

All Saints Lutheran Church Council Minutes

Jan. 16, 2018 at 6:30 pm

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

- I. Call meeting to order
- II. Devotions: Pastor Eric
- III. Business not related to a Ministry Team –
 - a. Offering Drop: Need Feb. 25th coverage - now covered
 - i. Online link: <http://signup.com/go/juFdxT>
 - b. Pastors Report: Pastor Eric
 - i. How many surveys have been completed so far? Goal is minimum 100.
 1. Currently we have 30 surveys that have been returned. The surveys are going in the bulletin this week. They will also be sent to new members, and will be included in the enote.
 - c. Discussion regarding new council member candidates
 - i. Four openings – one opening needs to be filled immediately
 1. **C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
 - a. Voting will take place at the all congregational meeting on 2/11
 - i. Hoping that one of the new members will be able to start in March, and the others will start in May. May ask the candidates a couple questions during this time at the meeting, so church members can hear their responses
 1. Request to have them write a short paragraph/bullet points about themselves
 - a. **Action item:** Tim to work on putting a power point presentation together with a possible picture of the candidate with this information, to run in the background at the meeting.
 - ii. Candidates
 1. Mike Eggers
 2. Dan Fero
 3. Shelley Jagow
 4. Mike McPadden
 5. Stacy Neubarth
 6. Andy Bronczyk
 - d. Discussion regarding annual congregational meeting
 1. Feb. 11th –
 - a. Budget, new council members, review of Phase 1
 - b. **Action Item:** Each Ministry Chair: Please write a one paragraph (or more) for annual meeting summary for your ministry team. What was accomplished, what highlights did you have...
 - c. **Action Item:** Darcy to have draft of annual report to Andy by Jan. 19. Financials need to be available by Jan. 21 since we're having our Q&A the following Sunday.
 - d. **Action Item:** Andy to draft meeting presentation
 2. March 18th
 - a. Final approval for Phase 1 (this is to move forward with the plans)
 - e. Did we get offering counter volunteers? Asked by in November for help.
 - i. Yes – 6 or 7 individuals, Darcy is working on putting together a schedule
 - f. Did we find missing x-mas decorations?
 - i. Yes
 - g. How full were the four services? Worked well?

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- i. 9 am service – very full (about 150 attendees)
- ii. 2 pm service – overflowed
- iii. 3 pm service – had some room to sit
- iv. 4 pm service – overflowed
- v. New Years Day service - minimal
- h. Jan. 28th Fellowship Coverage – Council to be available for budget and Phase 1 questions
 - i. To answer any questions regarding financials, new building fund, etc.

When	Helper #1	Helper #2	Helper #3
8am	James	Jeff	Mike
9am	Lindsay	Rhonda	Andy
10:15am	Kim	Andy	Tim

- IV. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- V. Treasurer’s Report
 - a. Review of graphic annual summary provided by Jeff
 - i. Important to note that the deficit has been reversed
 - b. November report – motion to approve by Christin, 2nd by Al, voted and approved
 - i. The iPads are here and have been used a little bit. The holders for the iPads are currently on backorder
 - c. December report – motion to approve by Lisa, 2nd by James, voted and approved
 - i. This was a great month of income – most of it was from people that were catching up on pledges
- VIII. Ministry Team Updates –
 - a. **Youth and Family –**
 - 1. January ice fishing contest - any more information on this or items the Youth & Family team needs to assist with?
 - a. This will take place on February 11th, after the all congregational meeting
 - i. Michael Swanson is in charge of it and looking for places to fish at. Rhonda knows of some places & people that can help this day.
 - 2. Other actives: ice skating, bowling and/or come to church in fitness clothes when we have church at Central (if that is still our place of worship once construction starts) and have various family activities in the gym after our service.
 - b. **Building and Grounds**
 - i. No new items
 - c. **Finance –**
 - i. Official motion: That Pastor Eric designates \$60,000 of his 2018 total salary to be allocated as a housing allowance in response to pastor’s request. Pastor acknowledges that the allowance so designated will not exceed actual expenses for their home including mortgage payments, utilities, upkeep and repairs, taxes, insurance and furnishings per IRS code 107. Church council has no responsibility determining this number.
 - 1. Motion for adoption by James, 2nd by Tim, voted and approved
 - ii. Annual audit scheduled for Jan. 23rd.
 - iii. When will Quickbooks be purchased/integrated?
 - 1. \$900 for first year, which will update it to the newest version and add in payroll
 - 2. **Action item:** Jeff will work with Darcy to make the purchase, hopefully in February
 - iv. Review of proposed budget
 - 1. This is planned out for 18 months – most of the numbers are calculated a 1 ½ times the 12 month normal budget, to account for the 18 months
 - a. Recommendation to change the header of the ‘Anticipated Income for 1/1/18-6/30/19’ column to state ‘Anticipated Income for 18 Month budget’, to avoid additional questions/misunderstanding

