



February 19, 2019 Council Meeting

St. Paul Lutheran Church

COUNCIL MEMBERS IN ATTENDANCE

X	Pastor Grant Applehans	X	Chris Clark, Member at Large
X	Tom Miller, President	X	Dale Brainard, Member at Large
X	Tyler Kroschel, Vice President	X	Julie Hyrkas, Member at Large
X	Katie Fetterly, Treasurer		Arlie Post, Member at Large
X	Julie Coozenoy, Secretary	X	Jon Quale, Member at Large
X	Kathy Mills, Guest		

Meeting called to order at 6:31 pm by Tom Miller and Tyler Kroschel opened meeting with devotions.

CONSENT AGENDA

- A motion was made by Tyler Kroschel, seconded by Katie Fetterly and unanimously approved to approve the agenda.

FINANCIAL REPORT

As of JANUARY 31, 2019	ACTUAL
General Fund Offering	\$13,589.91
Total Revenue*	\$30,175.60
Total Expenses (before mortgage)	\$18,756.31
Net Income (after mortgage payment)	\$6,091.29
Mortgage Balance	\$451,682.98
Edward Jones Balance	\$35,332.34
*This reflects an annual gift and a transfer from our emergency savings account to cover payroll/expenses for January/February.	

Guest: Kathy Mills presented her request to have her Emotional Support Dog accompany her to church. Discussion was held about the risk factors, allergies, designated area in the church for her and Rocky to sit. A policy needs to be written to ensure all basis are covered (letter from doctor stating necessity of Emotional Support Animal, veterinary records showing current on shots and in good health, guidelines for having Emotional Support Animal on church grounds – muzzling, etc.). Julie Hyrkas agreed to write the policy.

- A motion was made to approve a three-month trial period for Kathy Mills to bring her Emotional Support Dog to church. With the conditions: muzzled in and out of church, sitting in the back corner of the church, on a leash at all times, can be revoked at if needed. Jon Quale seconded. Discussion was held. Vote approved by majority vote.

Follow-up to Motion: Guidelines for Emotional & Support Animals was written, reviewed and approved by council.

FINANCIAL REPORT

- Wendy's position. What is the plan at this point?
 - Discussed what is going on for the 3-week trial period to see if Wendy will come back or continue to care for her parents.
- Wage theft - how does that apply to us?
- Investigate temp agencies for hiring.
 - If we need to hire again for the admin position, the recommendation is to go through a temp agency. The thought was that they would have a better pool of applicants and if someone doesn't work out, we can have the agency deal with them rather than the church. We can always hire directly at the end of the contract period.
- Fundraising
 - Ideas for council led fundraising
 - Scrip, Grants, Other ideas
 - Youth Fundraising
 - Deposits - All earned monies really should be counted and deposited the day of the fundraiser. This is not the duty of the finance office to deposit.
 - May need to train people on night deposit.
 - Keeping track of charges
 - Organized/form
 - Need to be in asap - no later than ?? day of the next month?
 - No receipts from the spaghetti supper. Only a spending report was given to us. We need "proof" of purchase.
 - Katie and Jodie Baudette will be working on getting youth fundraising more organized and a vision for the remainder of the year.
- Purchases
 - Submitting receipts. Need to enforce policy.
 - Preschool/Youth - can't have things lagging getting in.
 - We need to have receipts in within a few days of the purchase. Waiting till the middle of the next month makes it impossible to reconcile the accounts timely.
- Pre-Approval
 - Who ordered stuff?
 - Need to get the right people to sign off on things.
 - Many people are not getting preapproval for purchases. At what point do we stop reimbursing?
- Envelopes
 - Monthly, In house creation?
 - Can't change for 2Q, but can for 3Q. Need to get a concrete plan on what is going to happen with the envelopes so we quit kicking the can down the road.
- Scrip
 - Recording in the books - need to discuss with Claudia/Katie/Julie.
 - Need volunteers - this is an easy program to earn money for the Church. We can probably earn \$2000+ in 2019 if we can get people to volunteer to sell on Sundays.
- Keys
 - Going to research cost to redo exterior locks
 - Discussed replacing the exterior locks as a prudent thing to do due to the recent changes at church. It won't stop people from copying the keys, but it will give us at least initial control.
 - Finance team recommends replacing. Jerry was going to look into the cost to do this.
- Workers Comp
 - Preschool increased hours need to update
 - Remove Janet's hours and the custodian hours.
 - Decided to table changing anything until we see what is going to happen with the Admin position.

