

All Saints Lutheran Church Council Minutes

June 13, 2017 at 6:30 pm

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

- I. Call meeting to order
- II. Devotions: Pastor Eric
- III. Pastors Report: Pastor Eric
 - a. VBS going well – lots of kids and participation
 - b. Monday night services started up again – getting decent participation
- IV. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- V. Motion/Discussion/Vote to approve April Treasurer's report
 - a. Motion to Approve the treasurer's report by Al, 2nd by James
 - b. Voted and approved
 - i. Capital Appeal giving – down \$1200 from April
 - ii. Missions and Ministry – down \$3200 from April
- VI. Current Ministry Team updates
 - a. Building and Grounds – Mike Fasching
 - i. Mini Ministry Team fair update – low attendance due to storm/power outage
 - ii. Storage Shed
 1. Shed is complete. Have permit
 2. Will be delivered? Waiting for ground to dry out – will wait until after Thursday (6/15), depending on weather
 3. New location? Will be located at the end of the sidewalk
 - iii. Possible Areas of Improvement that Building and Grounds is considering taking on. Need input
 - a. Add sign-up sheets, add announcement to bulletin – let Darcy know once finalized for dates
 2. Flower Gardens update? Jane Fasching & Chris Starr working on currently. Do minimum maintenance on them this year and next – update after building remodel
 3. Outdoor stage painting update? Add sign-up sheet once finalized for dates
 4. Basketball hoop pole update? Al has a basketball hoop pole that he thinks may work
 5. Siding leak fixed by kitchen? Mike & his dad fixing next weekend
 6. Lawn mowing – scheduled through November – covered by a few individuals in the church – will put thank you announcement at end of the year in bulletin
 - iv. Electronic lock investigation – no update for June – side doors may not be good enough to put locks on – leave as is for now and table discussion
 - v. Parking lot
 1. Water main come through parking lot (underneath), what needs to be addressed so this doesn't become an issue with any upcoming maintenance to the lot/changes with the church update.
 2. Cracks should be filled, 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.
 - a. Hold off until Thursday (6/15) until talking to Miller.
 4. Does not need to be part of phase 1 construction project.
 5. Handicap parking regulation update? There should be more handicapped spaces – (6), including 2 handicapped van spaces
 6. Team recommends fixing soon. Sooner to avoid weather issues
 7. Motion to approve expenditure to repair parking lot low bid of \$9200 (pending 6/15 meeting with Miller) by Al, 2nd by Mike
 8. Voted and approved

- b. New Building Project (very positive feedback so far from the letter)
 - i. Team meeting with Miller and Building and Grounds to review initial drawings on Thursday.
 - 1. Goal of meeting is to thoroughly review the drawings and shows footprint. Being redrawn for Thursdays meeting (6/15) – weather protection on front entry (overhang, etc), 25% stone/27% glass on front of building requirement
 - ii. Discussion/Creation of Project schedule
 - 1. Communication plan – communication throughout stages – add additional information once schematic meeting done with Miller.
 - 2. **Action Item:** Eric/Al will add steps to Timing of project timeline below (project update/plan email?) and then congregational meeting probably November/December. 3 nights during week possibly, for additional meeting (Sunday/Monday/Tuesday)
 - 3. Storage considerations
 - 4. Location of staff during project as building will be vacated
 - iii. Contract Status
 - 1. What contracts are active with Miller?
 - a. Per Pastor Eric - \$5000 contract we're currently in
 - b. Initial large payment was for plan, drawings, etc., and is believed to be consumed
 - c. Can be charged up to 8% for delays/changes/phased...this will probably start up new contract that will dissolve previous agreements. Is there something we need to do legally to end the previous contract? Add verbiage to new contract that it dissolves the previous one (addendum).
 - d. **Action Item:** Al/Eric will ask Miller on Thursday meeting to clarify. Will go over timeline with them at Thursday meeting as well.
 - 2. When will next contract be sent by Miller for Approval?
 - a. Does congregation need to vote on this contract?
 - b. Or are two building teams and council enough?
 - c. Will this contract dissolve any current contracts?

iv. Project Key Milestones

Timing of project:	Duration Estimate	Est. Start Date	Act. Start Date	Completion Date
Schematic design draft to committee	2-3 weeks	5-May	18-May	5-Jun
Update and finalization of schematic design.	2-3 weeks	15-Jun		
Detailed estimate performed on schematic design.	3-4 weeks	7-Jul		
Presentation of estimate to committee, review, and decisions made.	2-3 weeks	28-Jul		
If approved, construction drawings to be completed.	6-8 weeks	15-Sep		
Final bidding of project with preferred subcontractors of the church along with Miller solicited subcontractors.	3-4 weeks	13-Oct		
Review of bids, final numbers, etc. with committee.	2-3 weeks	3-Nov		
Final approval of congregation, financing, etc.	2-3 weeks	24-Nov		
Project commencement – Mid April of 2018	18 weeks	15-Apr-18		
Project completion – End of August 2018.		8/31/2018		