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2. Office copier – the staff shops around every year for a better price, for which Loffler always comes in the lowest
 - a. There are less copies, since more of the information is being sent electronically.
 - b. There are more color copies, however, since bulletins are being printed in house (instead of outsourcing to another company)
3. Internet service
 - a. We're currently at our grace period for the 75 Mbps, where we haven't done a lot of video streaming to reach this
 - i. Looking to lower the speed, as the monthly bill has jumped to over \$100/month
 - ii. When the staff is moved to the alternate location during Phase 1 of the building project, Jeff is looking to see if the account can be put on 'vacation' status, since no one will be in the building using the service
4. Building insurance
 - a. This may go up once we're back in the church after Phase 1 is completed, so the budget number may have to be changed at some point
- v. Motion to recommend budget for approval at the congregation by AI, 2nd by James, voted and approved

c. New Building Project –

- i. Old Action Items
 1. Per AI – Based on the financial report, the process is moving forward
 - a. The color and product selection process is near completion
 - b. Mulch for the gardens & landscaping will be donated by member of the church
 2. Discuss storage of items during construction phase
 - a. AI spoke with Ackermann regarding the piano - was quoted \$300/ each way to move it, and \$2.50/day to be stored in a controlled climate
 - i. **Action item:** Pastor Eric will check with Chris as well
 3. Discuss location of personnel during construction phase
 - a. Christin spoke with Karen Hallquist (NYA Chamber of Commerce) – she's looking into possible locations that she knows are vacant or may be in the coming months
 - i. Old Kraemer Mobile station – Kurfmann is currently located here, but they are building a new building. Karen will check with them to see if they would be willing to rent the space out for the staff (and possible storage there as well)
 - ii. (AI) By Home Solutions – 2 to 3 open office spaces, with open storage behind the offices (the old Curves location)
 - iii. Old printing shop – 3 offices, could possibly use that and storage spaces
 - iv. Old post office – believed to be currently owned by Kurfmann as well?
 1. **Action item:** Christin & AI will keep each other posted on what they hear about each of the locations and availability/pricing
 4. Finance to reach out to MIF and let them know our current plans, check current market rates
 - a. Jeff will draft email to MIF and CC rest of finance
 - b. Depending on response, what is the process to determine what we can afford long-term, if something drastic changes?
 - i. Finance to recommend to council? Council to review/approve in February?
 1. **Action item:** Finance team to review response from MIF and recommend a project limit before February council meeting
 5. What other questions?
 - ii. Communication plan - Are we communicating progress to the congregation well enough?
 1. Once moved into the high school during Phase 1 (for the services)
 - a. 1 service at 9 am, in the auditorium

