

St. Luke's Lutheran Church Council Meeting

Tuesday, March 21, 2017

Present: Paul Maki, David Saxby, Kelly Boyer, Peggy Moser, Faith Thomas, Carole Vance, Karen Linfor, Carl Hoppman, Holly Hoppman, Samantha Basquez, Laura Tice, Larry Dockter, Carolyn Andrews
Absent: Lauren Orcutt

Carole Vance read the St. Luke's 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".

Call to Order:

The meeting was called to order by President, Paul Maki at 7:05pm. Pastor Hoppman opened with prayer, remembering the various needs of the congregation.

Approval of Minutes:

Motion to approve the February, 2017 Minutes with minor adjustments:
Motion to approve by David Saxby; seconded by Peggy Moser (and others)
Minutes approved.

Crab Feed Info:

Holly reported as follows:

Total raised: \$14,592.23

Breakdown of funds: Holding back \$100.00 for an extra garbage pickup (as we have done previously), \$500.00 left in the fund as seed money for next year, total amount to be disbursed is \$8,403.51, which is \$396.00 more than last year.

The raffle made \$2,728.00; 50/50 money was \$970.00 to the lucky winner, soda and dessert combined brought in \$440.23. Holly mentioned that there was a 7% increase in attendance. She pointed out that while less people are attending, they are spending more money per person. Key Club tip total was \$574.00, which was split between the 2 clubs (each Key Club received \$278.00). President Maki thanked all who participated in the organization and preparation of the crab feed – a special thanks to our "Parrot", Larry, who handled the Master of Ceremonies role in his usual fine style!

Carolyn's reviewed the most recent Treasurer's Report.

There was nothing unusual to report. Offerings were down this month based on the budget. YTD still in the black. One change; \$20.00 under "Special Events" line error – will be corrected by Carolyn. Should be -0- until after the Easter breakfast.

Faith Thomas asked if the congregation realizes that the mortgage is paid off. Pastor stated that they have been told, but not everyone realizes it. It's better to put an article in the *News & Views* – people pick it up better that way. Holly also indicated that this information is part of her article in the *News & Views*.

Pastor's Report: Written report on file

Pastor Hoppman reviewed the highlights of his recent activities:

Busy with Lenten services and preparing for Easter and Holy Week, and coordinating office work in Lauren's absence.

Good turnouts continue for weekly soup suppers.

Helping with search and interview for new office secretary.

Meyer Fund:

Holly Hoppman updated Council on the most recent committee meeting (March 9th).

Holly provided a spreadsheet which indicates the top ten priorities (shown on her handout). She reviewed some of the projects; the carpeting project and some other outreach opportunities. Holly indicated that when looking at the projects the committee had in front of them, the criteria was first: that the projects met our mission, and secondly, making sure that the funds are being used for the type of project that wouldn't get done if this size of a gift was not available to us. The projects were prioritized as shown on her handout.

1. Mortgage – approved the payoff by the congregation (complete).
2. Benevolence – discussed splitting the funds between the 4 organizations that were presented by the women's group. The \$35, \$50 amounts come to \$14,200.00, which is 10% of the total gift (\$131,000.00 and another \$10,000.00).
3. After the benevolence projects, the committee prioritized carpeting of the Sanctuary (or re-flooring), abating the existing tile, or re-flooring with new carpeting or tile underneath the pews.
4. Abate tile, re-floor Overflow room with tile; re-floor choir room.
5. Kitchen: Replace commercial dishwasher in the main kitchen, replace the refrigerator in the Schultz Hall addition kitchen with stackable fridge and

freezer units, replace the refrigerator in Room 5 with side-by-side fridge/freezer combination.

Outreach opportunities:

1. Mailer to be sent out prior to Christmas and Easter holidays in an attempt to raise attendance during the high holidays of the church.
2. Replace Carillon bell system.
3. Replace sliding glass doors on east side of the Sanctuary with a wall, to improve/enhance security. *
4. Install 14-foot screen and projector for use in the Sanctuary.
5. Modify (box-in) the Southwest choir exit door to discourage folks from “camping out”.

* Faith asked about whether or not we needed approval from the Fire Marshall to change the configuration of the sliding doors behind Holly. Holly stated that this is definitely an issue that needs to be pursued and made clear before proceeding.

Holly stated that the amount of the remainder of the projects exceeds the \$142,000.00. The committee felt that if we get through the projects, there might be extra funds garnered through interest, and if there was not enough to complete the last couple of projects, other memorial resources might be pooled to finish up the projects.

Holly would like feedback from the Council to take back to the committee. A discussion ensued regarding the moving of the pews, etc.

Motion by Holly to approve the Project List as written with the potential for the benevolence organizations distribution to change (the dollar amount to not change).

President Maki suggested that we schedule a congregational meeting for April 23rd, making sure the proper procedures are followed, i.e., 2-week notification to congregation, via *News & Views* and church Bulletin.

Finance Board/Special Funds Report: No Written Report on file

David Saxby indicated that the Finance Board had a meeting recently and discussed investing funds. Ron Webb will make sure the proper accounts are credited.

