

**ST. JOHN'S LUTHERAN CHURCH
KASSON, MN**

COUNCIL PACKET

March 10, 2020

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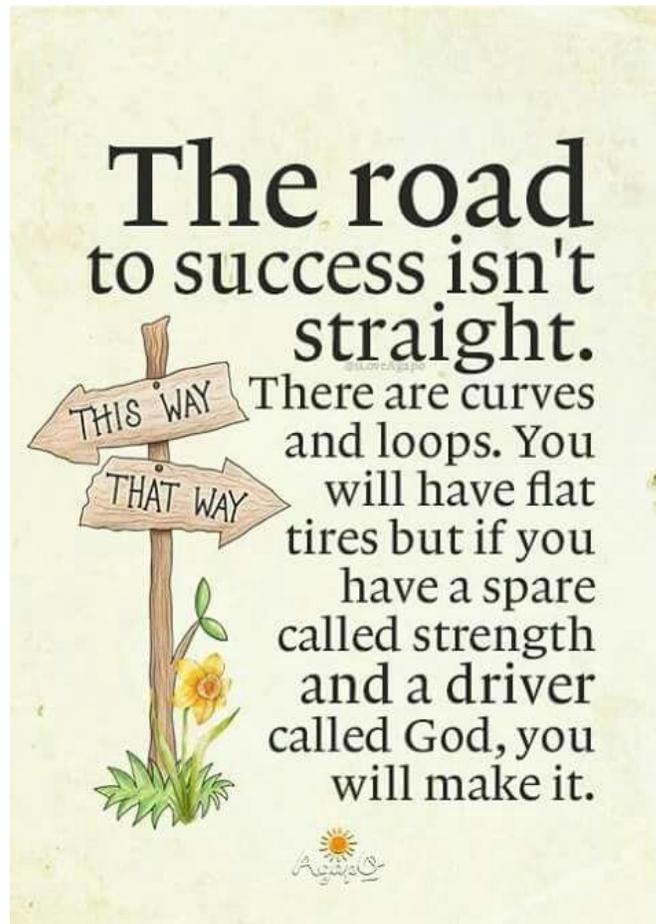
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2020 Council Covenant

God
Open/Committed to Change
Open Minded
Honest
Timely
Respect
Support
Focus on a Common Goal!
Cohesiveness
Energized when we leave
Confidentiality
Conscious
Seeking
Relevant Leaders
Love our neighbors
Live our Faith so others want what we have.
Ask and they will come but thank them.

Council Members

Pastor David Efflandt
Pastor Nirmala Reinschmidt
Sam Marsland
Rayelle Haase
Kelly Utesch
Dave Bornfleth
John Klein
Dan Paulsen
Marlo Bungum
Ann Trihey
Darcie Moehnke
Dave Ziegler
Lindsay Colwell
Amanda Sabelko

St. John's Lutheran Church

"We are disciples of God, living in his grace as an inclusive community, worshipping together, growing in faith, serving others, and living as witnesses of Jesus Christ."

Council Meeting Agenda

Tuesday, March 10th, 2020 7:00 p.m. - Fireside Room

1. Call to order – Sam (15 minutes)
 - a. Approval of agenda
 - b. Welcome any guests
 - i. Communication Commission logo recommendation (Katie Livingood)
 - c. Review any *thank you* notes or correspondence sent to Council or St. John's
2. Devotions – Rayelle (5 minutes)
3. Reports – Sam (5 minutes)
 - a. Discuss/Approve previous meeting minutes, staff reports, and commission reports
4. Financials – (20 min)
 - a. Summary of the past month's financials (David)
 - b. CKP Financials (David/Marlo)
5. Old Business – (20 min)
 - a. Coffeehouse follow up (Pastor Dave)
 - b. Ash Wednesday follow up (Program staff)
 - c. Directory/Membership Update (Rayelle)
 - d. CKP update (Marlo/PD/Exec)
6. New Business – (20 min)
 - a. Book Study launch – *Canoeing the Mountains* – Tod Bolsinger (Pastor Dave)
 - b. Personnel update (Sam/Pastor Dave)
 - c. Soles for Souls (David B)
 - d. Strategic Planning
 - e. Roundtable discussion
 - f. Closed session – elected council
7. "God Sightings" – All (5 minutes)
8. Motion to Adjourn
9. Lord's Prayer
10. Upcoming events/ meetings:
 - a. Next council meeting – Tuesday, April 14th, 2020
 - i. Devotions – Darcie
11. Parking lot (Items for future discussion):
 - a. Facility usage update (Pastor Dave)

