

MINUTES OF MEETING: Sunday, January 22, 2017

Council for Christ Lutheran Church and PreSchool

ATTENDEES: Mir Pawlak, Kathy Davis, Richard Davis, Penni Sauer, Tom Pfenning, Lynn Brandl, Lois Menis, Pastor Padraig McGuire, and Rob Jost. Not in attendance were Jodi Jost and Harrison Menis.

CALL TO ORDER: Meeting was called to order at approximately 10:50 a.m.

MINUTES OF OCTOBER 16, 2016 COUNCIL MEETING: Minutes were reviewed offline.

MOTION to accept minutes made by Tom Pfenning; Second by Lois Menis. Approved.

PASTOR'S REPORT: *(Written report attached)* Pastor McGuire provided a synopsis of his activities since the last meeting, including the **reception of new members/families** Schuth, Schmidt, Webb, Saeger and Calabrese. Confirmation will begin next Sunday after worship, with future schedule including Feb 11, Feb. 19, March 12, March 25, April 8 and April 23. Confirmation celebration expected in May. Regarding the **Constitution Review/Update Project**, Pastor found a fairly well updated document dated 1997, as well as documentation that indicates it may not have been voted upon or provided to the Synod office. Portions of the Constitution (as well as the Bylaws) will still require review, but the project is farther along than originally thought. Council (or Exec Committee – Pres, VP, Treasurer, Sec, Pastor) will need to take this project up and finish it off to ensure things like Communion requirements, membership requirements, leadership positions, etc., reflect reality. To continue the **Call Process**, Pastor requests that notes from the Cottage Meeting (Nov. 12, 2016) and follow up submission forms be written up. He will provide the file to Lynn Brandl for documentation. We should also complete the Congregation Profile (similar to the Annual Report to the Synod, which also must be completed). Tom will provide the version from 2005 to Lynn to begin that document. Finally, we should put the word out to the Congregation to form a Call Committee, taking care to try to balance age, gender, etc. Lynn will begin by putting this in the weekly bulletin announcements. Regarding **Lenten service**, Pastor will be on hand on Wednesday evenings for 6 p.m. supper/discussion and 7 p.m. worship. Tom volunteered to take a week for not only providing food but also researching and inviting Love Inc, a service organization in Zion. Pastor will work up an outline of his vision for mid-week services, which will begin after Ash Wednesday (March 1).

Tasks Identified: Contact Schmidt family (Pastor); Review Constitution/Bylaws (Exec Committee); Write up Cottage Meeting Notes (Lynn); Draft Congregation Profile (Tom & Lynn); Draft Annual Report (Tom, Pastor, Lynn); Begin request for Call Committee members (Lynn et al); Outline Midweek Lent program (Pastor).

YEAR-END 2016 FINANCIAL UPDATE: Tom Pfenning provided financials dated 1/20/2017 *(attached)*. He noted that congregational giving was slightly below plan all year, but bumped up significantly with an anonymous gift at year end which helped cover payroll, etc. PreSchool enrollment and income has been strong and slightly above plan, however expenses for payroll have surprised us by being higher than anticipated – especially considering two long-time, higher-cost teachers left at the beginning of the 2016-17 school and were replaced with lower pay scale staff. Tom is looking to meet with Director Kathy Davis and PreSchool Board President Rob Jost to figure out what is driving the higher costs (unexpected overtime? reporting errors? payroll company errors?), which are running about \$4000 per month higher than anticipated. Tom noted that we did pick up Pastor's healthcare costs in late summer, however he has already accounted for that increase. Tom continues to work with Director Kathy Davis and office aide Christine Nitz to better identify and communicate income that comes through Paypal card swipes, which has become increasingly popular. Tom also noted that by his numbers, the Manna gift card scrip program was costing us \$1000 over the year. While Kathy Davis noted that approximately \$700 was probably from purchases of gift cards for staff Christmas gifts/bonus that she had not yet reported, any additional discrepancy makes no sense to volunteer coordinator Penni as most purchasers pay directly online from their own bank accounts and we only then see the benefit. Penni will look at what reports she can provide and work with Tom on the accounting/reporting process so we can determine what is really happening on this. Current and future expenses include back flow icing issues, copier status (finally out from under 5.5 year lease), and organ plan (importance of determining consensus for what to do with the instrument and how to fund if we decide to install, or how to sell if that is the determined path). *Reports were received, with caveat that numbers would be reviewed, refined and corrected as needed after Tom's further research.*

Tasks identified: Determine source of higher payroll costs (Kathy, Tom, Rob et al); Reconcile PayPal transaction reports and refine process for reporting and reconciliation (Kathy, Tom, Rob, Christine et al); Report and reconcile Manna transactions to determine process accuracy and reporting/accounting plan (Penni, Tom, et al); Provide any corrections to Year End 2016 Financials as needed (Tom).

2017 BUDGET DRAFT #1: Tom Pfenning provided a first draft of the 2017 Budget dated 1/22/17 (attached). This budget is built from the 2016 experience and reflects *status quo with little/no capital expenses/repairs*. The proposal rounds our congregation giving up to \$1000 per week (we have averaged \$958/week over 2016). It includes no salary increases for any staff, though it does include hiring a pianist/organist at an estimated rate of \$100 per Sunday next fall. Tom assumed a small increase in PreSchool income (based on Kathy's reported 3% tuition increase effective September 2017). PreSchool staff and board have not yet reacted to this budget or provided updated data, which should then feed into this draft for a more accurate plan.

