

All Saints Lutheran Church Council Minutes

May 16, 2017 at 6:30 pm

Council Members: Pastor Eric Aune, Andy Bronczyk, Mike Fasching, Rhonda Fenney (absent), Christin Fugate, James Hermann (absent), Kim Kurtz, Melanie Moberg, Tim Sauer, Jeff Schmidt, Lindsey Schroeder, Al Steinhagen, Lisa Wagoner

- I. Call meeting to order
 - a. Handout New 2017-2018 Council Roster/Handbook
 - b. First phase of ballot for 2017-2018 Congregation Council Exec positions (Wagoner)
- II. Devotions: Pastor Eric
- III. 2nd phase of ballot for 2017-2018 Congregation Council Exec positions (Wagoner)
- IV. Pastors Report: Pastor Eric
 - a. Installation of new council members will be the first Sunday in June at both services. All council members are encouraged to attend as all will be recognized. Plan to do this at the end of the 8am and beginning of 9:30am service.
 - b. **Carry Over Action Item:** Eric to include introduction of council members in upcoming e-note.
- V. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- VI. Motion/Discussion/Vote to approve April Treasurer's report
 - a. Motion to Approve the April treasurer's report by Lisa, 2nd by Al
 - b. Voted and approved unanimously by the council
- VII. 3rd phase of ballot for 2017-2018 Congregation Council Exec positions (Wagoner)
 - a. President- Motion for unanimous ballot. Andy
 - b. Vice-President- Majority vote. Mike
 - c. Treasurer- Motion for unanimous ballot. Jeff
 - d. Secretary- Motion for unanimous ballot. Lindsey
- VIII. Current Ministry Team updates
 - a. Building and Grounds – Mike Fasching
 - i. Storage Shed
 1. Update on progress – Will take one month to build. Should be here
 2. Thank you note for donor(s)
 - a. **Action Item:** Lindsey to get thank you for this.
 - ii. Roof
 1. Summary of work and outcome. (Final bill?)
 - a. Final bill came in under budget.
 2. **Carry Over Action Item:** Eric and Team to include a “thank you” to congregation in next e-note for supporting the roof project.
 3. **Action Item:** Lindsey to get a thank you for driveway sweeper rental discount. Was used to clean-up salt from last winter.
 4. **Action Item:** Eric to update insurance policy now that new roof is installed.
 - iii. Possible Areas of Improvement that Building and Grounds is considering taking on. Need input
 1. Garbage collection area needs updating
 - a. **Action Item:** Team to meet and make a plan/proposal for new location of garbage collection.
 2. Flower Gardens need weeding
 - a. **Action Item:** Christin to follow-up with Michael Swanson or others who have helped in the past.
 - b. **Action Item:** Building and grounds team to help with wood chips
 3. Outdoor stage needs painting – Will look into this
 4. Basketball hoop pole
 - a. **Action Item:** Melanie knows someone who might have one to donate.
 5. Sidewalk to nowhere. Is that important?
 - a. Will leave it for now.
 - iv. Siding

1. Building codes have changed
 - a. Steel siding can be used.
 - b. New rule is that we need to have stone siding on a portion facing the road.
2. Siding on front is allowing leakage
 - a. Team to look at what is needed to repair/stop leaks.
- v. Keys to building
 1. Possibly a building access policy or procedure?
 2. Coded entry? Cost would be around \$250.00
 3. Motion for building and grounds team to purchase and install an electronic lock up to \$500 by Melanie, 2nd by Lisa. Voted and approved unanimously.
- vi. Parking lot
 1. Cracks should be filled
 2. Seal coated/Lines sprayed
 3. Quote Signature Seal coating, Tom O'Neil and A1 for entire parking lot was ~\$9,200. May need to repair some of the parking lot by the entrance. Could possibly use remaining roofing money to help cover the cost.
 4. **Action Item:** Al to check with Miller Architects to see if there is any reason we shouldn't do it this summer.
- vii. Gutters
 1. Initial quote between \$6,000 and \$8,500 depending on how much of building we install them on.
 2. Water currently causing damage to concrete.
 3. **Action Item:** Al to make sure they are part of the initial bid.
- b. New Building Project
 - i. Recommendation from New Building regarding Phase 1 construction
 1. Current plan is to vacate starting April 8. Construction to start April 15. Estimated to be done before the start of fall programming.
 2. Miller is ready to start drawing the new plan
 - a. Retainer will be \$5,000.
 3. Phase 1 will result in effectively a new building. Everything will be up to code and will not need to be touched once phase 2 is started.
 4. Cost estimate and updated schematic design can be ready in ~8 weeks.
 5. **Action Item:** Al to include Jeff, Tom, Andy, Eric and himself on all future emails related to the new building project.
 6. **Action Item:** Al and Andy to draft letter to the congregation.
 - ii. Discussion/Creation of Project schedule
 1. Communication plan
 2. Storage considerations
 3. Location of staff during work
- c. Finance
 - i. Discussed icon conversion with Darcy
 - ii. **Action item:** Melanie and Jeff to discuss accounting software conversion and future plan.
- d. Generosity and Gratitude
 - i. New members could be officially welcomed by Council or Generosity Team. Thoughts?
 1. **Action Item:** Darcy to send contact information of new members to witness team (Kim). Maybe look back over the last year.
 - ii. **Action Items:** All ministry teams need to provide Darcy with the exact Sunday's each ministry team will be serving fellowship. The serving schedule needs to be updated to reflect this.
 1. Building and grounds mini ministry team weekends are the 11th and 25th.
- e. Learning Team
 - i. Mini Ministry Team fair update – No new team members
 - ii. **Action Item:** All council members to determine which ministry teams they want to participate on at our June meeting.

