

# All Saints Lutheran Church Council Minutes

August 15, 2017 at 6:30 pm

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

- I. Call meeting to order
- II. Devotions: Pastor Eric
- III. Pastors Report: Pastor Eric
  - a. How have Monday services been going?
    - i. Number of attendees varies from 40 down to 11
    - ii. Services are scheduled through MEA
    - iii. Good to keep going – if it drops around 5 or below, then maybe change it
  - b. Looking to do more videos on website (blogging, logging, etc) – not investing in expensive cameras – planning to purchase two Ipad pros as they are more versatile and easy to use Funding request from Eric to purchase 2 Ipad pro's and accessories for Vanco giving stations
    - i. Kelly Street will help with setting up
    - ii. Motion to approve fundraising request from Women's outreach fund by Al, 2<sup>nd</sup> by Tim, voted approved – motion passed
  - c. Action item: Eric will look into tethering system/stands
  - d. Darcy looked more into Vanco – see section C under Current Ministry Team updates (section VI)
    - i. Jeff to review email sent to him and send out recommendation to council via email
      1. Email update: recommendation is to hold off on texting option, but can pursue "mobile reader" option. This option will integrate with new ipads.
        - a. Technology or Gifts team should research cheaper texting options.
      - ii. Have a table at each Sunday service, have someone with it – possibly anchor to wall?
      - iii. Jeff will get WiFi connections – Tim can get Technology team to help as well.
- IV. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- V. Motion/Discussion/Vote to approve June and July's Treasurer's report
  - a. Graph for account balances
    - i. Cumulative mission and ministry fund balance continues to grow negatively
      1. Brainstorming new ways to balance the budget – Additional fundraisers? Long discussion regarding budgets for next year and adjustments/reductions ideas (\$36K deficit brought over from 2016)
      2. Action item: Jeff will continue to bring new graphic summary monthly – and can fill in from beginning of 2017
      3. Action item: Jeff will add savings account to chart (deficit balance)
      4. Action item: Eric will check with Darcy on giving commitments for 2017 thus far, and update council at next council meeting
      5. Building fund will be reduced by mortgage payoff amount on August's report
    - ii. June report
      1. Daring faith congregational response not as positive as hoped – hopefully will show increase in August report, after congregational meeting
        - a. Action item: Eric working on additional communication for families in the program that haven't pledged for Daring Faith – investing in future
      2. Garage sale – good results (~\$3,000 in sales) – Epilepsy foundation took remaining items
  - b. June report – motion to approve by Lisa, 2<sup>nd</sup> by James, voted and approved
  - c. July report – motion to approve by Al, 2<sup>nd</sup> by Rhonda, voted and approved
- VI. Current Ministry Team updates
  - a. Building and Grounds
    - i. Storage Shed – Thank you card sent- given to family who donated it

