

**St. Luke's Lutheran Church Council Meeting
7595 Center Pkwy, Sacramento, CA 95823
November 27, 2018**

APPROVED 01/15/19
Merle Zbrog
Secretary

Present: President Paul Maki, Vice President Larry Dockter , Treasurer Bob Behr, Pastor Carl Hoppman, Secretary Merle Zbrog, Ron Webb (Special Fund Recorder), Faith Thomas (Community Concerns), Peggy Moser (Worship and Music), Carole Vance (Evangelism), Kelly Boyer (Property Board), David Saxby (Finance Board), Lauren Orcutt (Education), Laura Tice (Youth Board Co-chair), Samantha Basquez (Youth Board Co-chair), Marlene Kiser (W-ELCA).

Absent: None

Call to Order: Having a full council representation, the meeting was called to order by President Paul Maki at 7:00 pm Pacific Time.

Pastor Carl's birthday was recognized and all sang "Happy Birthday."

Pastor Hoppman opened with prayer.

President Paul Maki's Opening Remarks: As we close out the year and focus on 2019, there are great things moving forward. The Ministry Fair tables looked beautiful.

Faith Thomas 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 was e-mailed to all council members to review before the meeting.

- MOTION made by Peggy Moser to approve the October 2018 minutes as presented; seconded by Faith Thomas.
Motion carried.

Presentation of Reports

The following reports were presented and received with appreciation by the Council as information:

Pastoral Report: *Written report on file.* Pastor Hoppman highlighted the following:

- Two funerals this month.
- Trunk or Treat was spectacular.
- We will need another Veteran's banner as more names have been brought forward.
- Pastor Hoppman will be on vacation December 26 – 31, 2018.

Treasurer's Report: *Written report on file.* Bob Behr brought the following items to our attention:

- October envelope giving exceeded our projected budget.
- Expenses were within expectations.
- Income less expense is about \$700.00 to the good for the year.
- Preliminary numbers for November offering show about \$2500.00 down for the month.
- Property tax was paid in November.
- Worker's Compensation and Liability Property Insurance are due in December and will be paid.
- Preliminary numbers for the year indicate we are approximately \$2,000.00 less income than expense.

Financial Secretary's Report: *President Paul Maki reported the following:*

- Monthly giving is down.
- Number of contributors is down.

Bob Behr mentioned the \$50.00 difference between the Treasurer's Report and the Financial Secretary's Report is due to an envelope marked "Pastoral Assistance" that was counted as regular offering. The appropriate adjustments have been made.

President Paul Maki offered his thanks and appreciation to all who worked so diligently to create the preliminary 2019 budget.


2019 Budget Review: *Written report on file.* To achieve a balanced budget, projected income must equal projected expenses. Bob Behr reviewed the proposed budget with the council. Highlights are below:

40-10-01 & 40-10-02 Estimated income \$218,000.00
57-10-11 New line item: Shepherd's Staff and Website update
58-10-02 Eliminated
58-10-13 New Vacuum and new Pop-ups

Over all the budget was decreased approximately 1% over 2018.

➤ MOTION made by Peggy Moser to approve the 2019 Budget as presented; seconded by Kelly Boyer. *Motion carried.*

Meyer Fund Update: (See attached) Larry Dockter informed council that project items 1, 2, 3, 4, 5, 7, and 9 are completed. Items 6, 8, and 10 still need to be completed. Considering the amount remaining in the fund is about \$5,000.00, it will be spent on #6, "Outreach."

-  Lauren Orcutt will work with the Evangelism committee and report back in January. This outreach is crucial for the life and growth of the church.

If we want to complete items 8 and 10, we will need to find the monies.

- Peggy Moser mentioned that #10 has been completed. Kelly Boyer mentioned that #8 does not need to be done, as the doors are fine as they are.

Meyer Memorial Committee Project List

Prioritized by Committee, Approved by the Congregation

The Meyer Memorial Committee was comprised of the following members: Holly Hoppman (chair), Bob Behr, Paul Maki, Jack Fenske, Carole Vance, Nancy Minning, Connie Ruele, Carolyn Andrews, Lauren Orcutt, Karen Linfor. On April 23, 2017 the congregation approved the committee's recommendation that the following projects be completed in the order below until the Meyer Memorial fund is depleted. The First item (paying off the mortgage) has already been approved by the congregation at the Annual meeting in December and has been completed.