- Auto Policy
 - Need to take puppet trailer off of the policy, but can't do so until it is no longer on our property. Will readdress after the snow melts and the trailer can be removed.
- Remote Access
 - Katie and Claudia would like remote access to our computers at church. Since changing to the desktop version of QB for the preschool, we have to be in the office to do any work on the books, which is cumbersome.
 - Tech team said it is possible, but we need council approval.
- Credit card reader policy
 - Briefly discussed working with the communications team to come up with a policy for the credit card reader. We need a list of instructions on how to use it, a code of conduct and some sort of waiver of liability for if the person using it does something nefarious.
- Fire protection servicing - We just had Nardini service our fire suppression equipment. Might not be the best cost wise. Went with this company because one of the members used to work for them.
 - Fire extinguishers, Hood in kitchen, Do we need a new provider? Jerry will research
- Kitchen use fee/building use fee? - We discussed the suggestion that we charge to use the church facilities.
 - Should be some sort of use fee to use the kitchen
 - How would this work? External groups/internal groups.
 - Need someone to come in and clean the kitchen
 - Need kitchen cleaning protocol
 - Need to have each group retrained to use the kitchen.
 - Should be someone from SPLC at events using the church? Should there be a fee for this?
- Roof: check needs to be cashed. Tom Miller was working on this.
 - Someone needs to get up on the roof and shovel.

Resulting from Financial Report:

- Envelopes:
 - **Jon Quale made a motion to cancel our subscription for preprinted envelopes and switch to blank envelopes, with no names, printed in house. Tyler Seconded. Discussion. Unanimously approved.**
- Rekeying Doors
 - **Katie made a motion to get quotes for rekeying the outside doors of the building. Jon Quale seconded the motion. Discussion. Unanimously approved.**
- Remote Access
 - **Chris Clark made a motion to approve remote access for Katie Fetterly, Claudia Nelson & Joanna Kroschel to have access to the church computer, pertinent to their job duties. Dale Brainard seconded. Unanimously approved.**

PASTOR'S REPORT

Greetings in the LORD! This is a summary of my activity during the January/February period. Please let me know if you have any questions or would like more information.

In worship, we celebrated the season after Epiphany, engaging topics such as Jesus entering into our need, lines of in/out - love/hate, God's eternity in the midst of our coming and going, Confession and forgiveness and "just when you think the party is over, Jesus opens a new and wonderful chapter!" The band is doing well and still looking for more participants. I invite anyone interested to join us with the talents God has given you! We will make beautiful music together. The hope is to develop a rotation so that we always have a decent depth chart of practiced and ready musicians. Wednesdays in Lent will involve candles and Holden Evening Prayer and see a preaching round robin with local pastors on the theme "Perfect Love Casts Out Fear" I still hope to form a preaching series team to discuss what might engage the hearts and minds of congregants and visitors.

Education continuing at a pace. Wednesday adult classes continue to follow the arc of the confirmation curriculum and this month we have spent some time digging into the life and times of Samson, Ruth and the early days of the Kingdom of Israel. The Sunday Evening group is doing a faith study on Dan Ariely's research driven book The Honest Truth About Dishonesty. Confirmation had a cancelation due to weather a couple of Small Group sessions and a Double feature on Solomon and Elijah.

Congregational Care continued with pastoral visits in homes my office and over the telephone. The visitation team continues to do their work well and this week and next I will be doing my quarterly circuit to visit all homebound members. During this time all direct requests for pastoral care were embraced, encouraged, and acted upon.

On the administration front, the Square credit card reader arrived and were successfully used to support this year's mission trip spaghetti feed. Preschool is adapting to their new class well. We are currently taking enrolments for the fall. We are also discussing how to honor Patti Lichtscheidl for her time as director of All God's Children preschool. We are hoping to do so in the spring. Wendy, our office administrator needed to take a leave to care for her ailing parents, and discern if she could do so over the long run. In the mean time we have a network of folk covering various aspects of her job, and while the system isn't perfect, it has been working amazingly well! A big thank you to Julie Coozenoy, Shirley Zierke, Kathy Mills, Zella Oswald, Darlene Petrey, and Ruth Koehly for making that happen so well!

Yours in Christ, Pastor Grant

COMMITTEE REPORTS (as submitted by Team Leads)**All God's Children Preschool**

- No Report

Building & Grounds

- No Report

Children's & Youth Report

- No Report

Communications

- No Report

Counters

- No Report

Global Missions

- Global Missions team Creation Vacation Fundraiser will take place at St. Paul Lutheran Church on Friday, March 8th and Saturday, March 9th, 2019. Dave Nordhausen has applied for and received a Thrivent Action Team Kit with \$250.00 to be used for this event.

Loaves & Fishes

- No Report

Martha's Servers

- No Report

Outreach

- No Report

Prayer

- Kathy opened the meeting with a prayer. Prayer Team assignments were made for March services. Briefly discussed the possibility of changing the time and/or date of our monthly meetings. Read and discussed the topic "devotion" from Holy Ground: An Alphabet of Prayer by Julie K. Aageson. Ended the meeting with prayers of thanksgiving and intercession, followed by the Lord's Prayer.