February 2020 Council Minutes

Tuesday, February 11th, 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 2nd, 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 1st. Southeastern MN ELCA Bishop Regina Hassanally is scheduled for December 20th. Fourteen people are signed up for the marriage and family retreat on February 15th and 16th. 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 23rd.
 - 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 7th 6-9pm
 - b) Next council meeting – Tuesday, March 10th 7pm in the Fireside room. Rayelle will lead devotions.

Respectfully Submitted,
Kelly Utesch

Pastor's Reports

Pastor Dave's Report, February 2020

CKP Administrative Changes

I continue to work with CKP/LL staff and board to make our way into the new calendar year. We are working to balance out the needs of the program with the reality of our funding. I am thankful for all board members, teachers, classroom assistants and aides who are doing their best to navigate through these changes. And, I am grateful for the parents who continue to support our program as well. I believe that the learning we experience this year will set the groundwork for growth in the years ahead.

Marriage and Family Retreat: February 15-16, 2020 at Good Earth Village

We had an excellent time at the retreat. Seven couples joined us for the retreat, where we spent time exploring healthy communication and conflict resolution skills. We enjoyed fellowship and worship time together as well, and will be offering a similar retreat again, either in the summer or next year.

Continuing Education

I have completed my year-long continuing education: The SHAPE of Leadership, which was focused on approaching difficult challenges in our congregation using adaptive leadership techniques. Council will be exploring one of the resources that we used for this training: Canoeing the Mountains. This will be our book study as leadership in 2020.

Update on Sarah's Health

Sarah went into the hospital on February 18 to complete a procedure which began last summer in her abdomen. As of the time of this report, Wednesday, March 4, she is still in the hospital. However, her team is hopeful that she will be able to come home by Friday, March 6. Our family is grateful for the prayer, support and care that you have shown us in this time. Thank you all again.

Premarital Counseling: I am providing counseling for two couples at present

Funerals / Baptisms: I did not preside at any baptisms or funerals in February

Pastoral Care Visits: I had six pastoral care visits in February.

Days Off / Vacation Information

Number of Days Off Through 2/28/2020: 9 **Days Off that I worked in 2019:** 3

Number of Comp Days Remaining: 2 **Quarterly Sundays Available:** 4 **Quarterly Sundays**

Used: 0

Vacation Days Taken in 2020: 0 **Vacation Days Remaining 2019:** 4 Weeks / 5 Sundays

Upcoming Days Off: I will be taking time off while my kids are on spring break:

- March 8-9, which will utilize the remaining Sunday from 2019. I will return for council on March 10.
- March 11-14, which will utilize three vacation days and regular day off.

I am also planning to take off the week after Easter: April 13-19, which will utilize 4 days of vacation, one regular day off and one Sunday off from 2020.

Pastor Nirmala's Report: February 2020

Visitation continues to the shut-ins and hospitalized

I conducted monthly worship services at Sun Wood and Fairview

Prayer team met on Mondays.

I preached once in February

Attended staff meetings.

Director's Reports

Deacon of Faith Formation

Director of Youth and Family Ministry Report to Council - March 2020

Youth and Family Updates

High School Ministry

Weekly Youth Troop

We continue to have great turnout at our weekly meeting time. Our high school students are deeply involved in the congregation and I am grateful to them that they have been able to maintain the weekly gathering despite Pastor Dave and myself being very busy. They meet and have fellowship, allowing us to join their conversation as we are able after confirmation and meetings. Their church family is strong!

Middle School Ministry

Confirmation

As we move into March I made a change into our meeting time for this past week. We skipped over our lesson on Daniel and apocalyptic literature, specifically because of the violence in our video. After the past couple of weeks and the loss of Kaylee Lambright I decided that the story of the Gospel message was a better choice. This month our students will finish up the last mentor session for this school year. They will also have an opportunity to take on some service projects as we finish up the school year and their faith statements.

