

## February 2020 Council Minutes

Tuesday, February 11<sup>th</sup>, 2020 7pm Fireside Room

Present: Sam, Rayelle, David B, Marlo, Ann, Darcie, Dan, Jon, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dave Z was absent/excused.

- 1) Call to Order - Sam called meeting to order at 7:02pm
  - a) *Approval of Agenda* – Rayelle made a motion to approve the agenda. Marlo seconded the motion. Motion carried.
  - b) *Welcome any guests* – Jim Brenke was in attendance to reveal his painting of Jesus with children that he is donating to the church. From the November 2019 meeting, it was agreed to hang the painting in the Fellowship Hall. Council graciously accepted the painting, and thanked Jim for sharing his artistic gift and time with the church. Daryl Melquist and Dave Aakre were present from Properties to provide an update on the key management process that they initiated with Council at the December 2019 meeting. They provided three options for Council to consider: 1) Strict adherence to the proposed process, 2) Rekey/change locks on all entry doors for roughly \$1445, or 3) Rekey/change locks on entry doors, but make 2 of them “guest” doors, and have a key that will only open those doors. Paid staff would be the only ones with keys to all exterior doors.
  - c) *Review any thank you notes or correspondence sent to Council or St. John’s* – Darcie noted that the Girls Scouts sent a thank you note to St. John’s for using the facility for a lock-in event.
- 2) Devotions – Kelly led devotions.
- 3) Reports –
  - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Council reviewed the submitted reports and minutes. Marlo made a motion to approve the reports as submitted. Rayelle seconded the motion. Motion carried.
- 4) Financials
  - a) *Summary of the past month’s financials* – David B said he is working with McKern’s, Finance, and staff to familiarize himself with the accounts. January ended in \$-1393.75. David noted that he is committed to maintaining accurate and transparent reporting. He would like to introduce himself to the commission contacts to follow up on existing procedures and make sure his transition into his position is seamless, and that processes continue to be followed. Kelly will provide David with a list of commission contacts. Council updated new members on the purchase order process, prior approval policy, and tithe.ly. David requests to staff that he receive a copy of purchase orders (in addition to Shelly). David noted that there is a delay in credit card statements as the billing is later in the month. Lindsay mentioned that Shelly has been working to move the statement close date to the beginning of the month to better reflect expenses for each month. Regarding February, David noted that while all services were canceled due to weather on February 2<sup>nd</sup>, the tithe.ly regular donations were able to help with cash flow during the week.
  - b) *CKP Update* – David and Marlo noted that there was a tuition error in the CKP tuition account, so CKP numbers were not yet known. He noted that January CKP was slightly under budget, but was not able to ready to report January numbers due to at least one clerical error discovered.
- 5) Old Business
  - a) *Annual Meeting Update* – There were 89 voting members present for the annual meeting. The meeting was brief, organized, and informative, and last about 30 minutes. Council noted that it continues to be good practice to release the proposed budget ahead of time and to hold separate budget information meetings prior to the annual meeting so that the annual meeting is

continues to run efficiently. Kelly will send thank you notes to Ariana, Marlo, Katie, Amanda and Lindsay for their help in pulling together the presentation for the narrative budget.

b) *Properties*

- i) Annual Audit – Kelly reported that the commercial property insurance annual audit was submitted to Selective Insurance on February 11, 2020.
- ii) *Key Management Update* – Council discussed the information provided by the Properties Commission. Marlo made a motion to rekey 10 doors, two of those with guest keys, and to leave five as emergency exit-only doors (no key/entry), and to do it during the summer months, between programming, contingent on donations to fund the project. Ann seconded the motion. Motion carried.
- iii) *Snow Removal* – Pastor Dave spoke with Sheryl to handle contacting IMS for snow removal as needed on Mondays – Thursdays, and Shelly and programming staff can contact on Fridays.

- c) *Directory/Membership Update* – Rayelle reported that the directory committee is working through contacting members to update contact and status information, and has contact last names through J's. Jodie, Ardis, and Patty have contact people who may know of people they cannot reach to help their efforts in creating accurate records. Rayelle noted that the "transfer out" reports for January and upcoming months may appear high, but it is simply noted as people who may be moved away or left many years ago, and that many of the reported "transfer outs" are an effort to correct aged records that were never properly recorded. As a result, St. John's membership list may reflect fewer members, but will be more accurate. Rayelle also noted that through the contacts, Pastor Nirmala has added pastoral visits to three shut-ins. The directory currently has 89 families signed up, and 200 families are needed for a bound hardcover. In past directories, 200 families have been attainable, but the first wave of photos were slow, and the directory committee is hopeful that the March sessions help to boost participation.

