

**St. Luke's Lutheran Church Council Meeting
7595 Center Pkwy, Sacramento, CA 95823
January 15, 2019**

APPROVED 02/19/19

Merle Zbrog
Secretary

Present: President Carolyn Andrews, Vice President Christina Hisamoto, Treasurer Bob Behr, Secretary Merle Zbrog, Ron Webb (Finance Board), Faith Thomas (Community Concerns), Peggy Moser (Worship and Music), Carole Vance (Evangelism), Jack Fenske (for Kelly Boyer: Property Board), Laura Tice (Youth Board Co-chair), Marlene Kiser (W-ELCA).

Absent: Pastor Carl Hoppman, Lauren Orcutt (Education), Samantha Basquez (Youth Board Co-chair).

Before the meeting began Secretary Merle Zbrog circulated a roster of names, current board status, and e-mail addresses for all to initial as correct or to make any necessary changes.

Ron Webb opened with prayer.

Call to Order: The meeting was called to order by President Carolyn Andrews at 7:00 pm Pacific Time.

Laura Tice 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 November 2018 council meeting minutes and a draft copy of the 2018 Congregational meeting minutes were e-mailed to all council members to review before the meeting.

- MOTION made by Peggy Moser to approve the November 2018 minutes and the 2018 Congregational meeting minutes; seconded by Laura Tice.
Motion carried.

(NOTE: Approved minutes are posted on the website. You can download your own copy by going to "Resources" and then clicking on "Council Meeting Minutes – 2018.")

Pastoral Report: *Written report emailed to all.*

President Carolyn Andrews' Opening Remarks:

Christina Hisamoto agreed to represent the church council in the position of Vice President. The Executive Committee approved.

- MOTION made by Peggy Moser to confirm Christina Hisamoto as the Vice President; seconded by Faith Thomas.
Motion carried.

Welcome to the board, Christina!

Treasurer's Report: *Written report emailed to all.*

December finished a little under budget for income. The loose cash was above what was budgeted. Facility usage was a little more due to the voting centers.

Most expenses were in line with the budget with the exception of the sub pastor for which we did not budget enough.

Bottom line: We made the transfer to the Reserve Account at the end of December leaving us \$7,000.00 to the good—in other words, more income than expenses. All expenses have been covered.

Peggy Moser asked about flower expenditures. The income from the poinsettias exceeded our expenses.

✚ The cost of an extra vase will be resolved by Peggy Moser later this month.

Presentation of Reports

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

President Carolyn Andrews asked all boards to make certain to email their reports before the council meeting.

Community Concerns Board: *No written report emailed since they had no meetings.*

Faith Thomas mentioned that the Winter Sanctuary will be February 24.

- We do NOT need any more shampoo, conditioner, lotion, or soap.
- We have over 100 socks.
- There will be a sign-up sheet on the Opportunity Table.
- Blessing Bags will be assembled on February 17.
- The Duffeks will provide the food.

Merle Zbrog reminded board chairs that last year Pastor Carl asked the boards to take responsibility for sign-up sheets, posters, etc. explaining that Rochelle Jaeger is the church secretary and may help out if she has enough time in her already busy schedule.

Carolyn Andrews mentioned that each board should have a secretary.

✚ Merle Zbrog volunteered to help board chairs with secretarial tasks they are unable to do themselves.

Education Board: *No written report.*

An email from Lauren Orcutt was read by Christina Hisamoto, the co-chair, stating they have not had a meeting since the last council meeting and have no changes to report. Everything is running smoothly.

- Peggy Moser added that they average 5-6 children in preschool. She will need to be absent for four weeks and has found substitutes for those dates. Lauren Orcutt is one of the substitutes. Christina Hisamoto volunteered to substitute for Lauren if necessary.

Evangelism Board: *Written report emailed to all.* Carole Vance mentioned the following:

- February 10 is open for after-service refreshments if anyone would like to volunteer.
- They are working on how to improve the Diners' Group. There will be a questionnaire in the bulletin and *News and Views*.
- Debi Lentsch is the new greeter chairperson.