Summer programming 2020

Fundraising/Fellowship Events

Fundraising has been going very well. Our soup suppers have been going well. We have been staying ahead on Thrivent Action Grants which has been a great help to our budget and bringing in more funds to utilize for our trips and programming.

Tickets for the Rochester Honkers

Baseball tickets for the June 11 Rochester Honkers game will go on sale this month as well.

Summer Camp

Our week at Sugar Creek Lutheran Bible Camp will be June 14-19, 2020. This camp is open to all current 3rd-12th grade students. Information is available through Lindsay.

Notes from Director of Youth and Family Ministry

This past month has been somewhat of a blur with the Marriage Retreat, and then the devastating loss of Kaylee Lambright. I have been spending a lot of time at the end of February and the first part of March doing counseling and conversations with students, getting things ready for the CoffeeHouse event on March 6, and tackling the many fundraising events that take place during Lent. I want to thank the council, congregation, and other community members for the support, food, and kind words over the past few weeks. It has been a sad, but affirming time in my ministry.

Continuing Education, Synod Events, and Time Away

- March 10: SEMN Synod Minimum Compensation Guidelines Taskforce (chair) @Assisi Heights
- March 16-20: Mix of vacation and continuing education (reading of Canoeing the Mountains and stewardship stuff)
- March 19: SEMN Faith Formation Network @ Bethel in Rochester
- April 4: Present at Synod Council

Submitted by Lindsay D. Colwell

*Note: Youth and Family Commission has not had a chance to meet in the past month. The commission members have been actively involved with fundraising duties and assisting with events.

Commission Reports

Communication Commission Meeting Minutes

February 17, 2020, 7:00 pm, via Zoom

Present: Ann Brenke, Michelle Coy, Patty Foster, Ariana Wright, Katie Livingood, Pastor Dave Efflandt

Absent:

1. Old Business (20 min.)
 - a. Branding Update
 - i. Confirm what requests to send based on last round of options
 1. Option 1 is a no from the team.
 2. Option 2 is the preference with the addition of the door in the current color.
 3. Option 3 is a no from the team.
 4. **Action Step:** Patty will mock up a door with an outline and a door in the blue and send it to the team sometime on Feb. 18th. Katie will share the final edits with the design team and finalize by the end of the week. Design team will have the edits back to us by March 4th.
 - b. Website
 - i. No update yet.
 1. Action Step: Katie will be working on this in the near future and will have an update of launch date soon.
 - c. Updates from Team Members
 - i. Narrative Budget - Ariana
 1. Feedback for next year?
 - a. Timeline for editing was tight even with a deadline
 - i. Pr. Dave will work on the finance deadline that will help with next year
 - b. Like the representation in the document - Pr. Dave
 - c. For next year - ask Katie for an updated Google Doc to start from.
 - ii. Intro to the Congregation video - Michelle
 1. Next steps - create an outline - who can work on this?
 - a. **Katie will talk with Lindsay** about youth being involved
 - b. Hannah B. will edit the footage once we have collected it
 - c. **Michelle C., Patty, Ariana** are willing to start working with youth to record.
 - d. **Katie will talk with Lindsay** about having the youth do "B footage"
 - e. **Katie will communicate the Google Drive upload info by Feb. 18th**

