

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, Mir Pawlak, Ken Pawlak. Not attending Lois Menis.

CALL TO ORDER: Meeting was called to order with prayer at approximately 10:53 a.m.

APPROVAL OF MINUTES/NOTES: October 14 Council Meeting and October 28 Congregation Meeting.

MOTION to approve by Mir Pawlak; seconded by Penni Sauer. Approved

LEADERSHIP: Pastor suggested that a Nominating Committee be formed to identify possible leadership volunteers before Christmas. Kathy Davis volunteered and June and Doug Moore will be contacted by Pastor. Goal is to have ideas for bringing more people to the table before the end of the year, at which time personal contact can be made. Plan is to then ratify by vote at next Congregation Meeting, tentatively planned for February (or March). **Members asked to make bullet list of tasks related to their roles on Council (email to Lynn Brandl to format).**

QUICKBOOKS TRANSITION: Richard Davis reported that bill paying/check cutting is now done through the new QuickBooks system. All vendor accounts are created, and new vendors added as needed. Counting and deposit function is operational. Christine and team continue to build functionality for PreSchool families for invoicing and reporting. Paypal interface is the next task to tackle, with the option of going to a different system if team determines that would result in easier reporting. One option might be credit card processing service offered by our bank through a third party, currently being tested by our Cub Scout group, who will report to us. Kathy Davis also noted that many schools use "bank to bank" transactions, which she will investigate. Continued thanks to Henry Sauer and Richard Davis for countless hours. In converting, and to Tom Pfenning for wrestling with our old system.

FINANCIAL UPDATE: Council received October Financial Summary (11/11/18). Tom Pfenning noted that the Designated Funds account has been fully replenished after drawing down for payroll. October showed good income, though staff salaries were higher than usual. PreSchool Director Kathy Davis noted that October is always a higher expense month as it is "longer" with no holidays to reduce days in the building. Council discussed eliminating the Checking Account to run with only the General Operating and Designated Funds accounts in order to eliminate the need to transfer funds back and forth. Tom Pfenning requested that accounts be kept as is to provide a safety valve for written checks. Tom will also run a parallel record keeping system through the end of the year to ensure that the new QuickBooks processes are correct, though checks will go through the new system. Bank account configuration will be revisited at a later date. An internal audit by volunteers is anticipated once the new system is fully operational. At this point, major anticipated costs are fence, sound system, patio doors, tree removal, wifi improvements and new office computer. Suggestion to create a Capital Projects wish list for the Congregation.

PRESCHOOL UPDATE: Director Kathy Davis reports that Kathy Bilodeau has agreed to serve on the PreSchool Board. Kathy is moving 2019-20 school year registration from November to January 14, and is working with her PreSchool Director group to look at pricing and timing. Kathy would like the board to revisit the school's Mission, especially as it refers to services such as extended day programming. Kathy and the team will do a cost/benefit analysis of non-preschool class programs (lunch bunch, enrichment, extended day) for the PreSchool Board and Council to review. The Fall Bazaar brought in \$780+, which is more than last year.

PASTOR'S REPORT: Pastor Amy Becker-Perez (*report attached*) reviewed the schedule for worship, including Thanksgiving (November 25) lead by Mir Pawlak, Advent, December 16 All-Congregation Christmas Pageant/Brunch. Pastor has spent extra hours with pastoral care needs, which the Council appreciates. Next Confirmation will be January 13 and is expected to include service project planning. Confirmands have been asked to support worship by volunteering to read, acolyte, usher, etc. Kathy Davis noted that Pastor's participation in monthly Chapel is greatly appreciated by all.

ADDITIONAL ITEMS:

- **TREE REMOVAL QUOTE:** Ken Pawlak researched and received a very good quote for removal of two pine trees and topping (using a bucket truck) of another, plus wood chipping and removal of whatever we have for \$900. We will revisit after we get through the Christmas payroll season.
- **SUNDAY SCHOOL:** Mir Pawlak will get next section of Deep Blue Sea curriculum and create a teaching chart for 2019.

- **CORNER HOUSE (8 Greenvale):** All surveys indicate the corner house entrance ramp is on church property. Lynn will attempt to talk with Park District Director Jeff Fougerousse and Donna Barry will talk with a real estate attorney. Deadline to come up with our suggestion (Sell? Require ramp to be removed?) will be before mowing season begins in spring.
- **MARLER TRAILER:** Richard Davis will attempt to contact Scott Marler again to remove trailer within two weeks. Lynn will follow up with a letter is required. After that, we will look to have it reported as abandoned and towed at his expense.
- **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 placed for December 16 Pageant.
- **PROJECT WARMTH/DONATIONS:** Caring Hands has asked members for suggestions on where to distribute. Lynn will email Deb Liden to ask if she wants support to distribute or if they will handle this year. Watch for large rubbermaid tub with black/grey yarn, which seems to be missing.
- **FENCE:** Dick Barry is working to get another fence quote. Companies are not very responsive.
- **ENERGY AUDIT:** Dick Barry is waiting for a response from his request for a ComEd energy audit.
- **ORGAN:** Per directive of Council and Congregation, Lynn Brandl worked with Martin Digital Organs to draft updated Cease Work order (*dated 11/24/18; attached*), including an addendum outlining sound system components (*see below*).
- **SOUND SYSTEM:** Martin Digital Organs will send 8 speakers, a sub woofer, an amp and wire to church by end January. Possibility of Bryan Pawlak working with Vince Kwok and Jin Lee of justWorship to see if these components might replace failed sanctuary speakers.
- **YOUTH PROTECTION TRAINING:** Council provided with log-in directions previously (*attached*). Please take training.
- **CREDIT CARD OPTIONS:** Our partner Cub Scouts are working with Mundelein Bank and their partner Elavon to try their credit card swipe service. They will report if service is worth cost, which had been reduced from previous rates. Other options include setting up bank-to-bank accounts, as well as moving to other providers. We also have work we can do to improve Paypal (securing non-profit status; link for better QuickBooks interface). We will continue to research.
- **FEED MY STARVING CHILDREN/SCHAUMBURG:** Evening of December 9. See Penni Sauer.
- **TOWNSHIP ADOPT A FAMILY:** List posted on bulletin board and distributed to PreSchool (*attached*).

NEXT MEETINGS:

- **COUNCIL MEETING – January 27 after worship**
- **NOMINATING COMMITTEE MEETING – TBD December?**
- **CONGREGATION MEETING – TBD February/March?**

ADJOURN: *Motion made by Kathy Davis; Seconded by Penni Sauer. Adjourned at 12:30 p.m. with The Lord's Prayer*

Thank you for your faithful service.

Respectfully submitted,

Lynn Brandl