

All Saints Lutheran Church Council Minutes

Feb. 20, 2018 at 6:30 pm

Council Members: Pastor Eric Aune, Andy Bronczyk, Mike Fasching, Rhonda Fenney, Christin Fugate, James Hermann, Kim Kurtz (absent), Dan Ferro, Tim Sauer (absent), Jeff Schmidt, Lindsay Schroeder, Al Steinhagen, Lisa Wagoner (absent), Shelley Jagow (ex officio), Mike McPadden (ex officio)

- I. Call meeting to order
- II. Devotions: Pastor Eric
- III. Business not related to a Ministry Team –
 - a. Welcome new council members
 - b. Offering Drop: Need March 11th, 25th, 29th, 30th and April 1 coverage
 - i. Online link: <http://signup.com/go/juFdxT>
 - c. Pastors Report: Pastor Eric
 - i. How many surveys have been completed so far?
 1. Goal is minimum 100. 111 have been completed and the report is done. Darcy will get online.
 2. Doing more strategic planning – maybe after services at the HS once moved in.
 - a. Council and congregation (optional) to discuss questions, thoughts, ideas – possibly start in May.
 3. **Action item:** Worship team to assist Pastor Eric with organizing.
 - d. Review of annual congregational meeting from 2/11.
 - i. Not much feedback from the meeting – it was well done
 - ii. A few kids utilized the daycare
 - e. Review upcoming meetings
 - i. Thursday, March 15 - Special Council Meeting to Review New Building/Building team recommendation, ask questions, edit if necessary and make a recommended plan for the congregational review
 - ii. Sunday, March 18th, Congregational meeting to approve new building Phase 1 project
 1. Childcare will be provided
 2. Quick overview of scope of plan, schedule, how financing will be done, discuss what will happen if there is a majority 'No' vote, and what a 'Yes' vote will give us (provide this at the informational meeting 3/4 as well)
 3. More of a Q&A session/meeting
 - f. ELCA - [2018 Spring Tool Kit](#), Saturday, March 10, 9:00 am - 12:00 pm
 - i. Bethlehem Lutheran Church - Twin Cities, Minneapolis Campus
 - ii. 4100 Lyndale Avenue South, Minneapolis
 - g. Collection drop for Milk Moola, Box Tops, & Econo receipts for Central Elementary
- 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. Last year month over month was negative, started out 2018 in the positive
 - ii. Made up a lot of the deficit at the end of last year
 - iii. Building fund paid back at end of 2017, still owe back to savings account
 - iv. Jan 2018 gifts – included some prepayments
 - v. Online giving helps some, still trying to get more people over to using that
 - b. January report – motion to approve by Al, 2nd by Mike, voted and approved
- VIII. Ministry Team Updates –
 - a. **Youth and Family –**
 - i. January ice fishing – How did it go?
 1. Went well – a little chilly, 7-8 families
 - ii. 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.

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1. Rhonda contacted Julie Kuenzel for activities at the school after services.
 - a. \$10/hour per area that we use
 - b. Have to be out by 2pm
 - c. **Action Item:** Youth & Family team to come up with dates

b. Building and Grounds

- i. Snow plowing is going well – no complaints
2. **Action Item:** Darcy to put together dates of when plowing has been done for Mike

c. Finance –

- i. Status of Quickbook upgrade?
 1. Purchase done & upgrade installed, payroll program also purchase and installed (done last week)
- ii. Status of Icon Action item?
 1. Darcy is writing up notes, once done, Jeff will test. Target date to complete testing is by March council meeting
- iii. Feedback from MIF?
 1. \$1.1M loan for 7 year ARM loan, would be approx \$6k/month payment
 2. Team is aware of deadlines to submit paperwork, etc