Finance Board: *Written report emailed to all.* Ron Webb shared the following:

- Each Board is to share and review **CR-2005-1** (Expenditures, Authorization & Procedures Form 1000) with each of their board members.
 - A copy can be found on the church website. *Click on "Resources" then "Continuing Resolutions."*
- The Finance board recommended investing \$15,000.00 in three \$5,000.00 CDs with either the ELCA Federal Credit Union or another financial institution that just became known to the board.

➤ MOTION made by Merle Zbrog to invest \$15,000.00 in three \$5,000.00 CDs with whichever financial institution Ron Webb determined to be the most lucrative; seconded by Peggy Moser. *Motion carried.*

- ✚ It was mentioned that some CRs do not have the current updated forms. Ron Webb will talk with Rochelle Jaeger to make sure all are updated.

Property Board: *Written report emailed to all.* Jack Fenske highlighted the following point:

2(e) SCHULTZ HALL CARPET – In early January, member Michael Duffek deep cleaned the carpet in Schultz Hall. The results were amazing. The carpet looks like new again and the board incurred no costs. Thank you, Michael Duffek.

Worship and Music Board: *Written report emailed to all.* Peggy Moser mentioned we will need more people to volunteer in two areas:

1. To help set up for next Christmas season.
2. To participate in lighting the advent candles on the wreath.

It was suggested the board announce these events to the congregation in early November and place announcements in the bulletin.

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

- The first meeting of 2019 was held last Saturday.
- New board members were introduced: Judy Saxby as Vice President and Gabby Cox as secretary.
- 2018 benevolence was \$4,200.00. Most line items remained the same and one was dropped. This allowed the group to increase the Pastor's Assistance fund to \$500.00 and donate \$300.00 to the Thin Blue Line Foundation.
- The W-ELCA board decided they would no longer pay \$554.12 annually to the Elk Grove Citizen for newspaper advertising.
 - ✚ After discussion, it was suggested this should be a budget line item for 2020 and will be revisited.

Youth Board: *Written report emailed to all.* Laura Tice mentioned the group meets on the second Sunday of each month while the confirmation class meets. Pumpkin bread sales made just under \$500.00 and the calendars and cards made about \$150.00.

Other Business:

Vice President Christina Hisamoto's address:

Christina Hisamoto would like to form a small group dedicated to a marketing campaign for the church. Facebook page was set up by Kirsten Ireton. Rochelle Jaeger manages the church web page.

- Merle Zbrog volunteered to assist Christina Hisamoto with this. Rochelle Jaeger will be invited to join this group.

Safe Gatherings: In October 2018 Pastor Hoppman suggested we begin the process to make our church safer by using "Safe Gatherings," a faith-based, comprehensive system that incorporates an online application, several levels of background checks, paperless reference checks, and online abuse prevention training. <https://safegatherings.com/> The cost will be \$35 per person, paid for by the church, and is valid for two years. Pastor Hoppman has completed his training.

We determined the following people need to be trained:

1. Samantha Basquez
 2. Laura Tice
 3. Peggy Moser
 4. Lauren Orcutt
 5. Christina Hisamoto
 6. Alison Thomas
 7. Lajuan Andrews
 8. Kelly Boyer
- MOTION made by Laura Tice that we offer training to the people listed; seconded by Peggy Moser.

Motion carried.

A letter will be formulated to send out to the candidates requesting they complete the training within 90 days.

- ✚ Merle Zbrog will formulate the letter to be approved by the Executive Council.

CR-2005-4 will need to be updated to reflect the need for training for volunteers working with children and youth.

- ✚ Merle Zbrog will look at this and recommended changes will be brought to the Executive Committee and then the general council for approval.
- ✚ Once the changes to CR-2005-4 have been approved, it will be the responsibility of the Education Board to monitor compliance.

Ron Webb mentioned that there are other CRs that need to be updated/deleted.

Bob Behr reminded us that CR maintenance is each board's responsibility.

President Carolyn Andrews' Closing Comments:

"Thank you for being here tonight. If you are not able to make it to a meeting, please make sure that you send a representative to keep us abreast of what has taken place after your meeting that may not have been included in your report. I am looking forward to working with each and every one of you this year."

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 7:55 pm Pacific Time with the Lord's Prayer.

Respectfully submitted,

Merle Zbrog

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