

## September 2019 Council Minutes

*Tuesday, September 10<sup>th</sup>, 2019 7pm Fireside Room*

Present: Jen, Marlo, Kim, Kyle, Dan, Jon, Ann, Rayelle, and Kelly. Pastor Dave was also present. Al was excused.

- 1) Call to Order - Marlo called meeting to order at 7:02pm
  - a) Approval of Agenda – Rayelle made a motion to approve the agenda. Jon seconded the motion. Motion carried.
  - b) Welcome any guests – Katie Livingood from the Communications Commission presented three logo (icon and typeface) concepts, looking for feedback from council, as to help to update the brand identity for the church through various media. Council talked through the concepts and provided Katie with information.
  - c) Review any thank you notes or correspondence sent to Council or St. John’s – Marlo was not aware of any incoming correspondence. Pastor Dave had started thank you notes to the summer musicians, and passed them around for Council to sign.
- 2) Devotions – Ann led devotions
- 3) Reports –
  - a) Previous meeting minutes – No comments on meeting minutes.
  - b) Previous staff/commission reports – Rayelle asked about the limited numbers for youth trips on the Youth and Family report. It was noted that this is likely due to the fact there will be several opportunities, and smaller numbers will be easier to manage. Marlo inquired about using YouthWorks again for back-to-back years, as the last YouthWorks trip, although it provided a wonderful opportunity, it also had a come at a higher cost to the youth and their families. Given the current financial state of the church, we need to carefully consider if and how the giving to these trips may impact the general offerings or giving to other ministries. She also encouraged, as a parent, to ensure that the actual cost is well-known to parents up front, and to ensure safety for all kids, and who comes into contact with them during the trips. Council suggested a follow up meeting with all parents involved on the San Diego trip in order to address any concerns, so that the 2020 trips well understood, even if they take place after the 2020 trip informational meetings. Kyle made a motion to approved the previous council meeting minutes and commission/staff reports. Ann seconded the motion. Motion carried.
- 4) Financials
  - a) Summary of the past month’s financials - Kim reported that the checking account is currently \$-26,000. Kim said that this continued deficit needs to be discussed more opening and in depth with the congregation. The Finance Commission and Exec team is concerned with the patterns of behavior. Budgets decrease each year. The budget was \$100,000 higher in 2016. There is very little left to cut in terms of programming with regards to the next budget cycle. Kim noted that St. Johns has just launched its Stewardship Campaign, and a pledge campaign may help, although we will not realize their benefit, if any, until next year and that they are not items we can factor in as they are new. Over the next 8 weeks, there will be discussions of stewardship, in all aspects, with the book study, positive stories, and open discussions. Kyle shared concern with the church’s cash flow problems being a pattern, and how we simply cannot continue to count on the Christmas to help bail the church out at the end of the year. Kim shared a brief budget narrative showing the impact of tithe.ly e-giving, even during the week, which helps with everyday cashflow needs. Tithe.ly has produced roughly \$400 in processing fees, \$150 have been covered by the church and \$250 have been paid by members through covering the administrative processing costs with their donations. Pastor Dave shared that he will

reintroduce the \$5 bucket, and encouraged leadership council to consider a type of match (i.e. \$100 per council member if the congregation can raise the same over the specified time period). Kim presented a Cash Management Policy that was presented by Finance and reviewed by the executive team. It outlines guidelines for purchases over \$100 to seek permission prior to permission. Council discussed and noted that this would be good practice to curb expenses that are not “essential” for the short term, until cash flow is more manageable. Dan raised the question on how it will affect CKP’s start up. Kim noted that Finance continues to search for solutions. Many also noted that a purchase order requisition policy is implemented in many institutions to manage cash flow. Jen asked leadership council to represent the interest of the congregation, and to allow CKP to represent CKP. Kyle made a motion to adopt the proposed cash management policy. Ann seconded the motion. Motion carried with one opposed. Jen noted that she will follow up with Jessica on CKP regarding expenses. Marlo recommended including Justin (CKP Treasurer) into the requests since he is familiar with their budget.

b) Tithe.ly E-giving update – See discussion in 4a.

#### 5) Old Business

a) Book Study – Kelly led Part 2 Introduction “Our Duty and Delight” and Chapter 4 “Faithful Living” and the group discussed how we acquire, regard, manage, and spend our money in all aspects of our lives.

b) Stewardship update – Pastor Dave reported that the stewardship committee discussed some ideas for additional for fundraising, such as a Coffeehouse Fundraiser in March 7 from 6-9. Details to come. The stewardship committee is also planning a golf outing fundraiser on May 16<sup>th</sup>. Pastor Dave and the committee will continue the ongoing stewardship conversations, culminating in pledge cards on Reformation Sunday. Pastor Dave suggested updating offering envelopes with QR codes and text-to-give information as it becomes available.

c) CKP – Marlo reported that CKP had just launched its program year the day before. The Sunday School office has been cleaned out and reorganized, and is to share space with Sunday School. CKP staff spent extra hours reorganizing the office, and is seeking payment for extra hours worked. This is currently under review with the Personnel Commission.

d) Membership Directory update – Rayelle has tried to contact another vendor for comparison. She will launch demographic cards in church bulletins to gather updated information. Rayell and Katie Freerkson will enter data into Shepherds’ Staff software.

e) Hail Damage/Roof Update – Kelly noted that the contractor is working with insurance on any supplements for the roof. Thrivent returned the endorsed check, and the contractor will be paid as soon as the check is cut and signed from St. Johns. Construction should be able to start shortly after that. Kelly will keep office staff and CKP updated to the schedule, as noise and equipment will likely affect operations.

#### 6) New Business

a) All Commission Meeting – Jen sent out the meeting notification, and will follow up next week with the previous meeting minutes and questions for each commission to address prior to the meeting. Marlo recommended to include Mindy Knutson, CKP administrator, on all-commission meeting information.

b) Wednesday Worship Update – Pastor Dave update worship music leaders for the program year, and wishes to involve and invite more youth and adults to participate. Youth will start to practice next Wednesday. Wednesday worship will remain on October 23<sup>rd</sup> (day prior to Lutfisk). No Wednesday worship on October 16<sup>th</sup> (MEA, no school) and November 27<sup>th</sup> (day before Thanksgiving).

- c) Fall Fest – Kelly reminded council of the second annual Fall Fest at St. John’s on Sunday, September 29<sup>th</sup> from 11-1. Council is encouraged to assist with serving lunch, and being present to enjoy fellowship and assist as needed.
  - d) Roundtable Discussion – Pastor Dave suggested drafting a donation letter for services that are rendered to benefit the church. It would include a thank you as well as acknowledgment of services received that organizations can use for tax reporting. The letter should be signed by an executive officer. The questions was raised about not including a monetary amount of work equivalent on the letter, but rather simply acknowledging what services that church received. It was suggested to implement a policy with tax ID information included.
  - e) Elected council members held a closed session. Pastor Dave will be gone Sunday, September 22<sup>nd</sup>.
- 7) Council shared God Sightings that they encountered.
  - 8) Motion to Adjourn – Dan made a motion to adjourn. Rayelle seconded the motion. Motion carried.
  - 9) Council closed the meeting by reciting the Lord’s Prayer.
  - 10) Upcoming event/meetings
    - a) Next council meeting – Tuesday, October 8<sup>th</sup> 7pm in the Fireside room. Dan will lead devotions. Lindsay leads Chapter 5; Al leads Chapter 6.
    - b) All-Commission meeting – Sunday, September 29<sup>th</sup> 6-7:30pm in the Fellowship Hall

Respectfully Submitted,  
Kelly Utesch