

**St. Luke's Lutheran Church Council Meeting Minutes**  
**Tuesday, February 16, 2016**

| <b>Present: Name</b> | <b>Title</b>        | <b>Board</b>       | <b>Absent</b> |
|----------------------|---------------------|--------------------|---------------|
| Paul Maki            | President           |                    |               |
| Carolyn Andrews      | Treasurer           |                    |               |
| David Saxby          | Chairperson         | Finance            |               |
| Jack Fenske          | Financial Secretary | Guest              |               |
| Larry Dockter        | Vice President      |                    |               |
| Kelly Boyer          | Chairperson         | Property           |               |
| Karen Linfor         | Secretary           |                    |               |
| Carl Hoppman         | Pastor              |                    |               |
| Peggy Moser          | Chairperson         | Worship & Music    |               |
| Al Moser             | Chairperson         | Community Concerns |               |
| Kirsten Ireton       | Chairperson         | Youth              |               |
|                      | President           | WELCA              | Holly Hoppman |
| Carole Vance         | Chairperson         | Evangelism         |               |

**Call to Order:**

The meeting was called to order by President, Paul Maki at 7:00pm. Pastor Carl opened with prayer, remembering the needs of several members of the congregation.

**Review and Approval of January 19, 2016 Minutes:**

Approval of November, 2015 Council Minutes as written:

Motion: Peggy Moser

Seconded by: Al Moser

Motion carried.

**Pastor's Report:** Written report on file

Good attendance so far this year!

Highlights: Reviewed activities

Deaths/Funerals: Robert Prouty, Bertha Dahl, Margaret Crooks (family said Margaret did not want a funeral service).

Preparation for Lenten service and activities

Pastor has a meeting scheduled on Thursday with President Maki, Pastor Ron Zoesch, the priest from the Episcopal Church in Elk Grove, and one of their lay leaders for some preliminary discussions regarding the possibilities of a Lutheran/Episcopal presence along the 99 corridor. Pastor pointed out that the Lutheran presence is somewhat lacking between here and Lodi. There are a lot of folks in this area that we would like to reach, especially with the new housing that is planned. There is an Episcopal church in Elk Grove, St. Mary's, but they are on the East side of Calvine Road. These discussions will, of course, be focused on a mission outlook.

**Treasurer's Report:** Written report on file

Carolyn reviewed the report and indicated that January was an excellent month. At the end of January, we were well ahead of what had been budgeted.

President Maki expressed his thanks to Carolyn for the way she keeps her reports streamlined and easy to understand.

Mortgage loan balance as of 12/7/15: \$49,597.94

Checkbook balance as of 12/31/15: \$33,525.72

**Financial Secretary Report:** Written report on file

David Saxby reviewed the results of the last Finance Board meeting with regard to on-going operating policies and procedures, accounting and general finance processes of the church which is outlined in the minutes.

Dave indicated that Jack Fenske feels that the Treasurer and Finance Secretary should be appointed positions. Jack stated that this would require a change to the Constitution. This will be explored further going forward.

Dave also indicated that Ron Webb has consented to be the Special Funds Recorder, as spelled out in Continuing Resolution CR-2000-1. This requires Council action:

Motion by Carolyn Andrews that Ron should continue in this position.

Seconded by: Peggy Moser

Motion carried

Jack Fenske and Dave Saxby expressed appreciation to Ron Webb for serving as Financial Secretary the past four years.

A discussion ensued regarding the importance of making sure all the proper signatures are on file at the bank. Dave Saxby will follow up. President Maki indicated that he will meet Dave at the bank to help make sure everything is in proper order.

Carolyn has requested that more information be provided with regard to memorial fund accounting.

Contributors 2016: 88 average YTD

Contributors 2015: 90 average

There was a discussion about council meeting minutes getting out to the congregation. Karen will forward to Larry and he will post to the website and post a copy in the church office. A note will go into the News & Views indicating that the Minutes are available for reading, but that they are in "draft" form and not as yet approved by the Council.

**Committee Reports**

**Community Concerns:** Written report on file

Signage made for the Children's Clothing Place.

Coats & jackets are needed.

Winter Sanctuary date is February 28<sup>th</sup>. WELCA will provide dinner for our guests.

Youth Group will make sandwiches for lunch bags.

Personal item bags were assembled by volunteers along with WELCA (items such as deodorant, tooth brushes and tooth paste, hand/body lotion, personal size soaps, etc.

Snack bag will also be assembled to hand out.

**Education Board:** No written report on file

**Evangelism Board:** Carole Vance reported for Evangelism that Council soup supper: February 17<sup>th</sup>. Signups have been received for soup and desserts.

New member welcomed to Evangelism Board: Linda Olsen

Easter Sunday is March 27, 2016 (set-up on March 25<sup>th</sup>)

David Davis will chair the Easter breakfast this year; Eric Linblade will co-chair.

Diner's groups have begun.

"Miss You" cards sent out to those who have not worshiped with us for a while.

Valentine cards were also sent out by the youth! Very much appreciated.

Narthex remodeling is going great – the new lighting has been installed and looks great!

New windows are scheduled to be installed February 26<sup>th</sup>. Cabinet has been made;

Jack Fenske and Jerry Carney are working on getting the table top made by the same company.

A discussion regarding the website and its use will follow in New Business.