6) New Business

- a) *Ash Wednesday worship (Pastor Dave)* – Rather than two evening services, St. John's will hold one service at noon with no meal, and one service at 6:30pm, with a soup supper at 5:30. Worship and Music and staff hopes that the addition of an daytime service may help to draw people in who may not normally come in the evening.
- b) *Housing Allowance update (Pastor Dave)* – Pastor Dave presented his housing allowance election form which allows him to allocate a portion of his salary towards housing expenses, allowing avoid double taxation. The allocation does not affect his compensation, but will be noted on his W2 for tax reporting purposes. Pastor Dave has elected to deduct \$36,720 for housing allowance.
- c) *Non-member wedding request (Pastor Dave)* – There was a request from a couple who belongs to a very small church to hold their wedding with their own pastor at St. Johns since their church will not be able to hold the expected 300 guests. Pastor Dave plans to meet with the officiating Pastor to ensure nothing in the sanctuary is disturbed, and the couple will be responsible for the customary fee structure for nonmember weddings that will include a wedding coordinator, custodial service, and an audio technician. Pastor Dave asked council if anyone had any objections or concerns, and none were noted. Ann made a motion to approved the nonmember wedding with the couple's own officiant. Rayelle seconded the motion. Motion carried.
- d) *Stewardship update (Jon/Pastor Dave)* – Pastor Dave said that Food For Friends was approved to volunteer at Berne Wood fire pizzas this summer. Two volunteers will be needed, and will earn \$100/week for the program. One volunteer must be an adult and will cook, and the other can help with money/ticketing. Lindsay noted that Youth and Family is planning an event on Thursday, June 11 at 6:35pm at the Rochester Honkers game. They will have an information

table, and other activities. Tickets are \$10, \$5 will go to St. Johns. The Coffeehouse event planning is currently underway, and talent is being recruited. All are encouraged to purchase tickets.

- e) *Constitution and Bylaws update (Pastor Dave)* – Pastor Dave has sent out the Constitution and Bylaws to the Synod office to a specialist who is extracting the bylaws and will help to offer any updates that may be needed. The timeline is to have the revised Constitution ratified at the 2021 Annual meeting, assuming the congregation has 60 days of notification to review.
  - f) *Lenten Study (Amanda/Kelly)* – Kelly and Amanda presented the Lenten book study for 2020, which is the *Living Room Series' Ruth* by Kelly Minter. It is a study that was recommended by the Education Commission. Sign ups are available, and groups will meet Saturdays at 10am and/or Sundays at 9:10am.
  - g) *Roundtable Discussion* – Marlo provided a summary proposal from CKP that outline the plans for summer programming. They plan to cap summer care at 20 children, and estimate needed 13 fulltime children to reach a break-even point. Marlo noted that registration for summer is now posted online, but was not aware if anyone had signed up yet. Pastor Dave recommended that council approve the program before posting, but he and Marlo noted that the information needs to be timely for families to consider summer planning, and waiting too long to communicate could cause families to choose summer care elsewhere. Marlo noted that about \$2,500 weekly income is needed in summer, if not counting an administrator. Jon made a motion to approve the proposed summer programming from CKP. Darcie seconded the motion. Motion carried, with Rayelle abstaining from the vote. Pastor Dave thanked Council for their continued prayers for Sarah and himself. Pastor Dave also recommends that council does another book study this year, and recommended *Canoeing the Mountains* by Tod Bolsinger. Rev Emily Carson, Communications Director for Southeastern MN Synod, will be leading worship on March 1<sup>st</sup>. Southeastern MN ELCA Bishop Regina Hassanally is scheduled for December 20<sup>th</sup>. Fourteen people are signed up for the marriage and family retreat on February 15<sup>th</sup> and 16<sup>th</sup>. Pastor Dave noted that he has completed his portions of the parochial reports, and David B needs to complete his portion and give to Shelly. Pastor Dave also noted that the Synod Intended Mission Support commitment will be due, and typically St. Johns typically gives \$20,000, as the Synod relies on us and all congregations to help with our Mission. Pastor Dave noted that there is one viable candidate for the open custodial position, and another meeting is planned for February 23<sup>rd</sup>.
  - h) *Closed Session* – Closed session was not held.
- 7) Council shared God Sightings that they encountered.
  - 8) Motion to Adjourn – Jon made a motion to adjourn. Ann seconded the motion. Motion carried.
  - 9) Council closed the meeting by reciting the Lord's Prayer.
  - 10) Upcoming event/meetings
    - a) Coffeehouse – Saturday, March 7<sup>th</sup> 6-9pm
    - b) Next council meeting – Tuesday, March 10<sup>th</sup> 7pm in the Fireside room. Rayelle will lead devotions.

Respectfully Submitted,  
Kelly Utesch