

## Minutes of the June 9, 2020 Congregation Council Meeting

Present: Pastor Mark Laatsch, Ronda Pedersen, Kathy Bero, Terrie Porras, Dave Anderson, Stacy Hansen, Boni Nerat-Heckel, Matt Vanni, Jim Zobel, Jeff Hines, Bill Kuhnlein, Jeremy Sallgren.

Absent: Bill Taccolini-excused

Present to Report: Patti Treptow, Judy Raygo.

Meeting called to order @ 6:03pm by President Ronda. Council met in person in the Fellowship hall. Ronda called for agenda approval. Kathy motioned approval, Jim seconded; motion carried.

Opening Devotion: Pastor Mark read the 6/9/20 devotion from Synod Pray Faithfully, Daily Devotion (which he wrote), followed by a reading of Psalm 42. He closed with prayer.

Secretary's Report: Terrie noted a correction of 5/12 minutes; Carole Lee should be Carole Parrish. No other activity reported. Ronda called for approval of minutes. Motion to approve with correction by Bill K, Kathy seconded, motion carried.

**ACTION ITEMS:** Pastor Mark updated us on **Summer Picnic**. Henes Park road washed away by beach, park is expected to be closed this year. Need to find new location. Pastor proposes we use our 14<sup>th</sup> street parking lot. After discussion (including impact of COVID-19 pandemic), item was tabled to July.

Pastor Mark updated us on our **Paycheck Protection Plan**. HR710 changes voted into law, will give us more options and time to comply with requirements. We discussed staff not paid during lay off and using PPP money to make up their lost income, perhaps with a bonus. The Parrishs would not be eligible as they received unemployment. More information needed. Jim motioned to generate a report of amount paid to each employee from March 23 – May 4, seconded by Jeremy, motioned carried.

### REPORTS

Youth Advisory Council Report: Kylie Chevalier at her job and excused from this meeting. Patti reported no activity.

Youth & Family Ministry Director's Report: Patti reported working on a FB Live VBS program that she and Pastor will do. Plan to stream the program on July 28, 29, & 30. Craft packets will be made for parents to pick up and kid to use during the program.

President's Report: Ronda talked about a NGL S Northern Lights newsletter article written by Assistant Bishop Jim Duehring. The article, based on a popular social media poem "Are We in this Together?", talks about being in the same storm but not the same boat. This pandemic has brought unrest to our way of life; the article presents a Christian approach to get through it.

Finance: Dave reported they met today. There are no recommendations for council this month.

Youth – Stacy reported they have not met.

Stewardship: Kathy – have not met.

Learning: Patti reported no activity.

Endowment: Kathy - nothing to report.

Fellowship: Ronda - nothing to report.

Human Resources: Jim - have not met.

Memorial: Pastor - have not met.

Outreach: Terrie – have not met, no activity.

Policy & Procedures (P&P): Jim presented redrafts of Executive Committee Officer Job Descriptions. After discussion, **motion to approve Executive Committee Officer Job Descriptions for President, Vice President, and Secretary** made by Boni, seconded by Dave, motion carried.

7 Finance committee (FC) P&P drafts were reviewed. Jeff asked for clarification on **Church User Fees**. Judy clarified the cost is \$100 to non-members. An additional \$50 cleaning deposit is collected but is refunded if the party cleans up after they are done. Judy currently makes that determination. Council asked that this policy be sent back to P&P and clarified as to what has to be cleaned and who has authority to approve deposit refund. Ronda requested Judy make a Cleaning Checklist and recommended the standard "Leave It as You Found It".

On another note (not related to P&P), Jeff asked for clarification on the use of the **church "in & out" fund** for personal use. Pastor and Dave stated it is used to reimburse those who use their own money to purchase church supplies. For example: Pastor buys books for a class, books are sold to participants (payments go into fund), Pastor gets reimbursed from the fund for his cost to purchase the books.

**Motion to approve 6 policies: Sale of Stock and other Liquid Asset Gifts, Borrowing by the church, Administering the Petty Cash Fund, Recording & Acknowledgement of Contributions, Recording & Acknowledgement of Memorial Gifts, and Guidelines for funds received** made by Stacy, seconded by Matt, motion carried. The **Church User Fees** policy sent back to P&P committee for revision and tabled for review by council to July meeting.