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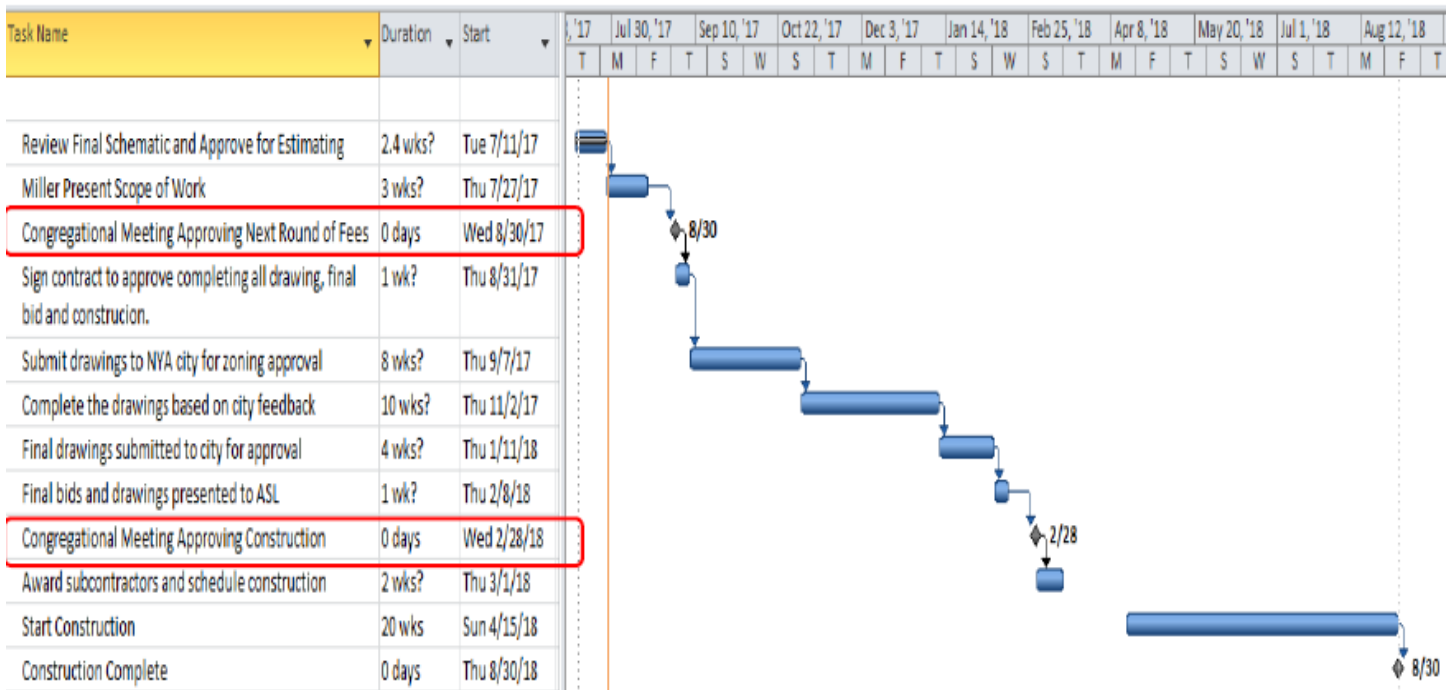
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1. Risers are in shed
2. Christmas décor in Green Isle right now, will need to get back to shed
3. Once all items in, will see what amount of space is left
4. Action item: Mike will let Eric know what tasks Men's Repair club can complete before winter
5. Action item: Eric will check on insurance policy updates for roof and sheds
- ii. Insurance policy has been discontinued for external storage
- iii. Parking lot
  1. Good feedback – over 2,000 hits on Facebook
  2. Parking lot signage to be updated – Mike Eggers working on it
  3. Thank you cards
    - a. Action item: Lindsay to pick up thank you card
  4. Everyone has been paid – personally delivered by Mike, lien waver in the file
- b. New Building Project
  - i. Feedback from July congregational meeting
    1. Andy & Al have gotten a few emails – all good feedback
      - a. This is the right step, positive feedback even from those that have previously provided negative feedback
    2. Christin has everything up on the website from the congregational meeting
      - a. Once confirmed, confirmation students are allowed to come to annual meeting - push more to have them involved
      - b. Action item: Lindsay to talk to Christin about how to bring this up/into confirmation requirements
    3. Child care was offered, and utilized
      - a. Should continue to offer at future congregational meetings
  - ii. Upcoming plans/meetings
    1. Miller will be here 8/29 @ 6:30 pm – should have complete budget (educated guess) for project prepared, will present, may have drawings further advanced
      - a. Meeting will be to walk everyone through it
      - b. Building teams will need to look through everything thoroughly to make sure everything is included (clarifying what Miller is bidding)
      - c. Meeting is for building teams and council
      - d. Follow up meeting to be scheduled after 8/29 meeting for council, if needed
      - e. Once amount and scope approved, they will start drafting new contract (percentage of the total project) – funding will come from building fund
      - f. Previous contract details (contract no longer valid)
        - i. \$5K deposit (credited back to the account after work completed)
        - ii. 5.5% for design fees
        - iii. 8% for Miller's management cost fees
      - g. Going forward, council will meet first to approve, then will need to have congregational meeting
  - iii. Discussion/Creation of Project schedule
    1. Communication plan
      - a. Screenshot below – tight scheduled based on what is listed below
      - b. Action item: Andy will re-do next steps screenshot below to update dates
      - c. Should have plenty of communications to congregation
        - i. Weekly/monthly update in the e-note or Facebook
        - ii. Can update after meetings
        - iii. Catch phrase header

