

**St. Luke's Lutheran Church Council Meeting
7595 Center Pkwy, Sacramento, CA 95823
February 19, 2019**

APPROVED as Corrected

03/19/19

Merle Zbrog

Secretary

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

Absent: Kelly Boyer (Excused), Peggy Moser (Excused)

Pastor Hoppman opened with prayer.

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

Ron Webb 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 January council meeting was e-mailed to all council members to review before the meeting.

- MOTION made by ~~Peggy Moser~~ Bob Behr to approve the January 2019 meeting minutes as distributed; seconded by Lauren Orcutt. *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 – 2019.")

Pastoral Report: *Written report emailed to all.* Two outreach services: a funeral and a wedding. Preparations are underway for Lenten services and dramas.

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

Income:

Envelope offering received was better than what was budgeted for the month. Expenses were in line with what we budgeted.

Overall income for January was about \$2,500.00 more than expected.

Flower income was above expected due to a large donation.

Presentation of Reports

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

Community Concerns Board: *Written report emailed to all.*

Faith Thomas mentioned that preparations for the Winter Sanctuary to be held February 24, 2019 are under way. SLY will be making the lunches. One person is still needed to help early on Monday morning. With help from the congregation, 106 were Blessing Bags filled.

Education Board: *Written report emailed to all.*

Lauren Orcutt mentioned that a Strategic Planning meeting has been scheduled with Carolyn Andrews for Thursday, February 21, 2019 at 6:00 p.m. On behalf of Peggy Moser, Pastor Hoppman mentioned that she appreciates everyone stepping up while she is recovering from surgery. Pastor Hoppman added that a new confirmation student has joined the group.

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

- Debi Lentsch is the new greeter chairperson.
- Lenten Supper Host sign-up sheet was distributed.

DATE	HOST GROUP
Ash Wednesday, March 6	W-ELCA
Wednesday, March 13	Council
Wednesday, March 20	Evangelism & Community Concerns
Wednesday, March 27	Youth & Education & Property
Wednesday, April 3	Worship and Music
Wednesday, April 10	Congregation

- The host group is responsible for setting up the room and cleaning up the room.
 - The host group provides soup, bread, and dessert.
- Diners' Group is being revised to include those new to the church or not usually participatory.
 - The board reviewed CR 2005-1 as well as Form 1000.

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."*

✚ Each board is to review the Constitution and Bylaws as well as any CRs pertaining to their board.

- A copy can be found on the church website. *Click on "Resources" then "Governing Documents."*

- Year-end audits have been completed.
- CR 2014-1 has been revised and updated.
- CR 2000-3 offering/counting procedures being revised and updated.
- Duty statements and contracts for church employees need updating as we look forward.
- It's time to revisit the constitution to make sure it is updated and in compliance with the ELCA constitution.

Question from Lauren Orcutt: *What happens when a board has an expense for which they did not budget?*

According to **CR-2005-1**

“All expenditures, regardless of the funding source, shall be authorized and documented using Form 1000” (exceptions listed) ...

“Prior Approval”: All expenditures shall be approved by the Congregation Council before initiating the expenditure (purchase or order), unless specially exempted. The following expenditures do not need prior approval:

- (a) Expenditures less than \$400.00 excluding taxes (see note), if the total for all expenditures (including the expenditure to be made) for that Budget line item does not exceed the approved Budget. “

The Sunday School room needs a new copier for which they did not budget.

✚ Lauren Orcutt will get a cost estimate and bring it to council for approval.

From Bob Behr:

✚ Board chairs are to check their boxes regularly (each week). Invoices need to be checked so that they are paid on time.

Property Board: *Written report emailed to all.* Clarence Korhonen mentioned that the board is looking for new members. He also highlighted the following points:

5. Potential Major Projects for 2019 Review the list and provide feedback to the Property Board.

7. Additional Office Bench will be in memory of Carolyn and Erwin Kiser.

6. (a) in progress

- ✚ Request from Youth Board to have the sprinklers turned off the night before the Easter egg hunt (April 20) so the lawn is not wet.
- ✚ A request was made to have the lock on the Sunday School wing replaced.
- ✚ A request was made for door stop for the Altar Care Guild.

Worship and Music Board: *Written report emailed to all.* Karen Linfor mentioned Paul Maki has joined the board. Karen Linfor highlighted the following points:

- Lenten schedule finalized. The play series title is “Follow the Master.”
 - ✚ Will Pat Webb order the Easter lilies?
 - Lenten devotionals will be ordered by Pastor Hoppman.
 - Offering envelopes will be available April 7, 2019, the Sunday before Palm Sunday.
 - In November of 2018, it was decided the proceeds from the Lenten Soup Suppers would go to one charity, rather than several.
- MOTION made by Karen Linfor that the proceeds from the Lenten Soup Suppers will be donated to an agency to help with the Camp Fire in the Paradise area; seconded by Faith Thomas.
- Motion carried.*
- FLOWERS: The price is \$20.00 for the first two vases and \$25.00 for each additional vase. The board will be soliciting donations.
 - More communion servers are needed.
 - Holly and Rachel will be asked to decorate the cross.

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

- OUTREACH: Women who do not normally attend the luncheons were invited to attend and a few did respond to the invitation.
- The advertising cost was discussed at the meeting and it was agreed that this was not a wise use of W-ELCA resources as an outreach project.
- Bob Behr thanked W-ELCA for picking up the cost of the advertising when it was dropped by the church council.
- The Strategic Planning committee will look at this as it considers how we best market our Church.
- Christine Hisamoto is going to head up a board to look at marketing.
- Merle Zbrog thanked those who have been keeping their section of the church web page current and reminded everyone to keep the information current and fix broken links.

Youth Board: *Written report emailed to all.* Samantha Basquez highlighted the following points:

- There are about 17 in the group.
- The group is working on a calendar of events.
- They will help with the Winter Sanctuary and provide child care at the Crab Feed.

Other Business:

Meyer Fund Update: In November it was decided that the remaining funds (about \$5,000.00) would be spent on #6, "Outreach."

✚ Lauren Orcutt volunteered at that meeting to work with the Evangelism committee and report back. This will be taken care of as soon as possible.

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.
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Facility Usage Calendar: Use the church calendar on the board in the office so there are no conflicts.

Additional CD purchase? The Finance Committee is working on this and will bring suggestions to the council.

Safe Gatherings: Letters have been sent to those who need certification. A reminder will be sent to all later in the week.

Adjournment: There being no further business to come before the meeting, the meeting was adjourned at 8:11 pm Pacific Time with the Lord's Prayer.

✚ **Strategic Planning Meeting – Tuesday, February 26, 2018.**

Respectfully submitted,

Merle Zbrog

Merle Zbrog
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