

September 2020 Council Minutes

Tuesday, September 8th, 2020 7:00pm via Zoom

Present: Sam, Rayelle, David B, Ann, Darcie, Jon, Dan, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dave Z, and Marlo were absent. Bradley Friedrich from Decklever Mechanical was a guest presenter, and Dallas Martin was in attendance as a representative from the Properties Commission.

- 1) Call to Order - Sam called meeting to order at 7:02 pm
 - a) *Approval of Agenda* – Ann made a motion to approve the agenda. Rayelle seconded the motion. Motion carried.
 - b) *Welcome any guests/presenters*: Leadership Council welcomed Brady Friedrich from Decklever Mechanical, who provided a brief presentation on the features and benefits of AtmosAir Bi Polar Ionization Air Purification system. Dallas Martin was in attendance for the presentation as a representative from the Properties Commission, who forwarded the presenter to Council along with a research presentation and an estimate. The purpose of the units would be to increase ventilation by distributing positively- and negatively-charged ions that would help to attract and attach to mold and mildew spores, pollen, and viruses, in order to neutralize such substances that are harmful to breathe. The neutralization process speeds the elimination to roughly 30 minutes. While Air Ionization is becoming more popular due to concerns with Covid, it has several other air purification benefits. The air exchange in the sanctuary is roughly 4-6 cycles per hour. The estimate is roughly \$25,000, with a standard 1-year equipment warranty. There is ongoing maintenance where tubes would have to be replaced every two years (roughly \$3,000-\$5,000 depending on the number of tubes installed). The estimate is under consideration for the Office, Sanctuary, Fireside Room, Narthex, Music Room, Kitchen, Fellowship Hall, north wing of the Sunday School rooms, Library, and Conference Room. If approved, the lead time on the units is approximately six weeks.
 - c) *Review any thank you notes or correspondence sent to Council or St. John's* – Sam read a letter from SEMN Synod Bishop Regina Hassanally, thanking the congregations for their continued generosity and creativity in the midst of the challenges experienced in 2020. She acknowledged that the mission support remains strong and that the synod has been able to carry out and expand global ministry in the midst of a pandemic. Leadership Council and ministry staff also wish to thank the following individuals for sharing their musical gifts during August worship: Greta Wright, vocalist and flute; Ashley Johnson, vocalist and flute; Kimberly Johnson, violin; CJ and the BS Boys: Carrie Heppelmann, Julia Evans, Wes Evans, Chris Hallstrom, and Tom Trihey; Austin Efflandt, trumpet; Nancy Johnson, vocalist; Anna Brennan, vocalist; Amanda Sabelko, vocalist.
- 2) Devotions – Amanda led devotions.
- 3) Reports –
 - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – There was a clarification that Fall Fest, hosted jointly between Education Commission and Youth and Family Commission, will be held on September 26th (there was a conflicting date elsewhere). The Properties Commission had a request in their report to repair the metal eagle sign for a cost of

roughly \$500, and possibly another \$500 for a lift. Jon noted that if Josh Fjerstad is doing the painting, that he can use Jon's lift, as he is currently using it for a few of his own jobs. Ann made a motion to move ahead with the sign repair in 2020, weather permitting, or to budget for it in 2021. Darcie seconded the motion. Motion carried. Ann made a motion to approve the previous meeting minutes and staff and commission reports. Darcie seconded the motion. Motion carried.

4) Financials

- a) *Discuss/Approve previous month's financial report* – David reported that August income was \$44,388, and the YTD income is \$340,682, which is \$13,000 over what was budgeted. YTD expenses are at \$384,317 which is roughly 77 percent of what was annually budgeted. There is currently \$28,031 from insurance in the dedicated account, which will be used shortly for the second payment on the Sanctuary roof from the 2019 hail damage claim. David reported that finance recommended an additional principle payment on mortgage in December of \$3700 (in addition to the \$3,408 regular payment), which would satisfy the mortgage obligation and remove that monthly expense from the 2021 budget. Finance is considering a recommendation to pay down on the line of credit as well in 2020. Leadership Council discussed upcoming large expenses such as the \$300,000 parking lot, and to revisit other loan obligations next month. Jon made a motion to approved the financial reports. Darcie seconded the motion. Motion carried. Jon then made a motion to pay off the mortgage early (Dec 2020) as outlined by Finance. David B. seconded the motion. Motion carried.

5) Old Business

- a) *Food For Friends* – Rayelle noted that Food For Friends has an opportunity to apply for funding through the Otto Bremer Trust. This has been done in the past, and has benefitted the ministry and the community tremendously. FFF has asked to utilize St. John's 501(3)c status ID on the grant application. Ann made a motion to permit FFF to make the grant request as presented. Rayelle seconded the motion. Motion carried.
- b) *CKP Update* – Amanda shared that CKP Little Lambs is on track to reopen on September 21st. The Bridge class is full, and there are 3 openings left for preschool, which begins on October 5th. Open positions are advertised for teacher assistants, aides, and substitutes. Volunteers are being utilized to assist with the hiring process and onboarding. Pastor Dave noted that at this time, CKP is a little short in terms of enrollment numbers to cover the cost of an administrator/director. However, former teacher Kimberly Johnson has agreed to assist in some of the duties on a volunteer basis to help the program reopen.
- c) *Council Succession Planning* – Kelly stated that there is nothing to report, except that at-large council members should indicated if they are interested in the open secretary position. All council members are encouraged to forward names to the nominating committee for follow up conversations.
- d) *2021 Budget Planning* – Individual meetings to be scheduled with commission leads on Sundays, October 11th and 18th to discuss next year's requests relevant to each area of ministry.
- e) *Worship and Music Update* – Pastor Dave shared some research from the International Coalition of Performing Arts Aerosol study dated 8/6/2020 with recommended guidelines and concerns for best practices. Worship and Music is meeting on Sunday, 13th to discuss what to do when

