

April 2020 Council Minutes

Tuesday, April 14th, 2020 7:30pm via Zoom

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

- 1) Call to Order - Sam called meeting to order at 7:33pm
 - a) *Approval of Agenda* – David B made a motion to approve the agenda. Dave Z seconded the motion. Motion carried.
 - b) *Review any thank you notes or correspondence sent to Council or St. John's* – Pastor Dave noted that he has received many emails regarding staff and leadership's efforts and communication put forth to continue its ministries online.
- 2) Devotions – Darcie led devotions.
- 3) Reports –
 - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Council reviewed the submitted reports and minutes. David B made a motion to approve the reports as submitted. Jon seconded the motion. Motion carried.
- 4) Financials
 - a) *Summary of the past month's financials* – David B reported that the counters met for the first time since the shut down and collected \$20,741 in checks/cash (Easter offerings were included in this). Checking account is at \$38,352, with several upcoming payments due. He has been working with utilities and lenders to see what can be deferred if the need arises (i.e. interest only payments). Marco has offered to suspend the copier maintenance agreement for 60 days if needed, and may waive repairs if required. Council reviewed the financial reports for March. Paycheck Protection Plan discussion was held under New Business. Rayelle made a motion to accept the March financial reports. Darcie seconded the motion. Motion carried.
- 5) Old Business
 - a) *CKP Update* – With the shelter in place order, classes are not permitted to meet. See New Business "membership outreach" for online option for families. CKP staff have been encouraged to file for temporary unemployment benefits.
 - b) *Book Study* – Sam led Part Two (Chapters 4-6) of Canoeing the Mountains. Council discussed the "on-the-map skill set".
- 6) New Business
 - a) *Membership Outreach* – Pastor Dave referenced commission reports that discuss the willingness of lay leaders to volunteer in various capacities if needed. He invited leadership to call names on the membership list to make sure all members to have been contacted to see if there are any needs or requests for prayer that the church should be made aware. Pastor Nirmala continues to contact shut ins via phone. CKP is offering an online option and to date have 34 students involved in distance learning, paying a reduced rate, and CKP Chapel is hosted via Facebook for anyone to participate. The Saturday Ruth study ended Saturday 11th, combining with the Sunday group for the online meetings, and plans to start a new online study together via Zoom. Bible and Brew is offered on Thursdays. Pastor Dave is leading a Bible Study on Tuesday mornings. Education and Youth and Family have been offering lessons and discussions via online for Sunday School, OASIS, Confirmation, Youth Troop, etc. Sunday Worships are offered via Facebook and YouTube on Wednesdays (interactive) and Sunday mornings. Holden Evening Prayer services have been offered on Tuesdays via Facebook and YouTube. Many commissions continue to meet via phone and online meetings.

- b) *Personnel Update* – Personnel completed the first round of interviews prior to the shelter-in-place order. Pastor Dave noted that there are a couple of very good candidates. Round Two interviews have been placed on a temporary hold until the shelter-in-place is lifted. Sheryl has been on vacation for the last two weeks. She now works in a limited capacity (1-2 days/week) in the office (the church is locked) and has done payroll. Mark also has limited hours and checks over everything daily/nearly daily. Lindsay, Amanda, Pastor Dave, and Katie are working from home. Pastor Dave noted that Katie has increased hours due to online communication updates and social media updates.
 - c) *Emergency Financial Planning* – Prior to the meeting, Marlo had sent over information that she had worked on with McKern's in order to file for the Paycheck Protection Plan for employed staff. Marlo and Pastor Dave reviewed the constitution as well as the ELCA's model constitution, Section 16, which notes that council can approve and proceed with the plan since it is a forgivable loan and payroll is already budgeted and approved by the congregation, and therefore would not require a second congregational vote. The fund, if approved, would be placed into a dedicated account, and payroll would be withdrawn, as would utilities and mortgage interest, the latter two items not to exceed 25 percent of the loan). Any unused fund would then be returned. The use of a dedicated account helps to make for any easy tracking in case of an audit. Council thanks Kim Allen for her input into how to proceed if funds are made available. Dave Z made a motion to submit paperwork for the Paycheck Protection Plan. Rayelle seconded the motion. Motion carried.
 - d) *Roundtable Discussion* – Lindsay noted the New Orleans trip has been canceled. There is an opportunity for Youth Works to come to us and offer a day-camp style where youth would participate in worship and serve within our own community, possibly early August. This would essentially eliminate transportation costs, and YouthWork fees would be lower than on previously scheduled trips. Amanda noted that VBS may also have to change to a different week later in the summer, or perhaps create a different type of experience depending on CDC guidelines over the summer. Rayelle noted that Sheri Mindermann had been contacted by a few people looking for their directory photos. Lifetouch is currently closed due to the shelter-in-place order, so there is no one available to take the calls. Rayelle noted that she will touch base with orders in process once someone is available at the office. Pastor Dave noted that Zoom information will not be published publicly such as on the website or via Facebook, due to hackers interrupting meetings. Rather, links and passwords will be emailed to members. Therefore it is important to make sure members have their emails updated with the church office. Pastor Dave also noted that online worship attendance has been around 60-75 live views, and 120-140 views on Facebook and/or YouTube. Some have requested a parking lot service or drive up communion, but he isn't comfortable risking health or safety of anyone, or possibly not following shelter-in-place requirements. Pastor Dave also noted that One License copyright to stream online worship and prerecorded music was offered for free for three weeks, but is set to expire. He requested that to continue online worship as we have been doing, to purchase a license for \$125, Rayelle made a motion to approve the One License renewal. Ann seconded the motion. Motion carried. Pastor Dave noted that the status of the golf outing is currently unknown, but may have to be postponed. The Stewardship commission is evaluating golf course regulations and possible future dates if needed.
 - e) *Closed Session* – Closed session was not held.
- 7) Council shared God Sightings that they encountered.
 - 8) Motion to Adjourn – Dave Z 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) Next council meeting – Tuesday, May 12th 7pm at TBD. Sam will lead devotions.

Respectfully Submitted,
Kelly Utesch