



## **Council Meeting – Tuesday November 21, 2017 6:30pm**

COUNCIL MEMBERS PRESENT: Gene Kneeland, Monty Euston, Deborah Anderson, Pastor Heidi Calhoun, Joanne Hall, Sheri Dunn and Mike R, Rob Winchell, and Michelle Ketter.

Gene - Call to order at 6:35PM and check-ins

Pastor opened in prayer

**Sunday school coordinator nomination from Personnel** – Judy presented the motion that Charlene Thaysse be hired as the Sunday School Coordinator. The recommended salary is \$12/hr. for 3-4 hours per week. She will be supervised by Terri Heckroth and will be employed beginning November 26, 2017 through May 20, 2018 – MSP

Faith Journey synopsis – Gene will send the handout to the group.

Approval of October Minutes as corrected – MSP

### **Treasurer's report**

Books are caught up through September.

We did a good job managing expenses despite giving being down in the general fund. Giving is a big concern for the higher budget. October giving is tracking to be normal and down in November. Available cash was \$42,780 at the end of September. \$2385 is in the general fund and the balance is in restricted/designated funds.

We need to revisit restricted funds and giving to clarify with finance

Motion to approve the Year-end Treasurers report – MSP

### **Finance committee motions**

- 1) Motion that Creator Lutheran moves to a simplified cash basis accounting system for financial statements - MSP
- 2) Motion to stop using office depot credit cards and only using Union Bank Visas – MSP
- 3) Motion to set up new designated expense line item on the budget for funding the Pastor's Discretionary fund with \$200/month (beginning with a re-allocation of \$200/month from the "family emergency" restricted fund until it hits zero) - MSP

- a. General discussion that 4% goes to church and society and then \$200 goes back to the pastors discretionary fund. This motion is a way to keep the 4% with Church and Society and also allow Pastor the discretionary fund to continue to grow.
  - b. General concern discussed about increasing the budget by \$1200.
  - c. Sheri will ask finance to research and provide narrative how the above came to be and is there a way to keep the budget even?
- 4) How do we communicate our financial year end finish to the congregation?
- a. Suggested Christmas letter of thanks from Pastor (electronically) and then the financial information in the newsletter with a stewardship report during worship.
    - i. **Action: Sheri to ask finance to prepare report to include in the newsletter.**
    - ii. **Action: Monty to get with Stewardship to do an announcement during worship.**

**Audit Committee** – We need to contact the committee and notify them that a report needs to be provided within 90 days of the closing of the books. Jeanne Anderson, Kevin Davis and Dave Anderson are the current members. The preschool needs to be included. Date range that needs to be audited is 10/1/16 to 9/30/17.

**Action: Deborah to contact the audit team to instruct them of our wishes for the audit to be completed.**

### **Pastors Report**

- Jack Fortin Follow up – general discussion
  - Council is encouraging the Mission group to charge forward and explore new avenues with Jack Fortin's input.
    - **Action: Mike to communicate with Cindy**
- Vacation/Continuing Education – Pastor is having scheduling conflicts getting coverage for vacation
  - Pastor asked that we allow her to move last week of vacation into early January.
- Continuing education – will need to carry over 1 week into next year
- 12/17/17 – there will be a group of men meeting to discuss different options for men's groups.
- Office closure – closing the 26<sup>th</sup> instead of the 22<sup>nd</sup>

Payroll services retained

Staffing update – no additional updates

Ministry team reports

- Alarm system update - \$1200 to \$2000 is the cost range. \$1,122.60 has been incurred already for the electrician. These will be submitted to the insurance company. The fire system is OK as of today. The security system is not functioning. The current system cannot be fixed. The total cost for everything is approximately \$3000.

- Motion to approve necessary funding up to \$3000 (including money already spent) to bring the alarm and fire system into compliance - MSP
- Motion to accept the recurring fundraising request for the wreath making class - MSP

Motion to have mid-week service offering (except Christmas Eve) go to Council designated charity and all other offerings to the general fund - MSP

- Thanksgiving eve and Advent – give to Puerto Rican relief via ELCA Disaster response.
- Motion to designate the Thanksgiving and 2 advent evening service collections to the Puerto Rican relief fund via ELCA Disaster response – MSP.

Voting via email update – the Synod attorney said we are not allowed to do this.

### **Preschool Budget**

- Council need to approve the preschool budget for 2017/2018
- Their budget should be part of the budget the congregation approves
- We need to define the legal relationship – group exemption number?
- We need clarification on charitable giving
- Move discussion to December

Next Council meeting – 12/19/2017 (Rob and Deborah will not be able to make it)

Motion to adjourn @ 9:24pm - MSP