**Finance Board:** Written Report on file.

The "Distribute Records" portion of the Offering Counting Procedures will be amended so that the Treasurer receives a copy of the "Memorial Gift Record Sheet" and be able to identify to whom the memorial gift should be credited.

It was suggested by Pastor Carl that the Finance Board should revert to having regularly scheduled monthly meetings. This would also allow time to make sure there is an adequate supply of materials needed for counting and depositing Sunday offerings.

Jack Fenske indicated that he feels the positions of Treasurer and Financial Secretary should be appointed permanent positions (no term limit) to maintain confidentiality.

Jack would like the Council meeting Minutes included in News & Views. A discussion ensued with regard to this. A discussion ensued and it was agreed that the Council Secretary will post the Minutes on the church office board which will allow for others to read them. Karen pointed out that the date of the council meetings and getting the minutes into the News & Views will usually not coincide, as the date of the meeting may have passed and the minutes would then be obsolete. It was decided that the Council Secretary will forward the minutes to Larry Dockter, who will post them on the church website.

**Property Board:** Kelly reported on projects completed and on-going and expressed her thanks to the property board for all their help.

Office Restroom: Chairperson Boyer painted and wallpapered the office restroom. The board recommended that the toilet be placed to ADA height, install a vanity and mirror and new faucets and provide point-of-use hot water. A rebate on the toilet is potentially available from the city. All labor will be performed by the board members. Cost approximately \$900.00.

Lighting fixture installed over the picture walls in the Sanctuary.

Carpet: S&G replaced the transition molding between the vinyl tile and new carpet to lessen the crack under the molding along the vinyl tile at no cost.

Storm Drain: Drains and will be thoroughly cleaned next time a plumber is on site at no cost.

Exterior Bulbs: Replaced the light fixture in the courtyard between the sanctuary and the office.

Office & Schultz Hall Carpet: On hold.

All members work day: March 12 and October 22<sup>nd</sup>.

Narthex remodel: On going

90<sup>th</sup> Anniversary picture board will be installed in the Sanctuary.

Future major projects were discussed at the Property Board meeting.

Kelly Boyer made a motion that the office bathroom improvements be approved.

Seconded by: Peggy Moser

Motion carried

Kelly then deferred a discussion of a Continuing Resolution to Jack Fenske.

President Maki asked for volunteers to work with him on further discussions regarding the resolution, and this team will report back to the Council, hopefully in April (60 to 90 day turnaround).

Continuing Resolution (**CR-2016-1**) Allocation & Expenditures of Fund Raiser Net Incomes (Crab Feed, Firework Booth, Luau Dinner)

Council action: Tabled. Further discussion will take place.

**Youth Board:** No written Report on File:

Kirsten outlined some recent activities of the Youth, and discussed plans upcoming for a Laser Tag night, (March 13<sup>th</sup>) and other activities. Everyone is welcome to play!

Collecting candy and plastic Easter eggs again this year.

On the lookout for an Easter bunny ☺

Sent out Valentine cards to some members of the congregation.

Youth Group will make sandwiches for Winter Sanctuary lunch bags.

Kirsten indicated that the group works very well together and enjoys interacting with the congregation.

**WELCA:** No Written Report on file

Holly was absent

Peggy reported on the activities of the February meeting was the 13<sup>th</sup>. About 30-35 ladies (and gentlemen) were present.

Snacks and personal hygiene items were bagged for the Winter Sanctuary guests. WELCA will host the dinner for Winter Sanctuary guests.

**Worship & Music:** Written report on file

Peggy reported on the February 13<sup>th</sup> meeting:

Preparing for Easter

Clean-up day participation

Choir music being sorted and organized.

A new lateral file cabinet is needed for music storage; pastor and Triss are planning to look for one.

Note: Larry indicated to Peggy and Pastor that we are out of Eternal Candles. Pastor will procure more.

**Old Business:** None

**New Business:**

President Maki pointed out his visions and goals for the next 2 or 3 years with a commitment to the church website.

An individual survey was taken to confirm participation by individual boards. This is a service that the church has paid for, and it is important that we utilize it to get board reports posted.

Larry has tried to get what he can posted, but he needs the input in order to make it a credible site for information. He posts News & Views monthly, and will get the Council Minutes posted as well.

Pastor indicated that Lauren is willing to assist folks in learning how to upload their board reports to the website. There was a training session previously and training material available.

Each board has their own password. Talk to Lauren and/or Holly about resetting.

|                     |                                 |
|---------------------|---------------------------------|
| W&M:                | Committed                       |
| Community Concerns: | Committed                       |
| Youth Board:        | Committed                       |
| WELCA:              | Holly is able to post for WELCA |
| Property:           | Committed                       |
| Finance:            | Committed                       |
| Treasurer:          | Committed                       |
| Evangelism:         | Committed                       |

A group training session may be scheduled in the near future.

Hopefully this can be finalized in the next 30 days.

Pastor will look at posting adult education and confirmation events as well as his Pastoral comments.

President Maki will look at beginning a "*President's Corner*" for the News & Views.

**Note from Kirsten:** "Relay for Life" walk scheduled for April 16<sup>th</sup>. 40% of profit goes to American Cancer Society.

Council Meeting adjourned at 8:00pm with the Lord's Prayer.

Respectfully submitted,

*Karen*

Karen Linfor

Council Secretary

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