2. Notes from last meeting:
 - a. Question options:
 - i. What is “church” to you?
 - ii. What does “grace” mean to you?
 - iii. How do you share your faith?
 - iv. What do you like about St. John’s?
 - v. What energizes you about the way God is at work through St. John’s?
 - vi. How did you first get involved in the faith community at St. John’s?
 - vii. What does it mean to you to “live as a witnesses” of Jesus Christ?
 - viii. What would you say to someone considering visiting St. John’s?
 - b. People to consider interviewing:
Jen Smith, Torsten Herfendahl, Killian Hepplemann, Youth group kids, Rayelle Haase (council), Kay Hodge, Clark Johnson, Ministers, Ann Trihey, Al Flickinger, Sam Marsland, Ian or Aiden Kujath, Tanya Young, Jackie Longedyke (head of mission and outreach), Ardis Grovdahl, Dennis Foster, Jodi Tvedt, Gloria, Jason, Ariana
 - c. Drone video?
 - i. Darin Steffl - Ariana will contact
 - ii. Patrick Quint - another option
 - d. Goal to be done before May.
 - e. Hannah to cut and edit video.
 - i. Michelle ask Hannah about video quality.
 - f. Minimal narration to make sure we can use the video for a long time.
- d. New Business (40 min.)
 - i. Please email Katie with any new business
- e. Priorities
 - i. Integrating social media accounts (Katie, Lindsay, Amanda)
 1. Katie is planning to sit down with Lindsay and Amanda to talk this out
 - ii. Style Guide (once branding is done)
 1. Katie wants to focus on this at the next meeting
 2. Patty and Katie will mock up a first draft for us to review
 - iii. Stories of life at St. John’s/behind the scenes (start with the video)
 1. Brainstorm in the future
- f. Planning - Using our talents with efficiency (20 min.)
 - i. New topics and items to tackle as a team:
 1. Help curate a list of “Living as Witnesses” stories for the Snippets/social media

2. Create one (or more throughout the year?) photo challenges.
3. Work with Growth & Hospitality on updating the Welcome Packet.
Taking a lead on overhauling the brochure

Creation Kids Preschool Meeting Minutes

March 3, 2020, 5:30 p.m.

1. **VBS June 22nd -26th** changing the ages this year to going into Kindergarten – 5th grade
2. **Treasurer's Report** – Rachel submitted a grant for a new for billing software. Billing software will be great for communication with families, scheduling, billing, and varying schedules. Parents will have a parent portal to log in and view and edit their Little Lambs schedules.
3. **CKP Open House**- April 2nd 5:00– 6:30pm
4. **Staffing Update for 2020-2021 school year**- Carol will finish out the year but resigned from coming back in 2020-2021 school year. Her position will be posted soon. All other staff agreed to return in 2020-2021 school year. New Employee Contracts will be sent to Personnel for approval by end of April/beginning of May. Received an application for teaching assistant for Little Lambs. Anne working with new sub to get background check done. Working on getting a HS Aide to cover Gabi shifts as she will be leaving for softball and return when season done. Both HS Aides will work summer.
5. **Registration update (fall)**- There are currently 40 kids registered for CKP for the fall and 20 kids registered for Little Lambs for fall. Registrations just opened to public on March 1st and advertisement will go in DCI Advantage end of this week. Peggy to go through list and verify birthdays and will meet with Jessica to go over. Jessica will then send out confirmation emails to families.
Registration update (summer)- Opened to public on March 1st. Contracts will be 2-day, 3-day, 4-day, 5-day, and drop-in. Each contracted day = one slot (example: 2-day contract = 2 slots). Currently have 71 slots out of 100 filled. Break-even equivalent to 70 slots per Justin and Marlo's budget. Will continue to market to fill up to 100+ slots.
6. Important to have staff help volunteer for all March events. March is CKP's busiest month.

7. **CKP Sunday** –Sunday March 15th

- Children/ board members and teachers will wear CKP shirts.
- 1. Flyers were sent to parents with RSVP cards this week
- 2. Teachers:
 1. All staff must be present. Please reach out to a board member if you cannot be present
 2. Fellowship Hall and board decorated with projects
 3. Centerpieces for tables
 4. Children to sing at 10:15 service - Singing together before readings. Teachers have 3 songs.
- 3. Anne will give the children's sermon
- 4. Rachel will do a Temple Talk
- 5. Need to find CKP graduates to do readings: Update: Raelyn will do a reading. Teachers will usher.
- 6. Raffle baskets: one boy - one girl. If you'd like to donate an item for the baskets, please bring to Jessica.
- 7. Jess will coordinate with Tanya/set up tables Sat March 14. Jessica and Tanya will join forces and purchase food together. Meeting March 7 to do this.

PREP 7:30AM: Jessica, Dan, Tessa, Lindy, Rachel

Start serving at serving at 8:30

SERVER: Jessica, Tessa, Mark (pancakes), Lindy, Rachel, Kirk (cook), teachers to hand out extra pancakes and walk around to visit with families.