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2. Storage considerations
  - a. Eric talking with My Box – will construct what is needed, and then stored on-site
  - b. Per city requirements – no PODs can be stored on-site
    - i. Action item: (follow up at later date) – can be after new contracts approved (October meeting)
3. Location of staff during project as building will be vacated
  - a. Action item: (follow up at later date) – until October meeting
- iv. Contract Status
  1. How did contract discussion go with Miller?
    - a. Reminder to ensure next contract dissolves all previous contracts.
      - i. Everything prior is null and void – it will be a whole new contract
      - ii. Contract discussion will probably happen at 8/29 meeting
        1. Final bids need to be submitted and 2017 income summarized before application can be submitted to MIF
        2. Mortgage payments aren't necessary until project completed
      - iii. Should understand exactly what was paid to during initial construction project (canceled checks, etc.).
        1. Will use as input when reviewing/negotiating new contract
        2. Action item: Darcy to pull information on what payments made to Miller starting in 2012 to present day.
- v. Project Key Milestones

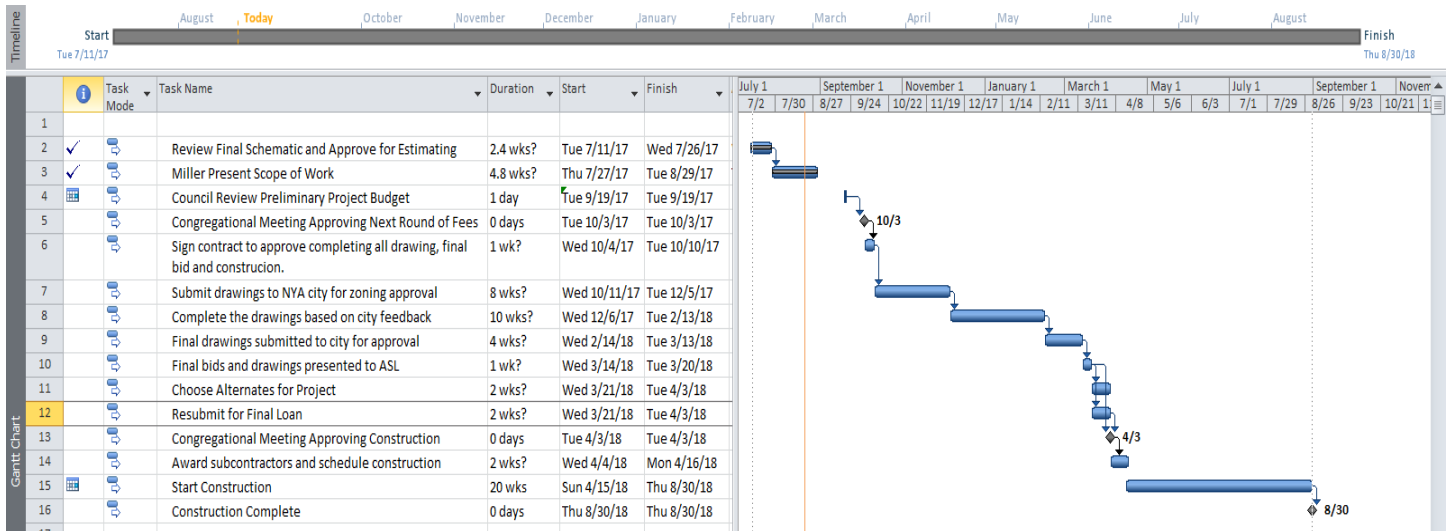
### Next Steps – Congregational Meetings