Priority	Category	Location	Estimated Cost	Description
1	COMPLETE	CHURCH	\$44,892	Pay off mortgage
2	Benevolence	St. John's Program for Real Change	\$3,550	Benevolence support for St. John's Program for Real Change. They support real change in the lives of homeless women and their children and to help break the cycle of poverty and dependence one family at a time.
	Benevolence	Elk Grove Food Bank	\$3,550	Benevolence support of two of Elk Grove Food Bank's programs: one to support a senior population through a meal and nutrition supplements and to support a new CRC food pantry specifically serving the 95823 zip code that includes a Pet Pantry.
	Benevolence	Chicks in Crisis	\$3,550	Benevolence support for Chicks-in-Crisis that serves new teen mothers and fathers, pregnant teens, and their families. Chicks in Crisis is a non-profit 501(C)3 organization based in Elk Grove, California offering adoption, parenting and educational services.
	Benevolence	Valley Hi Family Resource Center	\$3,550	Benevolence support for the Valley Hi Family Resource Center; they provide a variety of services and programs to some of the most vulnerable children and families in our local community. This would sponsor the following projects: Upcoming Health Fair; Diapers, Wipes, Formula; Aide to Family Day; and Safety Items.
3	Property Improvement	Sanctuary	\$38,500	Move pews, abate tile, refloor sanctuary with carpet and tile
4	Property Improvement	Overflow/Choir Room	\$10,600	Abate tile, refloor Overflow room with tile; refloor choir room.
5	Property Improvement	Kitchen	\$9,000	Replace commercial dishwasher in main kitchen, replace refrigerator in Schultz Hall Addition kitchen with stackable fridge and freezer units, replace refrigerator in Room 5 with side by side fridge/freezer combo.
6	Outreach	Mailers	\$5,000	An opportunity to reach out to the community through mailing out 10,000 postcards through mailing house prior to Christmas and Easter holidays in an effort to raise attendance during the high holidays of the church.
7	Outreach	Office	\$7,500	Replace Carillon bell machine.
8	Property Improvement	Sanctuary	\$10,000	Replace sliding glass doors on east side of sanctuary to improve security.
9	Property Improvement	Sanctuary	\$12,500	Install 14 foot screen and projector system for sanctuary.
10	Property Improvement	Sanctuary	\$10,000	Modify Southwest choir exit door.

Lenten Soup Supper Donations:

President Paul Maki and Treasurer Bob Behr called attention to the current policy of giving the free will offering donations to the board sponsoring each supper. In some cases the organization received between \$17.00 and \$50.00 which was added to the special funds account of the sponsoring board.

- MOTION made by Paul Maki to pool the monies from the 2019 Lenten Soup Suppers to send to one specific organization; seconded by Peggy Moser.

Motion carried.

During the discussion it became evident that a decision needs to be made as to which particular organization would receive the donation. Worship and Music oversees the Lenten Soup Suppers; therefore, a decision must be made in time to post in the March *News and Views*.

Special Funds Report:

Bob Behr mentioned we have several boards with special funds that need to be dispersed:

- ✚ Community Concerns will consider this at their upcoming meeting.
- ✚ Education has a Form 1000 to have a check written.
- ✚ There is a \$25.00 donation to Sean Lyons. Bob Behr questioned what to do with the funds. Community Concerns will discuss this at their meeting. <http://www.seanandmelissalyons.com/>

Year-End Reports:

President Paul Maki reminded everyone that year-end reports are to be sent electronically to Rochelle in the church office.

- ✚ Due no later than January 15, 2019.

Other Items:

A request for funding for the Youth to attend Mount Cross was verbalized by Samantha Basquez.

- ✚ An email must be sent to President Paul Maki and to Treasurer Bob Behr with a specific request for \$500 from the Crab Feed proceeds indicating the specific purpose for which it will be used in order to obtain a budget line item designation.

