

## August 2020 Council Minutes

*Tuesday, August 11th, 2020 7:00pm via Zoom*

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

- 1) Call to Order - Sam called meeting to order at 7:30 pm
  - a) *Approval of Agenda* – Jon made a motion to approve the agenda. Ann seconded the motion. Motion carried.
  - b) *Review any thank you notes or correspondence sent to Council or St. John's* – Pastor Dave had forwarded Leadership Council a thank you email from Rev Emily Carson, thanking St. John's for donating what would've been their registration fees for Synod Assembly to the ongoing Mission of the Church. Sam shared an email he had received from Daryl and Sharon Melquist, thanking St. John's for the multi-format worship opportunities, including the online worship option.
- 2) Devotions – David B. led devotions.
- 3) Reports –
  - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Sam added that not in Properties report, but important to note that no staff has a boiler's license, and currently the ongoing weekly maintenance checks are used under a member's license. The cost to have a professional company perform the periodic evaluation of the system would be \$100 per visit, roughly \$400/month. Sam also shared some information from Properties including sterilization procedures for HVAC systems. The procedure is roughly \$10,000 for the Sanctuary, \$5,000 each for the Fellowship Hall and Sunday School wing, \$4,000 for the office, and there are tubes that need regular scheduled replacement for roughly \$1,500 each. Properties asked Council if they should pursue either option regarding hiring a professional for the boiler maintenance or HVAC sterilization process. Council discussed the options for the boiler license and will continue the conversation with Properties, and Council suggested the HVAC sterilization process was a substantial investment, and may not be needed at this time, but will document and revisit the conversation if needed. The conversation was further recapped under New Business. Lindsay encouraged Leadership Council to sit in on conversations with Confirmands on the 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup> of September at 1:00pm to listen to Confirmands share their faith statements and discuss their relationship with Christ. Kelly supported Lindsay's statement, reiterating that it is important to show the youth that Council Leadership supports their faith formation as they achieve this important milestone in their lives. Rayelle made a motion to approve the previous meeting minutes and staff and commission reports. David B seconded the motion. Motion carried.
- 4) Financials
  - a) *Discuss/Approve previous month's financial report* – David B noted that the dedicated account was at \$52,013, with \$22,734 allocated from insurance for the ongoing roof repair to the Sanctuary. The line of credit is at \$34,208 and one payment of \$1000 was recently made. The checking account is at \$64,190. There are a few open bills to pay, such as \$600 for a window replacement, and \$1250 to rekey the building. A member graciously donated to cover the cost to rekey the building. Roughly \$7,000 will be due to Portico (health insurance). The Payroll Protection Plan funds received in second quarter have been disbursed as outlined in the program's guidelines, and were utilized to assist with payroll and utilities. Leadership Council is

committed to give the balance of \$10,000 to the Synod (\$10,000 has already been given), which would have been otherwise raised through the 2020 lutefisk supper that will not be able to take place due to Covid-19. \$500 each for third and fourth quarter are committed to the Mission in Haiti. \$3,000 was donated by the Foundation to cover the cost of new technology. \$2,000 is committed for Karen Anderson's missionary work in Chile. David B believes that the mortgage should be able to be paid off by December 2020, and that savings for resurfacing the parking lot should commence, as that estimate is roughly \$300,000. David B. noted that the interest rate on the mortgage is 3.5% and the line of credit is 6%. St. John's also has the Foundation loan to pay back. Sam noted that the Finance commission would make a recommendation on how to best handle paying down the three debts. There were a few misplaced items in the budget that David B will follow up with McKern's on correcting, including a payment to the Synod and copier/lease equipment. Rayelle made a motion to approve the financial reports pending the noted line item changes. Darcie seconded the motion. Motion carried.

#### 5) Old Business

- a) *CKP Update* – Marlo shared that CKP has developed a Covid preparedness plan that follows DHS, MDH, and CDC guidelines, and honors St. John's existing plan. There will be two groups for preschool/childcare who will remain isolated from each other. Families will commit to 3 or 5 set days. There may be one additional multi age group added. The CKP budget allows for an admin for 20 hours per week. The CKP executive board has been working on succession planning, and three new parents have stepped into the officer positions. Marlo shared that a staff teacher had to recently resign due to family reasons, and that there is an open teacher position to fill prior to filling the administrator role. Jon made a motion to approve the CKP program to proceed pending finances allow, David B seconded the motion. Rayelle recused herself from the vote. More discussion was held and Marlo explained that the preschool and Little Lambs childcare operate under the same license, in case changes had to be made due to Covid restrictions (reduction in preschool operations, for example). Leadership Council discussed how to offer structure and thoughts on how CKP can move forward in the midst of changes in leadership, staffing, finances, and volatility in operations due to a global pandemic. Darcie made a motion to table the original motion until the new CKP leadership is able to develop a plan to move forward regarding the various noted issues. Jon seconded the motion. Motion carried.