CLEAN-UP: Jessica, Dan, Tessa, Lindy, Brandon (dishes), Rachel

GREETERS: Lacy/Owen

READERS: CKP Graduates (Raelyn + need extra)

USHERS: Teachers

CARDS FOR A CAUSE/T-SHIRTS TABLE: Tessa, Nola

8. **Soup Supper**- Wednesday March 18th (Chicken Wild Rice) (wear CKP SHIRTS)

1. Sign up Genius for desserts sent to families. Currently have 15/20 slots filled.
2. Danielle Schmitz will make and prepare soup. Jessica/Rachel are coordinating with her.
3. Get volunteer list finalized: NEED VOLUNTEERS FOR ALL AREAS

PREP (3:30): Jessica, Tessa (meet Danielle to get soup on heaters, make sandwiches, make garlic bread, get water/juice ready.

SERVE (5:15): Jessica, Tessa, Lindy

CLEAN-UP (6:00): Mindy, Jon (dishes), Rachel, Jessica NEED VOLUNTEERS

CARDS FOR A CAUSE/T-SHIRTS TABLE Tessa, Nola

9. **Dodge County Expo**- Saturday March 21st 8am-2pm (wear CKP shirts)

1. Update trifold brochure (Jess)

2. Order prizes for fish game (Jess)
3. Print registration forms, trifold brochures, CKP Letterhead, business cards
4. Find fishing game, banner,
5. Get volunteer list finalized:

SHIFTS:

Set-up Friday Night In the same spot: Lindy, Tessa

Sat 8-11am: Jessica & Rachel

Sat 11-2pm: Jessica & Rachel

10. **2020 EXPO INFORMATION: Saturday March 21st 8am-2pm**

Included is our table with table cloth and 2 chairs.

- **Shifts:**

Set-up:(Friday night)Lindy, Tessa

8-11: Rachel & Jess

11-2: Rachel & Jess

- **CKP BANNER:**

We will hang this from the drop down cloth behind our booth. We will need to bring yarn/twine/string or something to hang this with. We will diagonally hang it to the top of the banner to make a popping/exciting scene.

- **FISHING GAME:**

The kids toss over the fishing pole and we clip on a prize or sucker. This has generally been on the floor/stool on the right (facing the booth) so it "catches" ;) attention for people walking the aisle. "Kids! Fish for a Prize!" sign Anne will make and we can have it taped to the top back of the fishing board. We will need a stool/bench for this. In past years, the board is too high when on the table and the kids get wild with their casting, so we've found that it being elevated a little from the floor is nice. Did we decide who or where we are getting this stool/bench from? Keep in mind the fishing game is a trifold science fair project type of thing so it needs to be sort of long across that it sits on.

- **PRINTED MATERIAL:**

- Registration forms
- Trifold brochures
- CKP Letterhead. These are half sheets of letterhead if anyone would like to receive more information or details that we cannot answer on the spot or if we are really busy, they can use this. They can jot down their own info on it for them to take, too.
- Business cards

- **SIGNAGE:**

Does anyone want to make any bright bursts like we did last year on colorful tag board?

- **TOTAL LIST OF SUPPLIES:**

- banner + string/twine or something to hang it with
- business cards + holder
- letterhead
- pens
- fishing game
- fishing pole and clothes pin
- suckers
- prize box
- Little Lambs "burst sign"
- trifold brochures
- registration 2 page packets for CKP
- registration 2 page packets for Summer Care
- large trifold "science fair" board
- small stool or bench type of thing for the fishing game to be off the floor, but not as high as the table

Property Commission Meeting Minutes March 3, 2020

Attendees: Fred Asche, Dan Jensen, Daryl Melquist, Dale Edgar, Wayne Hendrickson, and Dave Aakre

Key Discussion Items:

