

St. Luke Lutheran Church Council Meeting  
7595 Center Pkwy, Sacramento, CA 95823  
November 19, 2019

APPROVED 01/21/20

Karen Linfor

Secretary

**Present:** President Carolyn Andrews, Treasurer Bob Behr, Pastor Carl Hoppman, Secretary Merle Zbrog, Ron Webb (Finance), Carole Vance (Evangelism), Kelly Boyer (Property), Faith Thomas (Community Concerns), Peggy Moser (Worship & Music), Lauren Orcutt (Education), Samantha Basquez (Youth Board Co-chair), Laura Tice (Youth Board Co-chair), Marlene Kiser (W-ELCA).

**Excused Absence:** Vice President Christina Hisamoto

**Pastor Carl opened with prayer.**

**Call to Order:** The meeting was called to order by President Carolyn Andrews at 7:02 PM Pacific Time.

Kelly Boyer read the Mission Statement:

***Through the power of the Holy Spirit, we accept God's call to spread the good news, serve those in need, and share the victory of Jesus Christ throughout the world.***

**Approval of Minutes:** A draft copy of the minutes from the October council meeting was e-mailed to all council members to review prior to the meeting.

- MOTION made by Peggy Moser to approve the October meeting minutes as distributed; seconded by Faith Thomas. *Motion carried.*

Approved minutes are posted on the website. A copy can be downloaded from "Resources" by clicking on "Council Meeting Minutes – 2019."

### **Questions/Comments and/or Corrections re: Board Reports**

The following reports were emailed and received with appreciation by Council.

**Pastor's Report** – Report emailed. Pastor Hoppman drew the council's attention to the section on Regular Worship attendance. Average Sunday worship attendance is going down a bit. We will look at this as well as some other things come the new year.

- A **Facility Calendar** is now in a yellow binder on the credenza in the office. Everyone was encouraged to use the calendar to mark times and dates of events in Schulz Hall, Multipurpose Room, Room 5, and Room 4. If you are going to be using a room for anything, write it on the calendar. Include setup and cleanup. The sooner, the better.
- The *News & Views* will have a section highlighting upcoming events. We are an active congregation and have an active facility.

**St. Luke Lutheran Church Council Meeting**  
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**Treasurer's Report:** *Report e-mailed to Council.* Bob Behr highlighted the following:

Bob Behr reported monthly offerings for October were down but November is looking better. Expenses were in line with what was budgeted. In November property fees and taxes were paid and insurance will be paid in December. Income less expenses is -\$5,152.24. Year-to-date is \$4,357.20.

**Community Concerns Board Report:** *Report e-mailed to Council.* Faith Thomas highlighted the following:

- Trunk or Treat made a small profit.
- Linda Duffek and Cathy Davis are considering the position of co-chair for 2020.
- 🚩 Question: *Where is the Trunk or Treat banner?*
- Tags for Christmas presents for five families at Charles Mack Elementary will be available November 24, not December 1 as indicated in the report. Gifts will be wrapped December 22.
- Bob Behr told Faith Thomas that one check sent out for the tithes (Valley High Resource) has not cleared. Faith will follow up with Josh.

**Education Board Report:** *No written report submitted.* Lauren Orcutt reported that there was no secretary at the meeting, so no minutes were taken. Lauren mentioned that the summer art program went well.

Questions from Bob Behr: *Where will the funds from the art auction go?*

- Lauren said they have not discussed this yet.

**Evangelism Board Report:** *Report e-mailed to Council.* Carole Vance highlighted the following:

- They had a great ministry fair and they are actively looking for people to serve refreshments on Sundays.
- They would like to serve Christmas cookies December 22 in Schulz Hall after worship. Everyone is encouraged to bring some to share.
- Pastor Hoppman mentioned that NA will have a marathon over Christmas and will be happy to take any leftovers.
- Carolyn Andrews mentioned that Pauline Arndt has volunteered to take over the position of chair of this board.

**St. Luke Lutheran Church Council Meeting**  
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**Property Board Report:** *Report e-mailed to Council.* Kelly Boyer highlighted the completed tasks. As this is Kelly's last year as chair, Clarence Korhonen has volunteered to be chair of the Property Board.

- Pastor Hoppman commented that the heart in the middle of the Luther Rose has been repaired.

**Worship and Music Board Report:** *Report e-mailed to Council.* Peggy Moser asked for help with the following:

- Setting out poinsettias on December 14 at 8:30 am.
- Decorating the Christmas tree which will arrive December 7 at 10:00

This is Peggy's last year, but no one has confirmed acceptance of chair of this board.

- ✚ To be discussed at the Executive Council meeting: Labels for stars for Veterans Banner (continuity of font and wording for name, service, years)

Bob Behr asked a question about the organ repair. Pastor Hoppman reported that the repair man could not determine why the organ is sticking. There are 8 computer boards and we need to isolate the problem; Karen Linfor will sit with Jane to take photos of organ stops when the organ malfunctions.

