

## **MEETING MINUTES: Sunday, October 14, 2018**

### **Council for Christ Lutheran Church and PreSchool**

**ATTENDEES:** Kathy Davis, Penni Sauer, Tom Pfenning, Pastor Amy Becker-Perez, Lynn Brandl, Dick Barry, Donna Barry, Richard Davis. Not attending Mir Pawlak, Lois Menis.

**CALL TO ORDER:** Meeting was called to order with prayer at approximately 10:55 a.m.

**APPROVAL OF MINUTES – September 23, 2018:** Correct reference of Michael V. To Michael M(angoni).

*MOTION to approve by Tom Pfenning; seconded by Kathy Davis. Approved*

**LEADERSHIP:** Council continued conversation of including more voices in leadership. **Members asked to make bullet list of tasks related to their roles on Council (email to Lynn Brandl to format).** Timeline for new leaders: formally invite/encourage during October 28 Congregation Meeting (with task bullet lists available to support volunteering either as a council member or a support person/shadow to a council member). After Congregation Meeting through Christmas, leadership will personally invite/discuss with potential volunteers in order to plan new roster (especially President-Elect). Vote to ratify new leaders planned for Congregation Meeting, tentatively planned for February.

**FINANCIAL UPDATE:** Council received September Balance Sheet (10/3/18) and Big Picture financial progress (9/30/18). Staff salaries remain largest expense, with Extended Day costs (which is paid in mid-month check) remaining the most variable component to track. Budgeting for \$27K gross payroll (including taxes) per month. So far this fall doing OK. Tom reported issues with savings account, which was created to automatically cover unexpected overdrafts. Light Poles have been paid off, once some paperwork clears. Kathy and Christine will review process for using credit card (which requires a “check request” to track purchases). Congregation giving has been low over past several weeks, though averaged over the year it remains close to the \$900/\$1000 per week range. The internal audit will be scheduled after Richard Davis and Henry Sauer have had more time to convert to QuickBooks. Theresa Calabrese and Dan Dahlke are resources for audit.

**PRESCHOOL UPDATE:** Director Kathy Davis noted that she has adjusted existing personnel schedules due to the departure of an aide. She will approach PreSchool board for discussion of situations where students require additional one-on-one support. Bernie’s Drive brought in approximately 645 children’s books, and Kathy is working on a book packing event. Yankee Candle fundraiser is ending (no total yet). Fall Bazaar Fundraiser will be Thurs., Nov. 8 from 8:30a to 1:30p and 5 to 9p. We will table Saturday with St. Nick this year and review any feedback. Kathy has conducted several tours, which in some cases coincide with the Hindu calendar (decision time prior to Diwali). See “ADDITIONAL ITEMS” for fence update. Penni Sauer will look into setting up a Go Fund Me page to support fence and other PreSchool needs.

**PASTOR’S REPORT:** Pastor Amy Becker-Perez (*report attached*) reviewed the schedule for Reformation Sunday (October 28/wear red/congregation meeting), and her intent to include Stewardship/giving in her messages during the fall. Advent will begin December 2 (requiring Advent wreath; Tree/decorations after worship this day). All-ages Pageant on December 16. Process for requesting extension of “leave from call” from Milwaukee Synod requires Pastor to send a letter outlining our situation; Milwaukee expected to “rule” in January or February. Bishop Miller (MCSELCA) supportive for a year of extension.

**QUICKBOOKS TRANSITION:** Richard Davis and Henry Sauer have been working to set up QuickBooks, which includes components to support member giving, tuition payment, bill payment and budget reporting. Volunteers (Natalie Hilberg, Dick Barry, Theresa Calabrese, Rob Jost, Tom Pfenning) will all be trained on the new Sunday counting process, which inputs directly into the system. Richard reports that both desktop printers are broken/unusable. Tom Pfenning will look to see if he has a printer. If he doesn’t have a compatible option, Richard will look into purchasing a **new laser printer**. Further, the counting desk computer is quirky at best. Suggestion to ask Bryan Pawlak to help **migrate content** from that hard drive to the OneDisk shared hard drive, and then work to **replace the computer**. Richard will look into cost for a refurbished unit from his non-profit QuickBooks work group.