d. New Building Project –

- i. Old Action Items
 1. Discuss storage of items during construction phase
 - a. 5 different locations looked at – old Carquest location was chosen
 - i. Pete Buckentin – old Carquest - \$500/month, for whole the whole building. All Saints will pay utilities - \$250-300/month
 1. There is enough storage space and staff is onboard with it as well
 2. Will not transfer utilities into All Saints name – All Saints will pay Pete, he will pay bills
 - ii. We need to look into internet & phone
 1. Forward church phones to cell phones? Is a landline needed?
 2. Church does get a Lot of phone calls
 - a. **Action Item:** Jeff will look into what's needed to get this set up and talk with Jaguar rep and see what other options are available to find out costs
 2. Discuss location of personnel during construction phase
 - a. Carquest (see section 8d above)
 3. Status of signage, lighting and sound system bids?
 - a. Bid in for sound system – 3 others contacted but not interested
 - b. Lighting meeting with tomorrow (2/21)
 - c. Signage meeting next week (Monday night 2/26 – during the new building meeting)
 - i. **Action item:** New building team will report back at 3/15 meeting (depending on rest of bids for phase 1, sign may be included)
 4. Did we ever figure out/plan low-voltage (e.g, ethernet or phone) for the new building?
 - a. Will be taken care of by members of the church – they will just tell us when it needs to be done
 - b. They will need to know the layout of the room before laying this down – this will be coordinated during the construction
 - i. **Action item:** Eric to coordinate this as it is not in the phase 1 project plans.
 5. What other questions?
 - a. In charge of move out? Building & Grounds team
 - i. Each group within church to box up and label their own stuff during week of move out
 1. Funeral group will have funeral on 4/7, would like to move items into a trailer afterward and move up
 - ii. Trailers will be parked in parking lot to be loaded, moved, and unloaded by volunteers
 1. Labels on wall at Carquest for where things need to be placed

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2. Some groups will start after 3/18 vote, rest will be done 4/9-4/14
- b. What to keep, what to trash
 - i. Leave it up to each group
 - ii. Certain things are required to be saved – building & grounds team working through these items
 - iii. Piano
 1. **Action item:** Al will coordinate moving of pianos (small piano to Carquest, large piano Ackerman storage will move, store and redeliver) – anytime after 4/8
 2. **Action item:** Al will coordinate dumpster to be available during the move
- c. Lease for HS – usage agreement will be sent over, includes the Sunday's of services, VBS dates, waiting on dates from Y&F team for open gym dates
 - i. Insurance coverage for all temp facilities?
 1. **Action item:** Need to determine who will be handling this
- d. New chairs – sample being built, will be here in a couple weeks. Lead time is 5-6 weeks
 - i. 216 total – 176 in sanctuary, 40 in overflow (8 chairs, 22 rows)
 - ii. Existing chairs will go to Carquest for now to be stored
 - iii. Present plan is to ask for donations to cover all new chairs in sanctuary. ~\$180/chair
 1. Listing of people who 'purchased' new chairs can be kept so we know who to thank later on
- e. Do we need to move sheds & basketball hoop – no
- f. Move landscaping?
 - i. All trees in front need to go. Need to ensure it is done right so that it doesn't mess up new drainage and dirt work.
 - ii. **Action Item:** Al to contact Miller to ensure that is in the bid.
- g. Parking lot lights
 - i. No plans to update it – leave as is for now
- h. If Miller needs a quick answer during the project – will there be a point of contact that has the authority to make a quick decision
 - i. Once approved by congregation and within scope, ok to proceed within contingency of the plan
 - ii. Al will be point of contact
6. Parking lot – anything Miller disturbs/destroys, they are responsible for restoring
7. Signage at ASL to notify where temporary location is at and when service time is, and signage at Carquest for it being temporary location
 - a. **Action item:** Christin to talk to Andy Wigfield about signage at both locations
8. Al has verified with Miller that everything is still on schedule
9. Cabinetry – there is concern from Millers is that we're handling it directly – the amount for the cost (material and labor) is needed the night of the meeting with Millers. They're also concerned about installation through subcontractor, and not wanting it to slow down the schedule.
 - a. Millers will have a bid included in amount for them to purchase and install cabinets
- ii. Communication plan - Are we communicating progress to the congregation well enough?
- 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
 - Feb 12: Project released By Miller for bids.
 - March 1: Bids due back to Miller From contractors.
 - March 13: Miller is to present the bid results to the New Building Committee.
 - March 15: Special church council meeting. New Building committee to recommend project to council.
 - March 18: Congregational Meeting: Vote to move forward with project.
 - April 8: Confirmation Sunday:
 - April 9 – 14: Move out of building:

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April 15: Special Church service with ground breaking ceremony.

