

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

May 21st, 2024

Approved Minutes

18 June 2024

Marlene Kiser

Meeting Called to Order at 6:02 PM Peggy Moser

Opening Prayer was provided by Kelly Boyer.

Present: Peggy Moser; Marlene Kiser; Kelly Boyer; Carolyn Andrews; Faith Thomas; Kathleen Arndt; and Punky Dias

Absent: Kirsten Ireton; Laura Tice; Chet Madison; Cathy Davis; and Tony Neidich

Guest: Linda Duffek

Approval of Council Meeting Minutes:

A motion was made by Faith Thomas to accept the April 16th, 2024, Council Meeting Minutes, without any needed corrections, and was seconded by Kelly Boyer. The motion passed unanimously by present council members.

Board Reports

Treasurer Report:

- No questions from anyone present.

Property Report:

- Kelly Boyer reported and discussed the Refuse Services Contract. With the increase in usage of the facility there was a question present whether the trash bin size should be increased. There would be an increase in the cost to go from one cubic yard to two cubic yards of about \$100.00. The council members present agreed that the Property Board would continue to monitor the usage as we go into the summer months and bring it back again if they see a need for a larger trash bin.
- Kelly Boyer reported that the Property Board would be looking into getting a rodent service. There has been an increase of ants in the facility.
- Kelly Boyer reported on the update for the new fence. The contractor reported on May 15 that they had completed acquiring the Sacramento City-requested details and had resubmitted the permit application material. The contractor and St. Luke are awaiting a response from the Sacramento City.

Community Concern:

- Kathleen Arndt reported on a request for a Bulletin Board to display flyers for Community Events or Community Services sponsored by the Church. A discussion occurred with council members present. A request was made to the Community Board to check on the cost of an enclosed bulletin board that can be placed on the wall before the courtyard doors. More to come on this request.
- Kathleen Arndt reported on the request for a "Congregational Emergency Food Pantry":

The following was presented, with included resolutions by Kathleen Arndt following the council meeting (Under Concerns/Suggestions):

Note: below is just information that was shared about the food pantry and is not the official proposal.

- **Background/Purpose:**
 - Originated by Pastor Carter from Tabernacle of Prayer & Praise.
 - Purpose: Provide 2 days of emergency food (canned food and water) to anyone in the congregation (or anyone a congregant knows or encounters) that has a need.
 - Asked for a place at St. Luke's Church to store the food for dispensing.
 - Idea was presented to the Community Concerns Board who offered to partner with Pastor Carter's congregation and help find a location to store the food, dispense the food and develop the guidelines.
- **Food Recipient Scope:**
 - Anyone from either the Tabernacle of Prayer & Praise congregation or St. Luke's congregation that needs 2 days of emergency food and water OR anyone that a congregation member either knows or comes in contact with that is in need of emergency food.
- **Food Collected - Non-Perishables:**
 - Canned Food: soups, vegetables, beans, chili etc.
 - Bagged Food: Pasta, Rice
 - Some other non-perishable food with shelf life shorter than canned and bagged food (i.e. Crackers, Boxed Cereal etc.)
 - Water
- **Food Collection Location:**
 - **Current:**
 - Kitchen behind Schultz Hall on shelves next to the Refrigerator.
- **Guidelines**
 - Who has access to the stored food, is contacted when there is a food need and handles/monitors the dispensing?
 - Tabernacle of Prayer & Praise:
 - Pastor Carter

- St. Luke's:
 - Linda Duffek, Kathleen Arndt, future Pastor
- Who is responsible for monitoring the expiration date and quality of any donated non-perishable food/water?
 - Pastor Carter, Linda Duffek, Kathleen Arndt
- Who replenishes the stored non-perishable food and how is it replenished?
 - Both congregations share replenishing the non-perishable food.
 - Any specific non-perishable food/water needed is communicated to each congregation.
- How is non-perishable food dispensed?
 - At least 3 pre-filled grocery bags with 2-Days of a variety of non-perishable food and water is available to be dispensed. **Location to be determined.**
 - **Safety** – If the food recipient is not known to the dispenser, then at least one other person must be present, and the food is to be dispensed in a safe place.

Concerns/Suggestions:

Below are concerns/suggestions discussed that are not addressed in the above info. Note, any resolution discussed was acceptable to only those who were at the Council meeting. Any Council member who is not present at the meeting is welcome to send Kathleen and the Council any additional concerns, suggestions as well as any questions not noted below. Each concern/suggestion/resolution will be discussed with the Community Concerns Board, Pastor Carter and will be integrated into the proposal.

Concerns:

- Storage of non-canned and non-perishable food such as cereal, crackers, rice, pasta will attract bugs and rodents.
 - **Resolution discussed:** Store these types of foods in a sealed bin.
 - **Discuss with Community Concerns Board and Pastor Carter:** Should a few food bags be pre-assembled, or should a bag be assembled as needed? Need to make sure that expiration dates are always checked before dispensing and make sure that any food that can attract bugs or rodents is not sitting in a bag outside of a sealed container.
- There is currently canned, other non-perishable food and water sitting on the floor.
 - **Resolution discussed:** 1) Only store enough canned food to fit on the shelving. 2) The sealed bin and water will be stored on a counter or space that is off the floor.
- The key that unlocks the door to the small kitchen also unlocks the Event closet where expensive equipment and other valuable items used by the Church are stored. It has become too risky to continue to have one key provide access to both spaces.

- **Resolution discussed:** Re-key the Event closet door. Provide a new key to only those individuals who have a need to access the space.
- The church can be liable if any recipient gets ill from food dispensed by the pantry.
 - **Resolution discussed:** Ask local food bank who might inspect their facility (how often or what triggers an inspection) and how they handle any liability from a Client who gets ill from food that is dispensed.

Suggestions:

- Create a brief announcement about the Food Pantry to be included in the weekly Church Bulletin.
 - Once the final proposal has been voted by the Council as 'Approved', the Community Concerns Board will draft and submit an announcement to be included in the weekly Church Bulletin.
 - Communicate Food Pantry open days/times.

Next Steps

- The Community Concerns Board will meet with Pastor Carter to review concerns/suggestions and draft a proposal to be presented to the Council.
 - The current confirmed plan is: 1) Pastor Carter will attend the June 13 Community Concerns Board meeting to partner with the Board to draft the proposal, 2) to invite Pastor Carter to attend the June Council meeting to participate in presenting the proposal for vote.

If the Community Concerns Board and Pastor Carter can complete drafting a proposal at the June 13 Board meeting, then Kathleen will ask for an Agenda item to be added to the June 18 Council meeting. Otherwise, an agenda item ask will be made for the July Council meeting.

Action Items:

- P&P 2005-3 "Counting & Depositing Money Received".
- Left over money from Pastor's Retirement Luncheon.

No action item could be addressed at the May Council Meeting due to a lack of a quorum, to be addressed at the next June Council Meeting.

New Business:

Call Committee Update:

- Peggy Moser reported that currently the church has not received any new candidates.

Synod Assembly Registration:

- Peggy Moser and Marlene Kiser are going to Sierra Pacific Synod Assembly as voting lay members.

Pulpit Pastors:

- May, June (all except June 16th), and July are covered right now.

Office consideration & Support without a Pastor:

- Alison Korhonen hours to change not sure what days & times they will be.

Old Business:

- None discussed.

Closing Prayer by: Marlene Kiser

Meeting adjourned at: 7:25 PM

Respectfully Submitted,
Marlene Kiser
Council Secretary
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