

July 2020 Council Minutes

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

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

- 1) Call to Order - Sam called meeting to order at 7:33pm
 - a) *Approval of Agenda* – Rayelle made a motion to approve the agenda. Darcie seconded the motion. Motion carried.
 - b) *Review any thank you notes or correspondence sent to Council or St. John's* – No one had received correspondence during the month.
- 2) Devotions – Dan led devotions.
- 3) Reports –
 - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Properties is working on the claim for the upper roof in the sanctuary, and had a question on the type and color of the shingles. Jon made a motion to go with Properties recommendation for shingles' type and color. Rayelle seconded the motion. Motion carried. Lindsay uplifted that graduates will be celebrated on Sunday, August 2nd and Sunday, August 23rd. Youth Troop will not meet in July, but will meet for the August dates. Rayelle noted that the Foundation disbursements are included in the packet. Ann made a motion to approve the staff and commission reports as submitted. Rayelle seconded the motion. Motion carried.
- 4) Financials
 - a) *Discuss/Approve previous month's financial report* – David B reported that monthly giving for June was \$45,960, and that Jan-June giving was \$253,186, which is 103% of what was budgeted for the time period for 2020. Expenses for June were \$34,383, and Jan-Jun expenses were \$292,472, which is 77.4% of what was budgeted for the same time period. David B noted that he had transferred the remainder of the PPP funds from the dedicated account into the checking. David noted that he'd like to make an extra payment of \$930 to the mortgage, which would essentially be a partial payment, but would help to allow for the mortgage to be paid off in January 2021, rather than in February 2021. Sam requested about the interest rates in the various loans to ensure the church was paying off the highest rate first. David noted that the mortgage is 3.5%, the foundation loan is 3%, and the line of credit is 6%. David also noted that the church has paid \$901 less into workman's comp due to fewer staff working, primarily regarding CKP and the open office administrator position, so he was able to make a \$1000 payment on the line of credit. Marlo made a motion to approve the financial report. Dan seconded the motion. Motion carried.
- 5) Old Business
 - a) *Personnel Update* – Sam reported that Personnel had completed the second round of interviews for the office administrator position. An employment offer is forthcoming in about a day (see post script on Council's election on Personnel's recommendation).
 - b) *CKP Update* – Marlo shared that the Executive Council met with CKP's Executive board to discuss CKP and Little Lambs and what to prepare for in the fall. CKP has met with staff, and understands that in-person care may not be guaranteed, and we are awaiting announcements from the MDH, CDC, and the school district's recommendation. Staff has been contacted, and at this point, the need is to specifically address childcare, and preschool curriculum will be likely worked into the childcare program. We expect to learn more by Monday, July 27th, and can implement and adjust planning once a statewide and district plan is announced. Jon asked if CKP would follow a different in-person re-engagement plan from that of the church. Council

discussed how it may differ, and what rooms of the church are designated specifically for CKP, and part of the conversation was tabled to the re-engagement discussion section. Sam noted that the church has already engaged on the property for worship, just not in the sanctuary. Marlo noted that there were a few families who had paid summer registration fees and how to return payments to the respective families. David B asked to have CKP submit a purchase order request for a refund. Marlo also noted that CKP will not be hiring for the open teacher position yet, as we are not sure what fall will bring, and it's difficult to hold interviews for something that could look very different, or potentially could be delayed or altogether not happen depending on how the official guidelines are presented.

- c) *Re-engagement Update* – Sam noted that the church is open, and worship is taking place on the grounds. 9am worship attendance has ranged from 50-95 people. Worship on July 12th was livestreamed for the first time, and the portable sound equipment is arriving. Pastor Dave shared a document that reported online attendance metrics (views) as outlined by the ELCA. Council agreed that it is best at this time to remain in Step Two and to continue to monitor and to not make changes in worship setting at this time.
 - d) *Membership Directory* – Rayelle shared that August portraits are planned to continue with extra precautions. Photographers plan to remain masked and will be at least 6 feet from participants. Portrait reviews can be held in the Fellowship Hall to allow for a larger space, and time will be allowed between sittings to properly sanitize the environment. Ann made a motion to continue to proceed with the directory photos as presented. Darcie seconded the motion. Motion carried.
 - e) *Canoeing the Mountains Book Study* – Darcie led the second portion of Part Three (Chapters 9-11), *Leading Off the Map: In Uncharted Territory Adaptation is Everything*, and Council and staff discussed the content and related questions.
- 6) **New Business**
- a) *Stewardship of Congregational Finances* –
 - i) *Synod* - \$830 unused for Synod Assembly was already approved to be gifted to the Synod (registration fees that were unable to be used since the assembly did not meet). Council discussed the \$20,000 pledged to the Synod in the 2020 budget. This gift is usually generated from income received through Lutefisk, which is not taking place this year. Council discussed how to continue with this commitment, and whether to leave the \$830 as an additional gift, or to incorporate into the original pledge. Sam made a motion to send \$10,000 to the Synod now, and to count \$830 above and beyond the pledged contribution. Marlo seconded the motion. Motion carried. Pastor Dave thanked Leadership Council for their ability to recognize the Synod's need, and for the generosity of St. John's to continue to commit to the pledge despite unplanned circumstances that may require restructuring how to make the commitment happen. Sam suggested to have Stewardship and Lutefisk campaign jointly to assist with planning the remainder of the Synod gift.
 - ii) *Haiti* – David B just sent the remainder of first half of budgeted commitment to Haiti (\$500).
 - iii) *Others* – Lindsay shared needs of Campus Ministries, and Good Earth Village camps. Typically offerings received during Synod Assembly are directed toward Lutheran Campus Ministries (Mankato and Winona). Pastor Dave forwarded an email with more information to Council to consider a donation.
 - b) *Facility/Equipment Usage Update* – Sam and Pastor Dave recapped recent requests, and reiterated that staff needs guidance on how to handle requests, particularly in terms of loaning items and sharing space in the midst of a pandemic. Sam advised that a task force be created to evaluate the concerns and to establish guidance for office staff to filter and direct requests. Rayelle offered to lead, Ann volunteered to be the communications liaison, and Sam will also assist. Other council members are encouraged to participate in planning.

- c) *Roundtable Discussion* – Pastor Dave noted that staff will be hosting an event to help leadership have difficult conversations, featuring Mary Kay DuChene. Pastor Dave noted that strategic planning with Sheryl Raygor will also start up soon with 8 monthly meetings.
- d) Closed session was not held.
- 7) Council shared God Sightings they have recently experienced.
- 8) Motion to Adjourn – Ann made a motion to adjourn. David B 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, August 11th 7pm at TBD. David B will lead devotions.

Post Script: On July 7, 2020 6:05pm Leadership Council met online to discuss Personnel’s request to extend an offer to an individual for the Office Administrator position. Attendees included Pastor Dave, Sam, Rayelle, David B, Marlo, Ann, Darcie, Jon, and Kelly. Dave Z. was absent. Sam shared that after reviewing applications and two rounds of interviews, they recommend extending an offer to Kay Moulton. Pastor Dave confirmed that her references checked out. Ann made a motion to extend the officer to Kay contingent on an approved background check. Darcie seconded the motion. Motion carried.

Respectfully Submitted,
Kelly Utesch