April 16: Miller to take over building and start construction.

e. Generosity and Gratitude

- i. Thank you letters have been sent for commitments that have come in since November
- ii. Commitment cards have been sent to those who did not return them – very few that have come in
- iii. Discussion regarding converting more people to electronic giving during the summer

1. **Action Item:** Darcy will include in Eric’s enote

f. Learning Team –

- i. Kik Sunday for S.S. kids Feb. 25.
- ii. 8th Graders meet with Pastor Eric and Christin Feb. 28.
- iii. Last Men’s and Women’s Fellowship March 3.
- iv. Graduation banquet March 4.
- v. First Communion Family Instruction March 11 with first communion taken March 29.
- vi. Last Coffee Hour Bible study March 13.
- vii. 8th Graders meet with Council at 6:00 p.m. on March 21 for Lent supper and conversation.
 - 1. Copy of questions given to council members
 - 2. 22 confirmands
 - a. **Action item:** Christin will send out email to council members to see who’s available
- viii. Last day of S.S. is March 25.
- ix. Last day of WOW, Children’s Choir, and Confirmation is April 4.
- x. Confirmation rehearsal and pictures for 8th graders April 7 and Confirmation Sunday April 8.
- xi. Discipleship retreat at Green Lake Bible Camp April 20-22.
- xii. VBS is June 11-14 at the High School.
- xiii. NYG June 25-July 2.

h. Witness Ministry Team –

- i. No new items

i. Worship Ministry Team –

- i. Installed new device to block ‘outside’ access, someone tried today and ended up shutting down equipment
- ii. Candidate power point presentation looked good
 - 1. **Action item:** Jeff will take a look the equipment to get it fixed

j. Mutual/Personnel Ministry Team –

- i. No new items

X. Adjourn Meeting with Lord’s Prayer

a. Motion by Al, 2nd by Rhonda

XI. Next Meeting: March 15 (Thursday), 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?
Worship team/Eric	Work together to organize strategic planning	March Council Meeting	
Youth & Family	Come up with dates for fitness/family activities at the HS after a couple church services	March Council Meeting	
Darcy	Put together a list of dates that snow plowing has been	March Council Meeting	

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	done this year		
Jeff	Contact Jaguar rep (and other possible providers) to see what's needed to set up phone & internet at temporary location/Carquest	March Council Meeting	
New Bldg team	Provide update to council regarding the status of signage, lighting, and sound system	March Council Meeting	
Al	Coordinate the move/storage of the pianos during the week of the move	March Council Meeting	
Al	Coordinate to have a dumpster available during the week of the move	March Council Meeting	
Bldg & Grounds/Al	Work with Miller to get tree removal in bid.	Before construction starts	
Christin	Talk with Andy Wigfield to make signage for church location & temporary/Carquest location during construction	March Council Meeting	
Darcy	Begin including the option of online giving in Pastor Eric's enote	March Council Meeting	
Christin	Send out an email to council members to see who is available to help at the Lenten supper with the confirmation students	March Council Meeting	
Jeff	Troubleshoot what equipment needs to be fixed due to the new device that was installed to prevent 'outside' access to the wi-fi	ASAP	
Eric	Coordinate		
TBD	Determine who will work on/coordinate the insurance coverage at all temporary facilities	At March 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
Tim	Put together slide show of candidates & information to show at all congregational meeting
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
Darcy	Send draft of annual report to Andy
Andy	Draft annual meeting presentation
Jeff/Darcy	Purchase Quickbooks
Eric	Check with Chris about storage of piano during Phase 1
Al/Christin	Work with each other about possible staff/storage locations during Phase 1
Al	Send schedule for the new building project to Darcy, to be included in the enote
Finance team	Review response from MIF and recommend project limit