- Church Entry door lock key's: Daryl and Dave met with Church Council on 2/11 to discuss whether or not to redo the locks on the exterior doors of the church. Current estimate for that work is \$1445. After deliberation, Council came back with the following recommendation: *"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."* Property's needs to get an updated estimate and determine if we can secure the funds to do the work.
- Snow Plowing: Representatives of Council met with Property's members on 2/2 and together we decided the Office Staff should be empowered to request snow removal and/or sanding when it is needed. Property's will take the lead on communicating with the contractor (IMS) when a new contract is due and when there are issues or concerns. Dave met on March 3rd with IMS Superintendent, Leith Schultz, and has clarified our requirements and pointed out the damage that was likely done during plowing early in the season (CKP fence, Gutter, Fascia) and Leith agreed it was likely done by their operators. The gutter out front has been repaired already (donated) and the CKP fence will be repaired when the new gate is installed (estimated cost to repair the fence is \$100). We asked IMS to discontinue clearing snow along the fence and only shovel the gates. We've also asked them to discontinue clearing the "patio" area by the Narthax as those paths are not used in the winter.
- Roof Leak on the south CKP classroom, near the west wall: Brian from Shelter Construction has looked at it, and was unable to identify any problem with their installation of the new shingles. Property's members do not recall seeing this issue before. The area of intrusion appears to be at the interface between the kitchen area flat roof and the recently re-roofed Sunday School roof. After the spring melt, we will determine how to proceed (some options are: more insulation in the attic, close up air leak gaps, and heat tape on the area where the ice dam is occurring).
- We had another minor (so far) issue with the boilers that required help from Decklever Mechanical to check and restart the system. We have an intermittent error (E87) showing up and a minor water leak on an air bleed valve on one of the boilers. Both will be addressed after the end of the heating system.
- Loss prevention Report recommendations (from March of 2019): Wayne and Daryl are preparing the required documentation. They will produce 3 to 4 books to be located in strategic areas. The inspector from Hartford asked about this during the most recent inspection (2/20/2020) and we responded that it was a "work in progress".
- Narthax South LED Panels: We can finish out repopulating the fluorescent lighting in the Narthax area with 6 more LED panels and are proceeding to get another Thrivent Grant to cover part of the cost. Our goal is to do this yet this spring.

Updates Items:

- Gary Kautz has asked permission to have the main parts of the church lawn sprayed for weeds and fertilizer. He will pay for the cost. Daryl and Dave said he could go ahead with this, but should coordinate with the Little Lambs Day Care personnel to make sure we aren't causing them a problem in the play area.
- Gary has also asked and received permission to bring in a contractor to deal with the rain water runoff of the roof on the north and east sides of the Sunday School wing and the office wing. Gary will pay for the cost.
- One of the LED panels installed on 1/29 was damaged. Dave has contacted Lightbulbs.com and they have sent us a new one (and do not need the old one back).
- 6 more LED panels were installed on 3/4/2020 to finish out the area leading to the fellowship hall. Wayne obtained a Thrivent Action Grant (\$250) to help offset the cost. (The total was \$516.45 and Dave received permission from the Financial Committee to spend \$266.45 of the dollars in our dedicated account earmarked for that purpose to make up the difference.) A hard working crew of 9 volunteers did the work in about 5 hours.
- Custodian position: Mark Madsen has accepted the permanent position as part time custodian. This leaves us without someone who has a boilers license, so Dallas and Daryl will cover the periodic Boiler checks. Personnel is still working on dealing with the need for more help and someone willing to be our permanent boiler maintenance person.
- Kitchen Stove: The crew cleaning the kitchen on 2/27 noticed both ovens on the stove were very warm. Dave checked it out and ended up calling A+ Services to come out and check to make sure we didn't have a problem. It turns out these pilot lights are very large and were heating the ovens up to 130 to 180 degree's Fahrenheit. The A+ Services Rep also checked the thermostat calibration and made some adjustments. This stove has 14 pilot lights that run constantly and apparently there is little to be done about the lost residual heat. We are open to ideas/suggestions.....we have considered refitting the pilot lights with a self lighting system like that used on modern hot water heaters and furnaces but so far it does not appear cost effective.
- Deckleaver Mechanical has done "tuneup/preventive maintenance" to our boilers. There may be a rebate for %50 of the cost. Dave is working on that.
- Dave has sent a request to the Church Foundation for a "beyond the budget" grant.