- c. Finance
 - i. Jeff – no updates

- d. Generosity and Gratitude
 - i. Eric and Andy meeting after council meeting to start planning for fall campaign and fiscal calendar year change.
 - 1. Entire team meeting on July 17th
 - e. Learning Team
 - i. VBS update? Christin – 106 kids –lots of volume and singing out. Lots of helpers; good weather is helping out too
 - f. Witness Ministry Team
 - i. Backpack event update? Kim – Becca handling backpacks project – Kim will follow up with Becca on status. Everything will be stored at St. John’s
 - g. Worship Ministry Team – conversations focusing toward fall time frame for worship services joint reformation services with Assencion, & St. Bernards. Jeff replaced computer that died. Lisa Sauer to possibly look at programs/setup on new computer. Jeff will fix old computer to use as backup.
 - 1. Internet – Jeff called Jaguar – 2-3 weeks out for install – they will call Jeff once final date set
 - h. Youth and Family – Rhonda – nothing planned for the summer – possibly plan fishing/swimming/biking – not sure how many would attend with summer schedules.
- VII. New Business not related to a Ministry Team
- a. Ministry team selections:
 - i. HR – Lisa (Chair), Mike Eggers, Rhonda
 - ii. Worship, Prayer, & Tech – Tim (Chair), Lisa, Jeff
 - iii. Youth & Family – Rhonda (Chair), Kim, Lindsay, Melanie
 - iv. Building Project – Al (Chair), Tim
 - v. Generosity/Gifts – James (Chair), Andy, Tim
 - vi. Learning – Lindsay (Chair), Christin, Melanie, Kim
 - vii. Building & Grounds – Mike F (Chair), James, Al, Mike Eggers
 - viii. Witness & Fellowship – Melanie (Chair), Lisa, Mike F, Becca
 - ix. Finance – Jeff (Chair), Andy
- VIII. Old Business not related to a Ministry Team
- a. Offering Drop: Updated through August
 - b. Online link available through November
 - i. Online link: <http://signup.com/go/juFdxT>
- IX. Darcy met with Vanco for other giving options
- a. Kiosk – Upfront cost - \$1695 & 49/month – includes iPad air with secure enclosure – one time donations only – not too keen on it.
 - b. Text - \$10/month – no charge – can use debit or credit card
 - c. Mobile App –free to download – no monthly costs
 - d. Swipe Mobile card reader - \$45 one time equipment fee – no monthly costs – used for one time payments or gifts – plugs into smart phone or tablet.
 - e. All of these will probably have some type of fee associated
 - i. Put something into bulletin for offering
 - ii. **Action Item:** Darcy will look into these options more and update at August meeting.
- X. Adjourn Meeting with Lord’s Prayer
- a. Motion by Lisa, 2nd by Melanie.
- XI. Next Meeting: August 15th, 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	
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	August Council Meeting	
Lindsay	Get Qty. 2 thank you cards and bring to Eric (shed donation and sweeper rental)	June Council Meeting	Closed
Al	Talk to contact who might be willing to donate basketball back board.	August Council Meeting	
Melanie/Jeff	Meet to transition knowledge regarding treasurer role (e.g., accounting software conversion, Transfer check signing authority...)	August 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.	August Council Meeting	

New Action Items From This Meeting

Responsible	Action Item	Due Date	Completed?
Darcy	Look more into options with Vango for other ways to give donations	August Council Meeting	
Al/Eric	Clarify contract obligations from previous agreements and determine contract scope going forward	August Council Meeting	
Eric/Al	Better defined key project milestones. Will need for July congregational meeting.	July	

Action Items To Follow Up On At A Later Date

Responsible	Action Item	Due Date	Completed?
Building and Grounds	Create a plan/proposal for new location of garbage collection.	Leave 'as is' from June meeting, follow up at later meeting	
Building and Grounds	Investigate best location for electronic lock and install if costs are under \$500.	Leave 'as is' from June meeting, follow up at later meeting	
Eric	Eric to fill-out funding request form prior to purchasing camera.	TBD	

Action Items Which Were Closed During the Last Month

Responsible	Action Item	Due Date	Completed?
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
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	Closed
Eric	Include comments about council personnel changes in upcoming e-note.	April 25	Closed
Eric	Include a "thank you" to congregation in next e-note for supporting the roof project.	April 25	Closed
Jeff	Let building and grounds know new internet installation date so the sprinklers can be marked	Before Internet Installation	Closed
Eric	Update insurance policy now that new roof is installed	June Council Meeting	Closed

XII. Future topics for discussion

- a. All congregation survey – will do in the fall
- b. Ongoing discussion of ideas to encourage giving. "Do something different."
- c.