**CONGREGATION MEETING: Sunday, October 28 after worship.** Council/others will provide “heavier” snacks but no meal. Agenda will include leadership invitation, financial update, giving update, bylaws amendment, project updates (including fence, organ, sound system, corner house, parking lot, patio doors, etc.). **Resources to be emailed the week before:** Agenda, Big Picture Budget/Comparison, Balance Sheet, Bylaws Addendum.

## **ADDITIONAL ITEMS:**

- **CORNER HOUSE (8 Greenvale):** Village Code Officer talked with Dick Barry about lot lines and suggested we talk as leaders about what we envision. Property surveys (ours and original survey of the house from model home days) show our property line goes up the existing ramp into the house. Will share/discuss with congregation on October 28.
- **JUSTWORSHIP:** Group will be back on 2nd and 4th Sundays from 12:45 to 2p and select Saturday afternoons.
- **CHRISTMAS DECORATIONS:** Advent Wreath to be ready for Dec. 2 worship; Put up tree, etc., after Dec. 2 worship. Donna Barry will look into poinsettia orders, with flowers to be placed when Altar Guild feels it appropriate.
- **PROJECT WARMTH/DONATIONS:** Donna Barry and Kathy Davis will sort donations and organize shelves/bins (provided by Tom Pfenning). If possible, Donna will take a load of coats/clothes to Midwest Veterans Closet over the next week or two (<http://www.midwestveteranscloset.org>).
- **FENCE:** Dick Barry is working to get another fence quote. Goal is to replace the worst portion of fence to address health/safety issue and honor Spring Fundraiser donations. PreSchool is holding approximately \$4000 in designated funds and will work to make cost-effective phase 1 repairs as soon as possible. Congregation will be updated on October 28.
- **GARBAGE:** Lynn Brandl noted that we needed to provide written notice of our intent to cancel GROOT garbage/recycling contract last spring per contract (attached). Plan to get a new Advanced Disposal quote and cancel GROOT next spring, to take effect next July.
- **ENERGY AUDIT:** Dick Barry has requested a ComEd energy audit, which is handled by a private contractor. He is waiting for a response.
- **REPAIRS:** Dick Barry was able to repair oven door and PreSchool refrigerator. He filled bulk of pothole. If it turns warm (above 60 degrees), more cold patch work would be beneficial. Tamper has disappeared.
- **MARLER TRAILER:** Richard Davis continues to communicate with Scott about moving the trailer out before snow.
- **SOUND SYSTEM:** Bryan Pawlak working to test wires and look at alternatives.
- **PATIO DOORS:** Lynn will check with contractor/Scout leader Mike Mangoni on thoughts.
- **YOUTH PROTECTION TRAINING:** Council was provided with log-in directions previously. Please take training.
- **ORGAN:** Project will be provided to Congregation with Council recommendation to cease project. If Congregation agrees, Lynn Brandl will request an updated Cease Order from Christopher Martin Associates for our signatures.
- **PAINT NIGHT:** Penni Sauer suggested that in place of an Empty Bowls gathering we host a painting night. Group that provides the activity requires at least 8 weeks lead time, and registration/materials are handled by company. We take a portion back as a fundraiser. Thinking about January/February. Will ask Congregation for schedule input.
- **MEDIATION INVOICE:** Tom Pfenning noted that we received a many-years-old invoice from the organization that provided mediation between Pastor Sue Beadle and Pastor Sue Ellen Grundt. He will locate the invoice as well as a record of our payments, but he will not pay this invoice at this time.

**CONGREGATION MEETING – October 28 after worship (light refreshments; wear red for Reformation)**

**COUNCIL MEETING – November 18 after worship**

**ADJOURN:** *Motion made by Kathy Davis; Seconded by Penni Sauer. Adjourned at 12:25 p.m. with The Lord's Prayer*

Thank you for your faithful service.

Respectfully submitted,

Lynn Brandl