Work Projects committed but on "Hold" till time/weather allows:

- CKP Little Lambs fenced play area: Property's decided it is necessary to put a 10 foot gate in on the south end fence line and will fund it. It will be a two piece gate and will cost \$525. Quality Fence has promised to do it, but it is not done yet. Dave is following up with Steve Behnken. This will likely not be completed until spring (Quality has been very busy and held up by weather).
- Possible leak in the Narthax roof: Roger will do another check of the Narthax roof when practical.
- Sanctuary light (upper, requires a lift) needs to be replaced. Al Flickinger has offered to obtain an lift and deal with the repair.

- Fire alarm pull switch near the entry of the Fellowship Hall (behind the open entry door to the hall) must be moved to a more conspicuous location near the west Narthax Exit. Dan Jensen has offered to move the switch. Other members will assist as needed.
- Hail Damage: Roger Carlsen Handling. Note: Deductible has been covered by the Church Foundation. We now have a commitment to replace the Sanctuary Skylights, to be done in the spring.

"Back Burner" Items:

- Parking Lot Blacktop: The lot is breaking up over the years and will need to be replaced within the next 5 to 10 years.
- There is another window in the Narthax with the film "crinkling" up....looks at first like a crack. Jason Ogilvie (same person that has repaired the other bad films) has given us an estimate of \$180. On hold until Kim Allen gives the "go ahead" as funds are now very tight.
- Narthax floor discontinuity: This isn't a big issue (but would be quite costly to fix) and is on hold for now
- Sunday school room #14 needs carpet.
- Security lighting/cameras on the north and east side of the SS Wings
- Replace the carpet in the fellowship hall (3400 sq ft):
 - Country Carpet ballpark numbers: Removal and disposal is 39 cents per sq ft. Good quality carpet ranges between \$1.50 to \$2.50 per sq ft. 2 ft by 2 ft tiles go for \$3.00 to \$3.50 per sq ft. Installation is about 67 cents a sq foot.
 - Another suggestion was made to go with hard surface on the floor and do a sound deadening treatment to the wooden ceiling.
- Radiator holes in tops of bathroom radiators (main Bathrooms) could be closed off
- Dirty Dishes Window: An old idea has resurfaced. Traffic flow and congestion during busy times in the kitchen would be improved by putting a "dirty dish window" in the Kitchen hallway near the west kitchen door entry. This would be fairly expensive because it would need to be finished out with stainless steel, and would need a "fire door" to close it up in case of fire. It will be added to our "want's" section of our Property's Future Repairs and Projects list.
- EXIT sign conversion to LED: Will be done as we have lights burn out.
- North SS wing exhaust fan is not working, not a big issue and may never have to be repaired.
- Mud Jacking: We have at least three areas (CKP entry, Front entry, and west Narthax entry) in our outdoor cement that have significant discontinuities and it would be good to get some "mud jacking" done. Roger will check into possible contractors that could do the work. Fred provide the name of a group that did work for Mike Asche and they feel the work was done well at a reasonable price. The name of the company is All-Star Mud Jacking (507) 421-6748 and cell (507) 259-7776 email is info@AllStarBasements.com.
- Flat Roofs: Roofing about the Narthax, Office and Choir room areas will likely need replacement within 10 years.
- Pneumatic Controls: The pneumatic controls for the boiler system are old and components (thermostats, compressor, piping) fail periodically and are complex. These should be replaced with modern electronics.

Stewardship Commission Meeting Minutes: February 23, 2020

Try a Tithe Wednesday/Sunday: April 1 and April 4

We spent a lot of time in the fall talking about the two ways that we steward our finances:

- **Support** (regular giving to cover bills) and **Sacrifice** (tithing above and beyond our support)
- I would like to encourage folks to try a tithe (10%) sacrificial gift. I will put an article in the March newsletter, and we will also begin putting information in the weekly Snippets soon. While the focus will be on a financial tithe, we will also encourage folks to write down on a piece of paper ways that they have tithed an additional percentage of their time and talents and place this in the basket as well. Stewardship is more than just about our money, and we value faithful stewardship of all our gifts.

