

# MINUTES: Council Meeting for Christ Lutheran Church & PreSchool

## Sunday, September 23, 2018 – 10:45 am

Attendees: Pastor Amy, Lynn Brandl, Natalie Hillberg, Lois Menis, Richard Davis, Kathy Davis, Penni Sauer, Ken Pawlak, Mir Pawlak, Dick Barry, Donna Barry, Holly Jones

### 1. Called to Order 10:41am, Pastor Amy lead us in Prayer

### 2. Approval of Minutes: August 19, 2018 *MOTIONED: Rich Davis motioned to approve and Lois seconded*

### 3. Leadership – *inviting, including, transitioning*

- Started with a discussion of what are leaders and how to encourage leaders in the congregation
- Council/PreSchool Board leadership – Bylaws list
  - If the Bylaw change is approved Kathy will be able to add 1 board member to the Preschool council. Normally Preschool board has 5 people including direction and right now it is 3 (including director)
  - Donna suggested asking Kathy Bilodeau
- General Participation – Acolytes, readers, counters, hospitality, outreach, lawn, maintenance
  - Natalie added as a counter
  - Need a leader to ask and invite the children into a role (if Mom asks it they don't want to do it)
- How do we open up seats at the table?
  - May be a need to reinvent how we do things; you don't have a lead but you have a team of volunteers
  - We don't need to be as formal
  - Need more people knowing "how the sausage is made"; not a limit group who knows "how to"
- What do we pick up and what do we let drop?
  - Positions: President (Lynn), Vice President (Tom), Treasurer (Tom), Secretary (open), Property (open), Music and Worship (open), and Stewardship (open), Director of Education (Mir), Outreach (Penni) and Social Ministry (Lois)
  - Maybe consider new Financial Director position which is a combination of Treasurer and Financial Secretary
  - Have discussion of these positions at October congregational meeting and plan to vote in new members in January. Need a President Elect this fall so they can work with Lynn for a while before they take on the full role
- Lynn to set up an executive meeting for further discussion

### 4. Financial Update

- Review Financials
  - What constitutes the Capital Improvements and Property? Numbers are large and just need a bit more clarification
- What has been paid, what is outstanding – payroll averages, light pole \$500 balance, AC repair
  - Need to get the remaining \$500 paid for parking lot lights ASAP
  - Need confirmation if "savings account" is just the money pre-pulled for payroll
- Special Future Impacts – fence; parking lot; patio doors; sound system
  - Dick helping Kathy to get quotes to repair/replace the 4 sections of the fence. Must be done by section due to budget restrictions
  - \$2,600 to put a 6ft fence to help cover the Transformer
  - Interior fence will be the last section repaired
  - Kathy asking Christina Johnson if she would set up the Go Fund Me page to help raise more money for the fence
  - Parking Lot – need to get the pot holes filled in; Lynn will inquire if the Boy Scouts might have time if not she is recruiting her family
  - Patio Doors – Lynn to talk to Mike V. to see if he can give advice on route to go to replace
  - Sound System – Bryan to work on testing audio cords and sound board; Lynn to ask if boy scouts can help clear out music stands and any other junk out of the front music corner
- Progress/Path on move to QuickBooks Online – new processes (counting, recording, etc.)
  - Henry and Rich working on getting the system running and active
  - We will be getting rid of the old printer that is not working
  - Rich needs a training session with Christine to get her knowledgeable to invoice for PreSchool
  - Goal to run all vendor payments

- Need to code check payments so there is quick reference to bank checking
- Penni to talk to Henry and see if he has an accountant contact who might be able to help and guide the proper set up
- Schedule internal audit
  - Theresa said she would be willing to help
- Garbage/Recycling Contract – comparisons to be provided separately
  - Lynn will try to get out of the Groot contract and get a contract with Advanced Disposal for trash and recycling. *MOTIONED: Penni Sauer made the motion to switch trash and recycling to Advance and Richard Davis seconded*
- Need time to meet with the inspector and understand what conversation is needed with the corner home owners to discuss what grounds care is needed and how to deal with care of the ramp. Lynn to ask Monica if she can pull the plat of land survey for the house
- Snow Contract – comparisons to be provided separately
  - Ground Up is the best cost option. Richard Davis would be the primary contact for questions and invoicing *MOTIONED: Lois Menis made the motion and Mir Pawlak seconded*

## 5. PreSchool Update

- Staffing, Attendance and Board Positions
  - 95 currently enrolled (falling just shy of the 105-110 they prefer) but Kathy said parents are often enrolling a little later than normal
  - Kathy has an Aide position to fill
- Needs, concerns, requests, updates – fence, repairs, volunteers, etc.
  - See notes above regarding PreSchool fence
  - See notes above regarding PreSchool Board

## 6. Pastor's Report

- Schedule/coverage, tasks, concerns, requests
  - On family leave from call ends in a year; means we either need to offer an official position or request an extended to her call. Amy is investigating what would be needed to extend current call. Right now congregation cannot afford a full call due to the added pension and other costs
- Education – Confirmation is Sept 30 and Nov 11
  - Looking for volunteers who can help with Confirmation lesson planning and leading. They can volunteer for just 1 class, they don't have to volunteer for full year
- Special worship/activity planning – *Reformation; All Saints; Advent; Pageant; Christmas; New Years; other*
- Update on timing for Call process/path forward (see above)

## 7. Congregation Meeting – October 28

- Agenda – Bylaws/constitution; leadership roster; budget; sound system, organ update...?
  - *MOTIONED: Richard Davis motioned for us to bring recommendation to congregation to sign a cease work order on the organ and Penni Sauer seconded*
- Handouts? Refreshments? Pre-meeting information?
  - Food – just planning for people to bring extra snacks
- Suggestion to bylaws: *only 1 non-church member at a time*

## 8. Additional Check Ins/Reports/Discussions – as needed

- Village Code Officer – Dick Barry talked to him about mowing? (see above notes)
- “JustWorship” group potential schedule – may possibly come back for a Noon or afternoon service
- Parking Lot – Signs, repairs, trailer, neighbor
- Organ – “stop contract” documents available; no financial recourse (see above notes)
- Sound System – Bryan looking at what is and is not working and options to updates
- Patio Doors – Should we get quotes? Rely on Scout expertise?
- Youth Protection Training – available online; Feedback? Path forward?
  - Kathy will look at taking the training
  - Need a couple more council members to take the training, it is a free training
- Bernie's Book Bank – through beginning of October
- Collected Donations – New bins? Organize shelves? Arrange for drop off?
  - Kathy, Lynn, and Donna to work on moving donations from under the mail box to containers in the storage room (check with Tom if he still has plastic containers)
- Energy Audit – Check with ComEd for a walk through? Dick is willing to be at the church and walk with the ComEd rep
- Other items...

- Consider options for where to donate blankets and coats for Project Warmth; Pastor Amy would like for us donate to a situation where there is some kind of relationship, you can have the experience but there is a tie or relationship to the people you are visiting. Maybe consider PADS

## **9. Next Council Meeting**

- Executive Council to meet and review budget
- October 14<sup>th</sup> scheduled for next council meeting. Lynn will take meeting notes as Mir is out of town

**Adjourned at 1:22pm** *MOTIONED: Richard Davis motioned to end meeting and Lois Menis seconded*