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- i. It will be open from 8:30 am - 10:30 am
 - ii. We'll have to pick up after ourselves
 - iii. We can use the sound system
- iii. Planned Schedule
- Jan. 21: ALL color selections complete and to Al, (wood, stain, paint, partitions, fixtures, carpet, etc.)
 - Jan.22: Al to get last of information to Miller.
 - Jan. 23-Feb 11th: Miller to finalize plans, specs, and other documents.
 - Jan. 23-March 1: All Saints to finalize other items not included by Miller: New Sign, Audio/Visual, Lighting
 - a. The sign, audio/visual, and lighting were not bid on by Millers, as they're not involved in these
 - b. They were included in the \$1.2M proposal originally in 2016 project, but not in the current Phase 1 project
 - i. Pastor Eric & the staff are working with individual companies on these items (\$100K total set aside for these to cover)
 - 1. Sign - \$50k
 - 2. Audio/visual - \$40k (New Life Communications – should have their bid back by 2/1)
 - 3. Lighting - \$10k (Gopher Lighting)
 - Feb 12: Project released By Miller for bids.
 - March 1: Bids due back to Miller From contractors.
 - March 4: Announce Congregational meeting of 3/18
 - March 13: Miller is to present the bid results to the New Building Committee.
 - 1. Miller will recommend contractors, based on price, previous contract work, etc.
 - March 15: Special church council meeting. New Building committee to recommend project to council.
 - 1. This will take place with Millers and church council, and council will approve or deny
 - March 18: Congregational Meeting: Vote to move forward with project.
 - April 8: Confirmation Sunday:
 - April 9 – 14: Move out of building:
 - April 15: Special Church service with ground breaking ceremony.
 - April 16: Miller to take over building and start construction.
 - 4. **Action item:** Al to get Darcy the schedule for this, to be included in the enote

e. Generosity and Gratitude

- i. Thank you notes for pledges
 - 1. Sent out in November
 - a. Will be resending to non-responses in January
- ii. Discussion regarding converting more people to electronic giving during the summer

f. Learning Team –

- i. X-mas program review
 - 1. Went well
 - 2. Were the two services full?
 - a. 9 am – full and into overflow – some standing in back of church
 - b. 10:15 am – full and some overflow with several sitting in the Narthex
- ii. How full has Sunday school been thus far?
 - 1. Normal, with the normal slump this time of year

h. Witness Ministry Team –

- i. Any update?

i. Worship Ministry Team –

- i. Any update?
 - 1. Making suggestions for future electronics plans
 - 2. Can also help with Lent items
 - 3. Recording has been fixed to be able to record the services again
 - 4. Announcements before church are now up on the slideshow/projector

j. Mutual/Personnel Ministry Team –

- i. Any updated?

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1. None

- X. Adjourn Meeting with Lord's Prayer
 - a. Motion by Lisa, 2nd by Rhonda
- XI. Next Meeting: Feb. 20th, 6:30 pm

XII. Carry Over Action Items Needing Closure

Responsible	Action Item	Due Date
All	Continue to think about new ways to engage new members to increase their stewardship	On-going
Darcy	Write up procedures for Icon processes that must be done each week. Will test on Jeff ☺	October Council Meeting

New Action Items From This Meeting

Responsible	Action Item	Due Date	Completed?
Tim	Put together slide show of candidates & information to show at all congregational meeting	February 11th	
Ministry team chairs	Write a paragraph summarizing what the ministry team you chair does, and highlight a few of the things that have been done through this ministry the past year for the all congregational meeting	ASAP	
Darcy	Send draft of annual report to Andy	January 19 th	
Andy	Draft annual meeting presentation	February 11th	
Jeff/Darcy	Purchase Quickbooks	March Council Meeting	
Eric	Check with Chris about storage of piano during Phase 1	February Council Meeting	
Al/Christin	Work with each other about possible staff/storage locations during Phase 1	On going	
Al	Send schedule for the new building project to Darcy, to be included in the enote	ASAP	
Finance team	Review response from MIF and recommend project limit	Before February 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 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

Action Items Which Were Closed During the Last Month

Responsible	Action Item
Finance / Gratitude	Teams to plan adjusting the fiscal year for the church.
Jeff	Monthly graph showing account balances and add savings account balance
Building and Grounds	Discuss storage of items during construction phase
Building and Grounds	Discuss location of personnel during construction phase