**SLY Board Report:** *Report e-mailed to Council.* Samantha Basquez highlighted the following:

- Making pumpkin bread this week and a new labeling system is being introduced. Peggy Moser offered white shopping bags.
- Amber Mansfield will take over the chair of this Board.  
*Carolyn Andrews 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. “*
- Laura Tice and Christina Hisamoto went to Mount Cross and Laura reported they had a good time and heard some good messages from good speakers.

Love and Trust = FAITH

Fear

- **MOTION** made by Samantha Basquez to close the separate Youth Checking Account and transfer the money to a Special Funds line item; seconded by Peggy Moser.

Pastor Hoppman reported that the Youth Checking Account is a single signature, non-audited account putting too much responsibility upon the person handling the account. In addition, having a Special Funds line item would allow council to be aware of the status of Youth dedicated funds.

*Motion carried.*

**St. Luke Lutheran Church Council Meeting**  
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- **MOTION** made by Laura Tice asking for 10% of the Crab Feed money to subsidize youth trips to Mount Cross; seconded by Lauren Orcutt.
- *Motion carried.*

**W-ELCA:** *No report e-mailed to Council.* Marlene mentioned that someone from My Sister's House spoke at the last meeting. Also at the meeting they discussed possible improvements to the Fall Festival and preparations for the Christmas Celebration to be held December 14.

Kelly Boyer asked if all the preparations for Thankoffering Sunday were completed.

Marlene asked if someone would be making coffee for the Pie Social. Carole Vance said Evangelism will ensure the coffee will be made.

Marlene thanked Ron Webb for getting napkins and tablecloths.

**New Business:**

**Finance Board Report:** *Report e-mailed to Council.*

Bills were paid for the new concrete out front.

- ✚ Ron Webb asked if anyone has seen the 2 gray and red zipper bags for the pop ups? They went missing after the Fall Festival.

- ✚ Perhaps they are with the two ice chests that are missing and missing pirate ship.

There were two people who fell during the Fall Festival. Property Board fixed the sidewalk, but had to borrow \$1,000.00 from the parking lot fund. Ron reviewed CR-2014-1 which allows us to take money from the Reserve Fund for "an emergency situation: An unforeseen situation that must be remedied (corrected, repaired, fixed, etc.) immediately, and such remedy cannot be delayed until the next budget cycle without a critical, adverse effect on the operations and/or programs of the church."

**MOTION:** The Finance Board is recommending that the expenditure come from the Reserve Fund and not the Property Board Special Funds; seconded by Peggy Moser.

- *Motion carried.*

Marlene Kiser asked if we had heard anything from the other lady that fell. No one has.

**Old Business:**

**2020 Budget Report** *e-mailed to Council.* Thanks were offered to Bob Behr and the Finance Board for their fantastic work.

**St. Luke Lutheran Church Council Meeting**  
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Carolyn Andrews asked for questions, suggestions, and/or comments.

Unless something comes up, this will be the budget presented to the congregation in December.

Ron Webb mentioned that it is a very good and a balanced budget.


Bob Behr explained line item 40-10-07. Refer to Notes 3 and 4. Sometimes we have a year with more income than expenses, but that surplus is not recognized in the budget for the next year. This line item will allow us to potentially use that surplus or draw on the Reserve Fund if our offerings are insufficient to meet budgeted expenses. Right now there is nothing in that line because we have a balanced budget.

Ron Webb pointed out in the Notes section, Item 1; we are looking at approximately \$15,000.00 to be transferred into the Reserve Fund.

- MOTION: made by Ron Webb to accept the 2020 budget as presented; seconded by Peggy Moser.  
*Motion carried.*

Carolyn Andrews offered her thanks to Bob Behr and Ron Webb for their work.

**Constitution and Bylaws Update:** Bob Behr sent these via email to members. Carolyn Andrews asked for questions. If anyone needs any more information, they are asked to bring those questions to the February meeting. The Constitution and Bylaws updates will be carried over to early 2020. Once the council has approved them, they are sent to Synod to approve before we can present the updates to the congregation.

-  Bob Behr mentioned that what we have as “Continuing Resolutions” will need to be changed to “Policies and Procedures.” Board chairs were asked to review their CRs to make certain they are current and reformat them as necessary to read “Policies and Procedures.”

**Other Business:**

Ron Webb mentioned that he is leaving his position on Finance Board and as Special Funds Recorder.

Pastor Hoppman thanked everyone for a good year in ministry that has been mission focused.

Merle Zbrog asked if anyone is maintaining the web page, and no one is. This is a valuable ministry and should be discussed in the new year. Merle offered her help.

Carolyn Andrews thanked everyone for the work that has been done this year and offered her appreciation to everyone.

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**Reminder: No council meeting in December. (Congregational Meeting December 15.)**

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 8:05 PM Pacific Time with the Lord's Prayer.

Respectfully submitted,

*Merle Zbrog*

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***APPROVED 01/21/20***

*Karen Linfor*

Secretary