Updated schedule

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### c. Finance

- i. Icon vs. Quickbooks software integration decision for church financial information
  1. Icon – good for managing deposits/online giving; not good for managing bills or making payroll
    - a. Hard to find backup in the event Darcy is absent
  2. Quickbooks – much easier to use, need to purchase annual software license.
    - a. 1/week an entry is made to track deposits by Darcy
      - i. More detailed info from Icon
    - b. Action item: Need to purchase an updated version of Quickbooks. Jeff to work with Darcy on this. Current version is 2014.
    - c. Action item: Jeff will look at prices for software for payroll processing options (online services vs. static software package)
      - i. Payroll withholding calculations will be automatic for all church paid employees (up to date tax tables, etc)
  3. Action item: Darcy to write up procedure for steps for Icon process
- ii. Update on alternate Vanco donation options
  1. New bank account will need to be set up for these additional donation options
  2. Darcy took webinar training for the new giving options
  3. Action item: Jeff will look at fee breakout and send council recommendation regarding which new options to pursue.
  4. Action item: Jeff will look into methods to set-up multiple donation campaigns using new methods (e.g., multiple texting donation causes at one time).
    - a. Check with Darcy – Eric believes some of these items may have been addressed in training
- iii. Current mortgage status?
  1. Paid off last week (8/8)
  2. Building title in hand. Should get a release of lien once documents all processed
  3. Money that normally would be paid to mortgage will be saved in building fund for future phase 1 costs.
- iv. Deficit reduction brainstorming
  1. Need to develop a plan to reduce deficit and act upon before the end of the year
    - a. This will support our MIF application for funding
      - i. Giving – need to come up with ways to increase
      - ii. Building fund – collecting well to support phase 1 plans

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- iii. Deficit – work on getting down, would be good to show progress of improvement – Need to discuss more at Sept. meeting.
  1. possibly include status update with e-note?
  2. Knowledge is good – encouraging is necessary to help with possible increase
  3. Giving challenge? (\$50 extra challenge)
  4. Sharing video of week’s events – what money did for that week, how you’re making a difference in people’s lives with the money
  5. Action item: continue discussing new ways to obtain more giving
  6. Action item: look over budget to see if anything can be cut
- d. Generosity and Gratitude
  - i. Fiscal year change planning status
    1. 7/17 meeting
      - a. Brainstormed ideas on members not actively giving
        - i. Video showing how money at work (see handout from Eric)
        - ii. Mini sessions with small parts of Financial Peace University?
      - b. Will meet again soon to plan for asking members for 18 month pledge giving to support new fiscal year schedule.
- e. Learning Team
  - i. New Sunday school program response. Feedback/recommendations from:
    1. How has the response been to the split schedule?
      - a. There were several positive comments given when Christin sent the initial inquiry email on 6/21 to families about the possibility of a split schedule
      - b. On 6/29, an emailing poll was sent to the Sunday School families, of which 80% preferred the 9 am service, and 20% preferred the 10:15 service; 9 families replied that they would prefer the 10:15 am option
      - c. Feedback to other council members has been not very well received – feels like options not given for new members
        - i. More feeling turned away – encourage these individuals to talk with Christin for more discussion
      - d. Christmas program – two Christmas programs will occur based on student’s normal time slot
    2. Christmas program – two Christmas programs will occur based on student’s normal time slot
  - ii. Sunday school teacher/volunteer status?
    1. Mixed messages. Not all on board
    2. Christin believes all teacher/volunteer needs will be filled prior to start off classes – only 2 positions yet to fill as of 8/23
  - iii. Enrollment up/down/flat?
    1. Worried about losing families – concerned council members or families should speak with Christin – the goal is to fit more people comfortably in the church, and ultimately grow closer to Jesus
    2. Class size limit – varies depending on age; i.e. – Kindergarten currently has 27 students, 5<sup>th</sup> grade has 13. Christin is working with the numbers for each age to even out the numbers for each time slot
    3. Brainstorming ideas
      - a. Special extra treats for 10:15 am? Not all in agreement – there are several families that chose to sign up for the 10:15 am service, before 9 am was even filled. There are families that want to attend 10:15 as a first choice.