Property: Matt reported they met 6/2. They discussed: **1.** Rain coming into building around front and back door frames. Esser Glass coming to inspect and give estimate to fix. **2.** Lee Parish asked to install downspouts to direct rain away from building. **3.** Gaps noted between siding and roof shingles in the front area of building where roof previously repaired. This traps moisture after rain. Roof Company contacted to inspect. **4.** A low spot on the roof in the corner is believed to cause water getting into building under stairs. Plan to build up that area to direct water to run away from the building. **5.** There is a drain leak in the maintenance room; a company has been called to look at it. **6.** A Building Permit has been obtained for the casing around the digital sign. Plan to be done by fall. **7.** Discussed getting lock boxes for front and back door to allow entrance to members who may need access when no one with a key is available (examples: property committee member needs to let contractor in, emergency i.e. pipe boke and quick access is needed). Matt said they plan to generate an Emergency Call/Chain of Command List. Judy shared there is a lock box outside the police/fire dept. have access to. Matt stated cost of lock box is \$35 and we would need two. Dave share he could get them for \$20-\$25 through his Real Estate Association. Concern expressed about too many people having access. Suggestion made to limit access by giving out code when needed, then changing code when access no longer needed. Jim recommended a P&P be written. Other recommendation made to hire S&O to change the locks so front and back door use the same key thus saving money by only needing one box. Concern expressed about cost of paying locksmith being more than a second box. Staff shared the front lock not working well and needs to be changed anyway. Discussion tabled for next meeting. **7.** Pastor has been looking at sanitizer dispensers for church. Concordia Supply has a stand dispenser for \$160 + \$45 for 1 gallon of sanitizer. We would need 2, to be place near the front and back entry doors, for a total cost of \$410. Product description page was handed out to each member for review. Discussed need for facemasks. Members who sew could be asked to make and donate masks and/or we could purchase disposables. Pastor will research. **Motion to purchase dispenser, sanitizer, and facemasks** made by Kathy, seconded by Jeremy, motion carried.

Worship Committee: Pastor has been conversing with them. Propose an outside worship service be held on Sunday, 6/21 at 9am in the 14<sup>th</sup> street parking lot. They will try to stream this service live on FB but not sure if signal is strong enough. May have to record and post on FB later. Pastor will cancel if weather is poor. Members asked to bring own chairs, to maintain 6ft social distance, and wear masks (optional). Pastor Murphey of Good Shepard Church has

developed rules for outdoor worship. A handout of these rules was passed out to all members for review. Expected attendance discussed. Pastor shared he prepared for 150 to attend Drive Up Communion but only 40 came. Feels this will be the response for our first outdoor worship. Discussed resuming in-house worship service. Want to work together, not compete with other ELCA churches in our area, and open at the same time. This is being discussed/planned within our synod and the ELCA as a whole. Pastor and staff will put together and send out a Messenger this Thursday and will include advertising for the outside service. **Motion to go forward with outside service** made by Dave, seconded by Stacy, motion carried. **Motion to ask the Worship Committee to meet and start planning for reopening** made by Bonie, seconded by Bill, motion carried.

Pastor's Report: Due to COVID-19 uncertainties, Pastor and Ronda requested council meet July 14, at 6pm, instead of being dark as is tradition. **Motion to meet in July** made by Jim, seconded by Jeremy, motion carried. Pastor also brought up for discussion, our benevolence commitment and that he would like to see us be able to pay something.

Treasurer's Report: Dave reported that in this year's budget, we decrease our benevolence payment from 10% to 6.5%. We have not paid in any benevolence for the past 3 months due to COVID-19 concerns. Dave will bring this request to the Finance Committee for their recommendation on what we can pay.

Dave then shared, with a very heavy heart, that he was resigning his position as Church Treasurer and has submitted his letter of resignation to Pastor. He shared that he has had significant events in his personal life that have lead him to have to make this decision. He will however continue to be active on congregation council as well as stay in the treasurer's position until a replacement can be found and transitioned into the roll. Council members thanked Dave for his service, complemented him on his achievements with Shepherds Staff and PPP, and gave him a heartfelt round of applause. Council members further expressed their gratitude that Dave will continue to serve on council.

**LONG TERM PROJECT/GOALS** - Pastor asked all to review chapter one and read chapter two in "The Agile Church" for discussion at our next meeting.

Meeting adjourned at 8pm on a **motion to adjourn** by Kathy, seconded by Boni, motion carried.

Pastor closed with prayer followed by all members saying The Lord's Prayer together.

Respectfully Submitted,

Terrie Porras, Council Secretary