weather turns too poorly to meet outdoors to discuss masks, distance, time, air flow and hygiene. Clark is willing to discuss the details and address at a larger congregational level.

- f) *Personnel Update* – Sam noted that budgeting and benefits analysis will take place next month. There is one opening on the Personnel Committee. Staff reviews to take place shortly. Sam also noted that there is a recommendation from Gloria for a paid position to coordinate the livestream. This potentially requires three people to coordinate.
- g) *Updated Covid Plan* – There is no change in the state’s plan. Pastor Dave shared some information provided from the state of MN, as well as a comprehensive preparedness plan by Luther College for reference. Leadership Council agreed that it is time to evaluate moving into Step 3 of St. John’s Covid Plan. While the weather was mostly favorable for outdoor worship most of the summer, it was noted that during the few parking lot worship services due to poor weather, that attendance was only about half. Lindsay also inquired about how to handle the upcoming Confirmation milestone schedule for October 4th. Darcie made a motion recommending moving from Step 2 to Step 3, on for before October 4th with the ability to individually assess weather and food requests and review weekly metrics provided by the MN Dept of Health. Ann seconded the motion. Pastor Dave affirmed setting the date (Confirmation Sunday), and recommended contacting commission leads to select a representative from each area of ministry to participate in a Covid task force to help establish recommendations related to their area of ministry. Motion carried. Ann made a motion to create a Covid task force as outlined that will make recommendations to be brought to Leadership Council. David B seconded the motion. Motion carried. Pastor Dave will follow up with Commission leads.

6) New Business

- a) *AED Info* – Sam shared some information on the background of the AED in the hallway, and noted that there has been recalls on the device dating back to 2012. St. John’s was contacted about some rebates on the device that will expire soon. It was also noted that the pads on the device have never been changed, and that the adhesive ages over time and should be maintained annually. Ann made a motion to replace the AED now in order to take advantage of the rebates. Rayelle seconded the motion. Motion carried. David B will work with Sheryl to submit the payments and related rebate forms.
- b) *Food Service Requests* – Council has received the following requests from areas of ministry that include serving food, and are asking for guidance that respects the Covid-preparedness plan.
 - i) *Education/Youth and Family* – Fall Fest is on Saturday, September 26th, and while they will not serve food directly, are planning to host a drive-in movie along with some socially distant types of outdoor activities. The Commissions’ request was for the ability to invite food trucks onto the premises to handle food preparation and distribution that respect CDC, MDH, and St. John’s Covid Preparedness guidelines. Darcie made a motion to approve the request as presented. Rayelle seconded the motion. Motion carried.
 - ii) *Relay for Life* – The Relay for Life group would like to hold a pancake breakfast in the future to raise money for the cause. This would be an outdoor event, but the parameters needed some clarification (food prep, distribution, eating onsite or strictly drive through, etc.). It was also noted that there was conversation that CKP would like to possibly piggyback on this event. Council recommended evaluating how Fall Fest occurs with outside vendors, and

then request an official proposal from Relay for Life and CKP for consideration. Amanda will connect with the group on the details.

- c) *AtmosAir Bi Polar Ionization Air Purification (Air Exchange)* – Leadership Council discussed the proposal, benefits, timing, and investment related to the air exchange system. There were questions related to piecing the project out by rooms, or if cost savings would be realized by doing the entire system at one time. Council will continue to evaluate as they receive clarification on questions.
- d) *Congregational Informational Meetings* – Pastor Dave, Sam, and Rayelle shared correspondence and conversations held with members regarding a variety of concerns from Covid-anxiety to frustration from not meeting indoors; to confusion and uncertainty about the status group meetings, and the re-engagement plan status in general. Some communications have been general inquiries and excited or nervous anticipation, while others have been observed as being aggressive and threatening in tone. Executive Council met with Bishop Hassanally regarding how to address communication from members that falls outside of the realm of mutual respect. Executive Council is planning to craft a letter to the congregation about living into our Mission expectations. Council plans to also hold informational meetings to openly share happenings and future planning for St. John's.
- e) *Roundtable Discussion* – No roundtable discussion was held.
- f) Closed session was not 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 – Darcie made a motion to adjourn. Ann seconded the motion. Motion carried.
- 10) Council closed the meeting by reciting the Lord's Prayer.
- 11) Upcoming event/meetings
 - a) Next council meeting – Tuesday, October 13th 7pm at TBD. Kelly will lead devotions.

Respectfully Submitted,
Kelly Utesch