Committee and Board Reports:

Finance Board: David Saxby reminded the council that a motion from the October meeting had been tabled.

- MOTION made by Peggy Moser:

Upon reviewing the account balance in the General Budget Checking Account in accordance with Continuing Resolution CR-2018-1 (Policies and Procedures for Managing Bank Accounts) and the Special Fund, Reserve Fund subaccount Continuing Resolution CR-2014-1 (Reserve Fund), the Finance Board recommends the transfer of \$14,720.95 designated "excess funds" from the General Budget Checking Account to the Special Funds, Reserve Fund subaccount on or before December 31, 2018. Seconded by Faith Thomas. *Motion carried.*

Community Concerns Board: Faith Thomas reported that there were no minutes of the meeting in October as it was a working meeting to prepare for Trunk or Treat.

- President Paul Maki offered his congratulations on a job well done. Faith Thomas thanked Valley Hi Resource Center for their invaluable help.
- Clothing Closet gave away a lot of coats, but no one kept track of how many. Coats are being boxed to send to Kiwanis. Faith drove up to Yuba City and dropped off two boxes of coats.
- Winter Sanctuary needs are greater than expected. At last report, **they are in need of an additional 50 nights hosting.**
 - MOTION made by Pastor Hoppman that St. Luke's open its doors for two additional nights this winter; seconded by Merle Zbrog.

Discussion: The only costs St. Luke's will incur will be incidental (janitorial supplies and utilities.) The Winter Sanctuary Program will provide dinner, sleeping bags, and transportation.

- ✚ Faith Thomas will inform the Winter Sanctuary Program of our offer.

Education Board: *Written report on file.* Lauren Orcutt highlighted the following:

- An immediate need is for an assistant to Peggy Moser in the Sunday School for ages 3 through Kindergarten.
 - ✚ Merle Zbrog has volunteered to make an announcement on Sunday.
- Attendance for children in grades 1 and above is low, now that the 6th graders are in Confirmation.
- Back up teachers for children in grades 1 and above are needed.
- Christina Hisamoto has volunteered to co-chair the Education Board with Lauren Orcutt.

Evangelism Board: *Written report on file.* Carole Vance highlighted the following:

- Ministry Fair: No new people signed up to serve refreshments. Need a few more people.
- December 9 will be the Congregational Meeting and Potluck. Signups are on the Opportunity Table. Clean up help will be greatly appreciated. No need to set up (W-ELCA takes care of this.)

President Paul Maki offered his thanks on behalf of the congregation to Carole.

Property Board: *Written report on file.* Kelly Boyer highlighted the following point:

- #4 (d) Center Parkway Fence:** Tentative start date of Friday, November 30, 2018.
Kelly Boyer noted the back gate was unlocked and locked it.

Worship and Music Board: *Written report on file.* Peggy Moser drew our attention to the upcoming dates and any help offered would be greatly appreciated.

- Advent devotions are available.
- Mailboxes are up and ready to accept Christmas cards.

Youth Board: *Written report on file.* The following points were highlighted:

- Pumpkin Bread will be baked Friday, November 30 and distributed on Sunday, December 2.
- There were no signups at the Ministry Fair. Christina Hisamoto has verbally volunteered.
- There are a number of new acolytes.

W-ELCA: *No written report submitted.* Marlene Kiser highlighted the following:

- Committee formed to work on updating the bylaws.
- Thank offering Sunday went well.
- December 8 will be the Homemade Christmas luncheon. Sign up is on the Opportunity Table.
- Peggy Moser is working on the Christmas family lists to distribute.
- A speaker from Valley Hi Resource Center was well received at the last W-ELCA meeting. They need volunteers.

President Paul Maki's closing comments:

After reading the Mission statement aloud, President Paul Maki charged the council to continue to live the mission.

- Thanks were offered to Vice President Larry Dockter for his four years of service.
- Thanks were offered to David Saxby for his four years of service on the Finance Board.

Pastor Hoppman offered his thanks to Paul Maki on behalf of the council and the congregation for his four years of service.

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 8:19 pm Pacific Time with the Lord's Prayer.

Respectfully submitted,

Merle Zbrog

Merle Zbrog
Council Secretary
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