Coffee House: March 7, 2020, 6:00 – 9:00 PM: Point Person: Lindsay

- Cost of entry: \$10
- There is a sign-up set up for families who are taking part in the 2020 youth summer trips to work the event, as well as to take part as performers. We have begun to “aggressively” announce this, and we are at a point where we need to begin “aggressively” recruiting artists for the event. Signup is available in office.
- Date Night (Concurrent with this event): \$15
 - Three hours. Will need to recruit high schoolers for babysitters: Lindsay

Golf Tournament: Saturday, May 16, 2020

- Jon has been out seeking donations and business sponsorships with success. More info next month

New Envelope Design

Here is the response that I received from Shelly regarding the cost of ordering and printing envelopes: Hello Dave. Here is what I have on the Offering Envelopes inquiry:

- At the end of 2018 we ordered 2000 General Offering Envelopes and 500 Special Offering Envelopes from The Printers - Regular cost would've been \$240.87 Dave Evans gave us 50% discount so paid \$120.44
- March of 2019 we reordered same amounts and envelopes – they charged us \$208.53 The Printers was bought out by Allegra thus the discount was changed.
- In October 2019 we ordered only the General Offering Envelopes - \$166.65
- We have 2 boxes 500ct plus roughly half of a box (about 250ct) of the General Offering Envelopes and 1 box (500ct) of the Special Offering Envelopes

For Stewardship: Do we feel as though we should wait until we go through what we have, and then order the new design on the next time around, or should we order the new envelopes right away?

Fundraising Meeting with Commissions

- We need to get a date on the calendar for this soon, but with all of the other priorities on the calendar right now, I don't think it will happen in March. I'm leaving this on the agenda so that we can find a date, hopefully in April, to make this a possibility.

Next Meeting Date: Sunday, March 29 between services

Members IN / OUT			
Date	Name	IN	OUT
2/6/2020	Cassandra Cunningham		Transfer
2/6/2020	Michelle Fitzgerald & Mikayla Grant		Transfer
2/7/2020	Stephanie Ziegler		Transfer
2/7/2020	Joshua Burton		Transfer
2/26/2020	Scott, Hally, Taylor, Cole, Riley, William Marshall		Request Removal
2/26/2020	Troy, Beverly, Veda, Allyssa, Jesse Ofstie		Request Removal
2/26/2020	Cody O'Malley		Request Removal
2/26/2020	Josh O'Malley		Request Removal
2/26/2020	Caitlyn Loy		Request Removal
2/26/2020	Rosalie Stahl		Request Removal
2/26/2020	Merri Jo Ziebel		Request Removal
2/26/2020	Collin, Barb, Jacob, Emily Keller		Request Removal
2/26/2020	Jacob Warehime		Request Removal
2/26/2020	Chandler Ruehmann		Request Removal
2/26/2020	Cory, Cayce Lillesve		Request Removal
2/26/2020	Olivia Sha		Request Removal
2/26/2020	Kayla, Matthew Kuhlman		Request Removal
2/26/2020	Randy, Barbara, Jacob, Abbey Lacey		Request Removal
2/26/2020	Noah, Anabelle, Laufenberg		Request Removal
2/26/2020	Alexandra Lohrbach		Request Removal
2/26/2020	Anthony, Rhonda, Madison, Carter Nelson		Request Removal
2/26/2020	Jodi, TiAnna, Landon Hill		Request Removal
2/26/2020	Eric, Pamela, Taran, Isaac, Olivia Heins		Request Removal
2/26/2020	Kayla, Kendra Bretzman		Transfer
2/26/2020	Gracie Hanson		Transfer
2/26/2020	Christina, Macy, Jackson Lawson		Transfer
2/26/2020	Chuck, Pamela, John Nieman		Transfer
2/26/2020	Eric, Hanna, Camden Sorum		Transfer
2/26/2020	Klaus III, Mary, Colby Alberts		Transfer
2/26/2020	Cindy Wiste		Transfer
2/26/2020	Christopher, Amy, Aliya Neely		Transfer
2/26/2020	Jackie, Sadie Short		Transfer
2/26/2020	Sandra Nord		Request Removal
2/26/2020	Aaron Richard		Request Removal
2/26/2020	Jason Rhoten		Request Removal
2/26/2020	Michael Miller		Request Removal

Financial Reports