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- b. Save some spots for new people? Possible – have them talk to Christin. The idea to have new families sign up at 10:15 was out of consideration for the current members who would really want the 9 am class.
- c. Consider growing 9am classes if wait list is short. Better to “serve” families than turn them away. On 8/22, Christin emailed the families that were signed up for 9 am, to see if they would consider switching to 10:15 – 6 families agree, which helped get kids off the 9am wait list.
- iv. Action item: Sunday school teachers and LM team to build communication strategy to help keep this positive – to continue to grow our discipleship and the ministry of the church. This is a continuous process, and the LM team is hoping this year will surprise the folks who are feeling negative about it, and see that this is a positive change that will help grow the church and the disciples.
  - 1. Need to be sensitive and engage in a way that helps to appeal to possible new members
- v. Possible time change for Sunday School services
  - 1. 8:30 and 9:30 – kids could come into service once S.S. is over – however, this would interrupt the worship service in progress.
  - 2. Have 2 Sundays a month for each section
    - a. Negatives: certain groups would miss more Sundays with holidays
- f. Witness Ministry Team
  - i. Backpack event update
    - 1. Went well
  - ii. Letters sent to qty. 3 new families
    - 1. Melanie sent
  - iii. God’s work, our hands being planned.
    - 1. 9/17 event
      - a. Pillow drive for Southern Valley Women’s shelter
      - b. Walk the ditches
      - c. Money drive to raise funds to put together health kits/toiletries package for battered women’s shelter in Belle Plaine
      - d. Kids to make letters and send to residents at Peace Villa
  - iv. Mini-ministry fair dates set with Darcy
    - 1. Last 2 Sundays in September
- g. Worship Ministry Team –
  - i. Jaguar internet update
    - 1. Coming in 8/28
  - ii. 8/14 meeting – more interest in contemporary music during services
    - 1. Things are available to continue more contemporary music
    - 2. More 5 Saints group
    - 3. Fund additional musicians to come in to play?
    - 4. Traditional services to include medley with contemporary music
  - iii. Old computer system getting fixed – once updated will do sermon recordings with it and will control announcements on the tv
  - iv. New computer system used for projecting music lyrics/church service
- h. Youth and Family –
  - i. Mini Ministry Team fair update
    - 1. 8/6 meeting was ok
      - a. Didn’t speak after 8 am meeting
      - b. A couple people came up to table after services
    - 2. 8/20 is the next mini-ministry fair date

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- ii. Upcoming events
    - 1. 8/20 outing to Hutch Aquatic center
  - i. Mutual/Personnel Ministry Team
    - i. Upcoming plans
      - 1. Will meet beginning of September to start cycle of responsibility
    - ii. Vacation coverage during summer
      - 1. How have office hours been handled (8-3pm)
        - a. Normally someone is always here during hours
        - b. Except during emergency
          - i. Church is left open
        - c. Pastor coverage if Eric is gone
        - d. If someone calls and no one answers at church, cell phone numbers are provided in the voicemail
    - iii. In order to provide guidance to team during benefit and compensation planning, recommendation needed from Finance team or treasurer regarding budget allocation for upcoming year.
      - 1. Recommendation is to assume budget stays the same from year to year, not increase
        - a. Mutual/Personnel Team needs to determine how to stay within budget
      - 2. Certain expenses will increase year over year (payroll related, etc) but we need to avoid perpetual budget deficits
    - iv. Action item: Jeff will send Lisa exact number to use during planning discussions for next fiscal year.
      - 1. Need to account for 2018 and 2019 increased costs since next fiscal year is 18 months.
- VII. New Business not related to a Ministry Team
  - a. Pork Chop Sign-up. We need coverage for Sept. 9<sup>th</sup>/10<sup>th</sup>.
    - i. <http://signup.com/go/Q9k4kr>
    - ii. Pork chop donation is all set
      - 1. Action item: Lindsay to pick up thank you cards (pack of 10)
- VIII. Old Business not related to a Ministry Team
  - a. Offering Drop: Updated through November
    - i. Online link: <http://signup.com/go/juFdxT>
- IX. Adjourn Meeting with Lord's Prayer
  - a. Motion by Lisa, 2<sup>nd</sup> by James.
- X. Next Meeting: Sept. 19th, 6:30 pm