Dave stated that the Finance Board reviewed all the existing Finance Continuing Resolutions to see whether or not they need to be updated. The first question was on the Reserve Fund: Should be maintained at a level of \$25,000.00, but not greater than \$40,000.00. The Reserve Fund level shall be reviewed at least annually by the congregational Council.

When the level falls below the minimum level, the congregational Council shall take action to identify sources to replenish the Reserve Fund to the minimum level. The question is: Dave thought there was a conversation about taking the Reserve Fund down lower and investing it along with the Meyer Fund. Carolyn remembers this as being the check book balance, not the Reserve Fund. Larry pointed out that it would be the check book balance and the Reserve Fund total...and then move the rest.

Financial Secretary Records:

CR-2000-4: "In July, the Financial Secretary shall prepare and distribute mid-year contribution reports 6-month contribution reports, including members who did not contribute". Pastor stated that this has been encouraged, but has not been done. He recommended that the Finance Board give stronger encouragement regarding this item.

CR-2002 Memorial Gifts Procedure: "Memorial gifts that are not expended within two years shall be given as benevolence to an organization that shall be designated by the congregational Council." Verbiage will be updated by the Finance Board for 2017.

Committee Reports:

Community Concerns: Written Report On File

Faith Thomas, Chairperson, reported as follows:

Winter Sanctuary is this weekend (3/26/17). Food, goodie bags, music all provided by willing workers.

Peggy and Faith went to Charles Mack school recently and picked up lost and found clothing, and it has been washed and organized. Storage has become an issue. There are 10-12 packing boxes that need to be stored. Peggy mentioned that, if, in the Fall and through next Winter if the surplus remains, we may pass these items on to another agency. Another thought was to take these items to the school when the "Share-a-Sole" project takes place and hang them on a rack. That way, a child might recognize an article of their clothing and be reunited with it! Also, If someone needs a jacket, etc., they can take one off the rack.

Evangelism Board: Written report on file

Carole Vance reviewed the report as follows:

Dave Davis will host the Easter breakfast this year.

Sign-ups needed for fruit, pastries and clean-up.

Website needs to be updated. Carol provided the login information that each board can use to update their website.

Hoping to implement Sunday afternoon service and meal in the park in

2018. Carole is checking with Parks & Recreation regarding any requirement for holding this event.

Carole is researching various places that a stool may be purchased for the Narthex to assist greeters who are not able to stand for a long time.

Property Board: Written Report On File

Kelly Boyer, Property Board Chairperson

Property Board asking for Council action as follows:

1. **Parking Lot:** Parking lot drain line plugged and APS Environmental was called to resolve the issue of the flooded parking lot. Requesting Council approval to pay APS Environmental: Motion by Kelly Boyer, seconded by Peggy Moser – motion approved.

2. **Seal Coating the Parking Lot:** Motion by David Saxby to “lock in” / execute the contract to seal and strip the parking lot after the rainy season. Seconded by Faith Thomas. Motion carried.

The parking lot reserve balance is \$8,000.00; additional work not expected to exceed \$2,000.00.

All Members Work Day: Scheduled for April 8th and again October 21st. WELCA will provide lunch to everyone who shows up to work, then finish work projects. Sign-up in the Narthex (Task List available).

Worship & Music: (Written Report on File)

Peggy Moser reported as follows:

Easter lilies ordered at a price of \$10.00 each.

Music library is a work in progress

Last choir practice is May 2th; choir off after May 28th.

Requesting funds from crab feed to purchase bins in the storage area, probably not to exceed \$200.00. Peggy will get costs and present to next Council.

Youth: Written Report Submitted

Board co-chairs, Samantha Basquez and Laura Tice reported for the Youth Board. Samantha and Laura are very enthusiastic co-chairs and are looking to the future with great expectation! They have a request: please let them know in advance what is expected of them in order to keep things running smoothly. Youth is helping to prepare lunches for Winter Sanctuary and collecting Easter donations (candy, etc.). Easter Bunny on board as well 😊

Education: No Written Report Submitted

Lauren emailed that she has gained another board member, in addition to Laura Tice, who volunteered to serve on the Education Board.

WELCA: No Written Report Submitted

Holly Hoppman, WELCA President reported as follows:

General meeting held on March 11th.

100 bags of hygiene items prepared for Winter Sanctuary, and 100 bags of snack items for our guests.

Chicks in Crisis representative will be guest speaker on 4/8.

Lamb dinner on 4/13. Tickets are \$5.00. A headcount is necessary.

WELCA providing lunch for those who are participating in the April 8th work day.

New Business:

A discussion ensued regarding the placement of a church secretary.

Rochelle Jaeger was interviewed by President Maki recently. He stated that she has a strong background in clerical work, IT (she is the person who designed the current church website), and has great people skills.

A motion was made by David Saxby, seconded by Peggy Moser (and others) to go forward and hire Rochelle with a start date of April 17th. It was pointed out that an overlap of a couple weeks should be allowed for Lauren to train Rochelle. Moved and seconded; Approved by all.

Meeting adjourned at 8:17pm with the Lord's Prayer.

Respectfully submitted,

Karen A. Linfor

Council Secretary

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