Tasks identified: All items identified in Year-End 2016 Financial Update completed in order to accurately adjust budget (see previous item); PreSchool team to develop, approve and provide a program budget to feed into Full Budget Draft #2 (Kathy, Rob, Tom et al).

CONGREGATION MEETING – April 23, 2017: Based on the work still needed on clarifying financial processes and then creating and reporting an accurate budget, it was determined to hold the Congregation Meeting after Easter – Sunday, April 24, 2017. At that time, we will present budgets (already reviewed and approved by both PreSchool Board and Church Council) as well as updates about the Constitution/Bylaws, Call process, organ update, etc.

PRESCHOOL REPORT: Kathy Davis further discussed the school's increased use of PayPal to take in payments via credit card. Transaction costs are currently running at 2.7% to as high as 2.9% plus. Beginning June 1 with Kids Kamp, the PreSchool Board has approved a 3% processing fee. Lynn noted that PayPal offers a nonprofit status that lowers the transaction fee substantially. Kathy will call PayPal and provide necessary documentation to receive that nonprofit rate. Lynn also raised questions about how PayPal calculates transaction fees – if it allows a percentage calculator on each swipe or key-in of a credit card. Kathy will investigate how to do this, or if a flat fee of some rate may be needed to make the process user friendly (i.e., not asking parents to do math and then voluntarily add a transaction fee). Dick Barry has put in a row of beautiful new coat hooks in the hall, and a few existing hooks may be replaced due to design/safety. A family has donated a computer, as has Tom and potentially Tony Didato's company – which are more likely to be useful for the church office than in the classroom, though additional tablets/laptops might be helpful for the teachers. Kathy and Pastor will investigate needs and options available. Lynn will see if the contractor hired to help beef up our wifi may still be available to assist with set up (Brandon, who was hired by Oaklane Insurance to assist with installation of the PreSchool computer). Mir pointed out that set up may just consist of getting the machines logged into the wifi – something we should be able to do (or perhaps Bryan Pawlak could help?).

Tasks identified: Secure nonprofit rate from PayPal (Kathy); Determine how to add transaction fee calculator to website and swipe screens (Kathy); Determine what computers should go where (Kathy, Pastor); Locate possible tech contractor (Lynn).

WORSHIP/CONGREGATION LIFE SCHEDULE:

- **Ash Wednesday – March 1** – 7 p.m. service; Pastor will also do Ashes-to-Go.
- **Midweek Lenten Services** – Wednesdays – 6 p.m. meal/discussion; 7 p.m. worship; *Pastor to outline plan.*
- **Easter – April 16** – Breakfast potluck per usual; Pastor has asked to invite Pastor Jin Lee (justWorship) to preach the Easter Sunday sermon, as well as invite him and congregation to all of our events. *Sunday School activity may include Easter Egg hunt – Lois and Penni will work on a plan for this. (Assuming Altar Guild will do spring flower order for Easter Sunday.)*
- **Congregation Meeting – Sunday, April 23** after worship – Budget, Constitution, Call Process, etc.

ACTIVITY REPORTS & PLANNING NEEDS:

- **Sunday School** – Mir Pawlak kindly attended to represent the program. She noted that the teachers had recently met and determined that based on attendance spikes, teachers and other volunteers would jump in to support identified main teacher if needed each Sunday. Activities expected to run until the week after Mother's Day. Church and PreSchool will again collect items to support babies, with ultimate delivery site yet to be determined.
- **Confirmation Class** – Saturday/Sunday schedule provided on Pastor's Report
- **Project Warmth** – Group will go downtown to deliver tomorrow (Jan. 23) meeting at 6 p.m.
- **Empty Bowls** – Tom noted that \$1000+ is available to deliver to COOL. Process requires that someone fills out a check request, which is approved, and check then cut.

Task: Tom will determine exactly how much came in for COOL and communicate to Penni. Penni will then complete a request so that check can be cut and delivered.

- **Mitten Bin** – Collection continues; 300 sets delivered to Safe Place, Haven, Hawthorn schools and Courts already.
Task: Lynn will continue to deliver
- **Caring Hands** – Tom suggested that Mir give a temple talk to help raise funds; Mir noted that they have been doing ok even without Thrivent funds as volunteers purchase/donate materials. Two new volunteers the past Saturday.
Task: Lynn will add a bulletin note that cash donations appreciated.

ADDITIONAL/NEW:

- **Partnerships with justWorship, Scouts and 12-Step Groups** – All seems to be working well.
Task: Pastor will check in with 12-step groups, particularly the new Saturday and Monday Evening groups, which may no longer be meeting?
- **Game Night** – Penni noted that Alyssa Dahlke was interested in working with her to organize a game night, tentatively planned for February.
- **Night Ministry** – Pastor noted that he was doing a cookie bake to support Resurrection Lutheran's monthly Night Ministry efforts.
Task: Pastor will clarify schedule and how we might support this – packing sack lunches, etc.
- **Blessing Box** – Tom had circulated an article about a Blessing Box – similar to a Little Free Library, but where people can pick up and/or donate nonperishables. Possible ministry, especially if a Scout needs a project.
- **Donation Form** – Group noted that much of our ministry is supported by donations; Tom suggested a form to help people get tax benefits for their donations.

NEXT MEETING is planned for Sunday, February 26 after worship

Council expected to have the opportunity to review and react to Draft 2 of Budget before/at this meeting.

ADJOURN:

The meeting adjourned with the Lord's Prayer.

MOTION by Pastor McGuire; Second by Kathy Davis. The meeting closed at 12:30p.m.

Thank you all for your service.

Respectfully submitted,

Lynn Brandl