#### 6) New Business

- a) *Council Succession Planning* – Kelly emailed the nominating committee to start a discussion on how to commence filling the open 2021 Council positions. Leadership is encouraged to help write up a brief job description to help potential council members understand the roles they would be filling.
- b) *Budgeting Planning Discussion* – David B and the Finance Commission plan to meet with commission contacts to discuss needs and planning for 2021 budget items.
- c) *Properties Items* –
  - i) *Flag pole* – A flag pole was sent to St. Johns by a member. Council had not been aware of the donation prior to reception and asked Properties and Memorials and Interiors to evaluate possible placement. Both groups researched and said it would be logistically possible to place the flag on the property. Leadership Council discussed how to determine how to handle flag protocols and maintenance, and who would be responsible, and what else needs to be considered. Pastor Dave shared an ELCA document designed to aid with local congregational discussion. Leadership Council is encouraged to review the document and come with questions next month.

- ii) *Plexi-glass for the Altar* – Properties responded to a request that was seen regarding placing Plexi-glass at the altar to protect worship leaders, musicians, and members. Leadership Council felt there was likely enough distance from worship leaders, musicians, and members given the layout of the Sanctuary. Council discussed other PPE options such as face shields being more accommodating to leaders who may want to move about. The discussion was tabled at that point and can be revisited should the need arise.
- iii) *Properties Use* – Council picked up from the earlier discussion on the boiler license. Sam will follow up with Properties about a few ideas such as compensation toward utilizing someone’s license, or forming a task force to collect names of some who may be willing to assist. Leadership Council felt that the sterilization of the air handling system may be costly at this time.
- d) *Worship and Music Update* – Pastor Dave said that Worship and Music will be discussing placement of musicians in the Sanctuary. They meet on Sunday. Pastor Dave noted that online attendance has ranged from 200-700 participants.
- e) *Personnel Update* – Kaye started on Monday in the Office Administrator role. Sam suggested Leadership Council and Personnel may want to consider a paid position for media support for livestreaming and online services operations. Darcie suggested checking with the K-M drama department to see if perhaps someone would be interested in an internship basis.
- f) *Updated Covid Plan* – Pastor Dave emailed Leadership Council an updated plan that included the mask mandate from the Governor, and also updated language generated from ELCA guidelines outline exceptions for worship leaders, end of life situations, and preschool operations. Ann made a motion to approve the updated language of the Covid Preparedness Plan. Darcie seconded the motion. Motion carried.
- g) *Mission Support* – Mission and Outreach has Globe Offerings for various groups, including Lutheran Campus Ministries (see discussion below), CKP, and Good Earth Village. Volunteers are needed to deliver meals on wheels.
  - i) *Campus Ministries* – Lindsay shared that Mt. Olive currently has an open challenge/match opportunity to benefit Lutheran Campus Ministries in Winona and Mankato. David B. made a motion to donate \$500 each to both locations. Ann seconded the motion. Motion carried. Rayelle noted the Globe Offerings may also include Campus Ministries’s gifts (both online and cash donations), and that all funds should be pooled and donated in one check.
- h) *Food for Friends* – Rayelle reminded Council of a question that came up on the status of Food For Friends as they had an opportunity to apply for a grant that had a very tight deadline that Council was unable to assist with due to timing. At the time it was unclear if FFF operates under their own EIN or under St. John’s. It was later determined that FFF operates under St. John’s EIN. Leadership Council requests that FFF report on a quarterly basis so that there is accountability should an audit occur. A document of understanding should be developed as it was for CKP. Rayelle will communicate to FFF.
- i) *Roundtable Discussion* – Jon asked about the approved CKP plan to operate inside the building, but not holding worship services inside. Sam noted that the church is taking advantage of summer weather at this time and the ability to utilize safer options, but that next month will be time for more discussion on how to proceed. Rayelle has been in contact with other local churches who either have not yet met indoors or who may hold indoor worship at half-capacity but with no children. Amanda shared that she has been in contact with Ariana Wright with K-M schools, Jenny Carrier with Community Education, and Marlo with CKP/JLH and how St. Johns can partner with their Covid preparedness plans and adopt a similar plan for youth education (Sunday School and OASIS education). Amanda and the Education Commission have developed a plan that includes small groups for Sunday school, possibly offering two times, and meeting

outside when able. She also noted that there are fewer education volunteers this year since many work in healthcare and need to limit contact.

j) Closed session was held.

7) The Book Study *Canoeing The Mountains Book Study* was not held due to time constraints.

8) God Sightings were not shared due to time constraints.

9) Motion to Adjourn – Ann made a motion to adjourn. David B seconded the motion. Motion carried.

10) Council closed the meeting by reciting the Lord's Prayer at 10:11pm.

11) Upcoming event/meetings

a) Next council meeting – Tuesday, October 13<sup>th</sup> 7pm at TBD. Marlo will lead devotions.

Respectfully Submitted,  
Kelly Utesch