the upcoming SLY events is a dinner dance!

We expect to have the Board of Elections using our facilities for the primary and general elections this year.

Revisions to the Constitution & Bylaws were distributed to Council and everyone was asked to be prepared to discuss at the February 18th Council meeting.

There being no other business to come before the Council, the meeting was adjourned by President Carolyn at 7:54pm.

Respectfully submitted,

Karen A. Linfor
karenalinfor@gmail.com
Council Secretary 2020

Approved 2/18/20
Karen Linfor, Secretary