

## Creator Lutheran Church Council Minutes

December 13, 2016

President Ron Noborikawa called the meeting to order at 6:33 pm.

Council members present: President Ron Noborikawa, President Elect Gene Kneeland, Director of Operations Elect Joanne Hall, Treasurer Elect Sheri Dunn, Secretary Tammy Funk, Michelle Ketter secretary elect, and Pastor Heidi Calhoun.

Excused: Director of Operations Rich Heineman, Laurie Bruckbauer Treasurer

Joanne Hall shared her faith story and devotion. Her devotion included concepts of Grace and God as our comforter and redeemer.

Council members shared prayer concerns for church members and loved ones. Pastor Heidi led council in prayer.

### The council minutes:

Approval of Council Minutes for November as written - was moved, seconded and approved (MSP).

Congregational minutes from 9-25-16 as corrected were approved by MSP.

Council confirmed procedure of Council minutes being shared on the Creator Web site and highlights shared on Creator Connections.

Motion to change start time from 7:00PM to 6:30PM on the third Tuesday – MSP

### Pastor's Report:

-Wednesday night advent services and Advent Adventure has been delightful and has had a great attendance.

-Pastor shared an idea about a youth summer Marimba Camp for older elementary students as a second week of camp this summer. Dani is investigating the details and possibility.

- Terri's sabbatical is planned for May 15 to July 15. She will be back the week before VBS.

- Pastor is working with a subgroup from the strategic planning committee to look at our ministry team structure and how to best utilize staff skills and current staffing hours to support current mission goals and priorities.

- Pastor shared her hope for Creator to establish a fund for staff recognitions and bonuses. A plan was agreed upon for council members to discuss this request without pastor being present. The results of this discussion will be shared with pastor the following day.

- Pastor Calhoun signed a Christian statement written by Samuel Torvend the chair of the Lutheran studies department at PLU. This statement will be published in the Tacoma News Tribune on Christmas day. This letter expresses the "call of Christians and all persons committed to a just and peaceful society, to speak the truth of these convictions in love

and resist the forces that demean and degrade any and all of God's children."

#### Treasurer Report:

- At the end of November the general budget had \$9000.
- Advent midweek offering goes into the general budget
- November offering was down for the month and down compared to last year
- December offering is typically the most generous month
- Audit committee – we have not had an audit in a while. The finance committee recommends that Council the finance committee (less Sheri and Laurie who are on council) and Jeanie Anderson to audit the 9 month year end financial statements (January 2016 to October 2016). The audit is to be completed by March 31, 2017.
- Council approved this proposal by MSP.
- The Finance Committee will continue to review and document important finance policy and procedures in 2017.
- Council discussed the Pastors discretionary fund. It will be kept confidential and the Pastor will report to the Council President quarterly as a process of transparency (checks and balance).
- Council approved the treasurer's report by MSP.
- Old Business
- Preschool board meeting went well. The board reviewed the bylaws and discussed the changes that had been proposed. The board was supportive of the Bylaws addendum presented at that meeting.
- Council discussed and approved the Preschool Bylaws and Addendum by MSP.

#### New Business

Creator received a letter from the IRS assessing a fine for failure to file complete W-2s for 2013. The IRS has been contacted, the missing information was provided and a letter has been sent requesting that the fine be waived.

Our building needs repairs including a leaking roof. These repairs may cost several thousand dollars. Council discussed the Capital Reserve Project Fund account #3830 and how to ensure the appropriate amount of money is available as a proactive plan for building repairs. Pastor suggested we start setting aside some left over year-end funds into account 3830.

Next council meeting scheduled for January 17, 2017

Closing Prayer / Meeting Adjourn

Pastor Heidi led the council in a closing prayer.

Council MSP to adjourn the meeting at 8:15 pm

Staffing bonus – discussion took place, as planned, after the close of the meeting. It was confirmed that the council members already have a plan in action to give staff a thank you gift this holiday. This has been council's practice in previous years. No formal staffing bonuses will be given from Creator's general fund. Ron will share this information with Pastor Heidi.

Respectfully Submitted,

Tammy Funk

Council Secretary