SPPRT

- No Report

Visitation

- Reviewed and reported on the folks being visited and discussed two others who may possibly like visits

OLD BUSINESS

- Annual Meeting follow-up. Tyler has fielded some questions as to why the discussion was cut-off when it was. Per Roberts Rules of Order, we were following parliamentary procedures. Discussions went too off-topic, not focused around the questions. Red/Green cards worked very well. In future, do not separate voting guests from non-voting guests.
 - Constitution needs to be reviewed, put on the June Agenda
- Frontier Bill: Have not heard anything additional from Frontier
- Administrative Position: Wendy will let Pastor Grant know by the end of the week if she will be returning to SPLC.
 - **A motion was made by Jon Quale: If Wendy chooses to leave, we advertise for this position to be an Administrative/Financial Position at \$16/hour with a range of hours (24-30 hours/week). Tyler Kroschel seconded. Unanimously approved.**
- Janitorial Duties / Schedule: instead of handing off the duties, volunteers have been coming up to Jon and volunteering to help them getting jobs done.
- Education Team: Sunday School & SPLASH is following the schedule that had been set in the fall. Volunteers are stepping up to assist.
- Global Missions Team: The GMT requested approval for a quilt raffle to be held in 2019. Date to be determined. They will secure all necessary paperwork from the City of Wyoming to hold a raffle.
 - **Julie Coozenoy made a motion to approve the Global Missions Team's request to hold a quilt raffle in 2019. Katie Fetterly seconded. Unanimously approved.**

NEW BUSINESS:

- Facebook: Discussion was held around who may be Administrator vs Editor on the Church's Facebook site. Only two administrators will be on the Facebook site, the Called Pastor of the Congregation and one officer of the council, currently this is the Church Council Secretary.
- Mission Trip: Male and female chaperones needed. Pastor Grant will speak with the two current chaperones.
- Contemporary Music Director: Discussion was held around the paid contemporary music director position returning. The current Director is on sabbatical from January – March, willing to come back for April and May and then have the summer off (June – August), returning in the fall.
 - **Jon Quale made the following motion: For the 2019 budget year, the position of Contemporary Music Director will be a volunteer position. Seconded by Katie Fetterly and unanimously approved.**
- One Unity Service for remainder of spring: Should we move to one service for March, April and May? Should we separate the times of the services more? This would allow for education time between services, allowing for more people to volunteer with the Sunday School Program. After much discussion it was decided to continue with two services through March and April, understanding the fall may have a different schedule.
- Summer Worship Schedule: We will alter between inside and outside services during the summer months. We will be looking for guest musicians.
- Lenten Offerings: Pastor asked if the Loaves & Fishes committee would look for an option for the Lenten Offerings.

Next Meeting: Tuesday, March 19, 2019

Devotions: Julie Coozennoy

- **A motion was made by Jon Quale to adjourn the meeting, seconded by Katie Fetterly and unanimously approved.**

Submitted by:

Julie Coozennoy

Julie Coozennoy

St. Paul Lutheran Council Secretary

Summary of Motions Made at February Church Council Meeting

- A motion was made by Tyler Kroschel, seconded by Katie Fetterly and unanimously approved to approve the Consent Agenda.
- A motion was made to approve a three-month trial period for Kathy Mills to bring her Emotional Support Dog to church. With the conditions: muzzled in and out of church, sitting in the back corner of the church, on a leash at all times, can be revoked at if needed. Jon Quale seconded. Discussion was held. Vote approved by majority vote.
- Jon Quale made a motion to cancel our subscription for preprinted envelopes and switch to blank envelopes, with no names, printed in house. Tyler Seconded. Discussion. Unanomously approved.
- Katie made a motion to get quotes for rekeying the outside doors of the building. Jon Quale seconded the motion. Discussion. Unanimously approved.
- Chris Clark made a motion to approve remote access for Katie Fetterly, Claudia Nelson & Joanna Kroschel to have access to the church computer, pertinent to their job duties. Dale Brainard seconded. Unanimously approved.
- A motion was made by Jon Quale: If Wendy chooses to leave, we advertise for this position to be an Administrative/Financial Position at \$16/hour with a range of hours (24-30 hours/week). Tyler Kroschel seconded. Unanimously approved.
- Julie Coozenoy made a motion to approve the Global Missions Team's request to hold a quilt raffle in 2019. Katie Fetterly seconded. Unanimously approved.
- Jon Quale made the following motion: For the 2019 budget year, the position of Contemporary Music Director will be a volunteer position. Seconded by Katie Fetterly and unanimously approved.
- A motion was made by Jon Quale to adjourn the meeting, seconded by Katie Fetterly and unanimously approved.

The following motions were made via email between the January and February Council Meeting:

On January 29th, Katie Fetterly made a motion (see below). Motion was seconded by Julie Coozenoy and unanimously approved.

- Shirley Zierke be removed as a signatory to the checking accounts and as an individual who can access the safe deposit box. Tyler Kroschel, the newly elected vice president, should be added as a signatory to the checking accounts and for access to the safe deposit box.
- Patti Lichtscheidl be removed from having access to All God's Children's Account and debit card and that Kathy DiMeglio be added to have the same access that Patti had.
- That Janet Nutter be removed from having access to the Youth checking account and that her debit card be deactivated.

On February 6, Katie Fetterly made a motion (see below). Motion was seconded by Julie Coozenoy and unanimously approved.

- To approve Joanna Kroschel as an authorized user for the youth account debit card as well as read only access to that account.