- f. Witness Ministry Team
 - i. Backpack event under control.
 - g. Worship Ministry Team – no update
 - h. Youth and Family – Helping out with backpack event.
- IX. New Business not related to a Ministry Team
- X. Old Business not related to a Ministry Team
- a. Offering Drop: Updated through August
 - i. Online link: <http://signup.com/go/juFdxT>
 - b. Ongoing discussion of ideas to encourage giving. "Do something different."
 - 1. Pontoon raffle, will this move forward? – shelve for this year.
 - c. Bible and Beverage idea – no update
 - i. **Action Item:** Eric to fill-out funding request form prior to purchasing camera.
 - d. Congregation Survey: Will this still be happening? Timing?
 - i. Going to plan this for the fall. Waiting for internet installation. Has not happened yet.
- XI. Adjourn Meeting with Lord's Prayer
- a. Motion by Melanie, 2nd by Lindsey.
- XII. Next Meeting: June 13th, 6:30 pm

Carry Over Action Items Needing Closure

Responsible	Action Item	Due Date	Completed?
All	Continue to think about new ways to engage new members to increase their stewardship	On-going	
Finance / Gratitude	Teams to consider adjusting the fiscal year for the church.	On-going	
Eric	Include comments about council personnel changes in upcoming e-note.	April 25	
Eric	Include a "thank you" to congregation in next e-note for supporting the roof project.	April 25	
All Ministry Teams	Provide Darcy with the exact Sunday's each ministry team will be serving fellowship. The serving schedule needs to be updated to reflect this	May Council Meeting	
Jeff	Let building and grounds know new internet installation date so the sprinklers can be marked	Before Internet Installation	
Eric	Eric to fill-out funding request form prior to purchasing camera.	May Council Meeting	

New Action Items From This Meeting

Responsible	Action Item	Due Date	Completed?
Lindsey	Get Qty. 2 thank you cards and bring to Eric (shed donation and sweeper rental)	June Council Meeting	
Eric	Update insurance policy now that new roof is installed	June Council Meeting	
Building and Grounds	Create a plan/proposal for new location of garbage collection.	June Council Meeting	
Christin	Follow-up with Michael Swanson or others who have helped with flower gardens to determine their plans. Coordinate with Building and Grounds regarding needed assistance.	June Council Meeting	closed
Melanie	Talk to contact who might be willing to donate basketball back board.	June Council Meeting	
Building and Grounds	Investigate best location for electronic lock and install if costs are under \$500.	June Council Meeting	
Al	Check with Miller if there is any reason we shouldn't resurface parking lot this summer with respect to Phase 1 project plans.	June Council Meeting	closed
Al	Ensure gutters are included in Phase 1 bid.	June Council Meeting	closed
Al	Include Jeff, Tom, Andy and Eric on future email correspondents with Miller regarding Phase 1 project.	Immediate	closed
Al/Andy	Draft communication letter to congregation regarding phase 1 building plan.	June Council Meeting	
Melanie/Jeff	Meet to transition knowledge regarding treasurer role (e.g., accounting software conversion, Transfer check signing authority...)	June Council Meeting	
Darcy/Kim	Darcy to send Kim contact information of new members over the past year or so. Witness team to send welcome communication to new members.	June Council Meeting	

Action Items Which Were Closed During the Last Month

Responsible	Action Item	Due Date	Completed?
Eric	Check with other pastors to see if they use Icon for expenses. If so, get contact information. <ul style="list-style-type: none"> • Initial conversations resulted in no local contacts. 	May Council Meeting	Closed
Melanie	Conduct cost/benefit analysis of acquiring Quickbooks license for payroll (tax) functionality. <ul style="list-style-type: none"> • Cost would be ~\$600 for the year. 	May Council Meeting	Closed
Al	Determine which siding will be used on the new church. Let Building and Grounds team know. <ul style="list-style-type: none"> • New code requires a combination of brick with desired siding. Will need to follow-up with Miller for guidance 	May Council Meeting	Closed
Building and Grounds	Once New Building Team determines siding for new church, get quotes. May need to address this this summer. <ul style="list-style-type: none"> • Deferred due to new phase 1 building plans. 	May Council Meeting	Closed
Darcy / Building and Grounds	Determine exact funding total for shingle project. <ul style="list-style-type: none"> • Insurance claim coverage and Easter offering was ~\$15,400.. 	April 25	Closed
New Building / Building and Grounds	Two building teams to meet to ensure both teams understand the scope of the siding in the event we chose to pursue a siding replacement project this summer <ul style="list-style-type: none"> • Deferred due to new phase 1 building plans. 	May Council Meeting	Closed
Eric/Darcy	Eric/Darcy to review previous 4-wheeler raffle and provide actual results so council can determine if this idea should be pursued. <ul style="list-style-type: none"> • Raffle idea deferred for 2017 	May Council Meeting	Closed