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**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 plan 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	May Council Meeting	

**New Action Items From This Meeting**

Responsible	Action Item	Due Date	Completed?
Jeff	Monthly graph showing account balances and add savings account balance	On-going	
Eric	Check with Darcy on 2017 giving commitments and prepare update for council	September Council Meeting	
Mike	Let Eric know what tasks Men's Repair club can complete before winter	September Council Meeting	
Eric	Check on insurance policy for roof and shed	September Council Meeting	
Lindsay	Pick up Thank you card for parking lot update	September Council Meeting	
Lindsay	Talk with Christin regarding annual meeting attendance requirement for confirmation students	September Council Meeting	
Andy	Redo project schedule with corrected dates	September Council Meeting	closed
Darcy	Pull information on what payments made to Miller starting in 2012 to present day.	September Council Meeting	
Finance Team	Need to purchase an updated version of Quickbooks. Jeff to work with Darcy on this. Current version is 2014.	September Council Meeting	
Jeff	Compare prices for Payroll services with standalone software vs. online program	September Council Meeting	
Darcy	Write up procedures for Icon processes that must be done each week	September Council Meeting	
Jeff	Look into Vanco fee breakout, and if the Vanco link breaks out per giving category. Send recommendation to council.	September Council Meeting	closed
Eric	Look into tethering stands for iPad for Vanco giving stations	September Council Meeting	
All Ministry Teams	Look into new ways to obtain more giving	September Council Meeting	
All Ministry Teams	Look at budget and possible expenses to cut	September Council Meeting	
Learning Ministry Team & Sunday School Teachers	Work together to build communication strategy to keep the 2 Sunday school class process positive	September Council Meeting	
Jeff	Send Lisa the 2018/2019 HR budget	September Council Meeting	Closed
Lindsay	Pick up thank you cards for gentlemen that will be providing/cooking the pork chops for the Pork Chop feed	September Council Meeting	
Eric	Eric will lead the process for the all congregation survey – then will hand off to Worship Ministry Team	September Council Meeting	

**Action Items To Follow Up On At A Later Date**

Responsible	Action Item	Due Date
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	Investigate best location for electronic lock and install if costs are	Leave 'as is' from June meeting,



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Grounds	under \$500.	follow up at later meeting
Building and Grounds	Discuss storage of items during construction phase	October Council Meeting
Building and Grounds	Discuss location of personnel during construction phase	October Council Meeting

**Action Items Which Were Closed During the Last Month**

<b>Responsible</b>	<b>Action Item</b>	<b>Due Date</b>	<b>Completed?</b>
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	Closed
Melanie/Jeff	Meet to transition knowledge regarding treasurer role (e.g., accounting software conversion, Transfer check signing authority...)	August Council Meeting	Closed
Darcy/Kim	Darcy to send Melanie contact information of new members over the past year or so. Witness team to send welcome communication to new members.	August Council Meeting	Closed
Eric/Al	Better defined key project milestones. Will need for July congregational meeting.	July	Closed
Darcy	Determine transactional costs for each of the possible new giving options.	August Council Meeting	Closed
Al/Eric	Clarify contract obligations from previous agreements and determine contract scope going forward	August Council Meeting	Closed
Eric	Eric to fill-out funding request form prior to purchasing camera.	closed	

XI. Future topics for discussion

- a. All congregation survey – will do in the fall
  - i. Action item: Eric will lead the process – hand off to Worship team
  - ii. Will address more in September meeting
- b. Ongoing discussion of ideas to encourage giving. "Do something different."