

NOTES: Council Meeting for Christ Lutheran Church & PreSchool

Sunday, January 27, 2019 – 10:45 a.m. – after worship

Attendees: Pastor Amy, Richard and Kathy Davis, Lynn Brandl, Ken Pawlak, Mir Pawlak, Penni Sauer, Dick and Donna Barry, June Moore, Lois and Harrison Menis

1. Call to Order – Prayer

- Called to order at 10:47am

2. Approve Minutes/Notes: Nov. 18 Council Meeting (*motion needed*)

- Mir motioned to approved, Penni seconded

3. Update on QuickBooks Transition

- Overview of progress and needed support – New printer? New computer? Back up old? Counter directions?
 - Have a couple good new counters, but need to set up a log in for the counters to use
 - Preschool has been transitioned to QuickBooks
 - Pay pal still not recognizing us as a nonprofit; consider switching to Wintrust credit card payment system – Harrison and Kathy willing to talk to the representative, Lynn also checking if Scouts have any data on the credit system they are using

4. Leadership – *inviting, including, transitioning, continued...*

- **Task list for each role – bullet lists of the things you do – email to group ASAP**
- Identify and create Contact Plan for Council/PreSchool Board/Volunteer leaders
 - Need a small group “nominating committee” – Kathy, Donna, and Pastor Amy will hold first meeting
 - Those currently serving to think on their current role/task; think if they need a shadow replacement or looking to take on a new role
 - Need to replace President and Vice President (Tom Pfenning resigned his role)
- Timeline: identify people, finalize roster, plan for Congregation Meeting/vote

5. Financial Update

- Review Financials (*motion as appropriate*)
 - Penni motioned to approve, Lois seconded
- Giving status – Congregation responded well to fall request for faithful support
 - Need to get offering closer to \$1000/week to keep up with payroll
- Bank accounts – eliminate one now and go with 1) designated funds and 2) operating account
 - Closing out the extra account Tom Pfenning had open
 - Need to take Tom Pfenning off as an approved signee
- What has been paid, what is outstanding, payroll averages
 - Richard noted we expect to be fine to make end of January payroll but it will be tight
- Special impacts – snow removal, emergency light repairs, fence, winter gas/electric bills
 - Fire department notified us that the emergency batteries need to be replaced, then sprinklers had to be flushed and few bulbs fixed; Looking for a new vendor in future outside of International Fire to get a better price
 - Have to put carbon monoxide alarms in 2 rooms; Kathy bought them but they need to be hung
 - There is a ceiling tile hole down by furnace room that needs to be fixed – 3x2 square (need someone who can repair)
- Schedule internal audit – Theresa Calabrese, Dan Dahlke available as support options
 - Hold for summer once we have more data; currently the transition to QuickBooks has been like an audit to pull all the data

6. PreSchool Update

- Staffing, Attendance, Board Positions – Needs, Concerns, Requests
 - Doing a re-evaluation of programming
- 6 new students started in January
 - Tots now full but 3 year old room down a bit
 - Kathy has been to 2 preschool fairs
- Timing for new tuition schedule/registration for 2019/2020 – tuition comparisons
 - 3% tuition increase for next year and registration fee increased
- Special Events – future fundraisers
- Repairs and expenses – see below
 - Dick Barry has been completing some painting and also helping with some of the nicks and dents

- Note for all, if you see something that needs to be fixed and you can do it please go ahead and do it

7. Pastor's Report – provided separately

- Dates – Scout Sunday Feb 3, Ash Wednesday March 6, Confirmation May 6
 - Lois and Penny to help oversee soup suppers (5 suppers)
 - (Ash Wednesday is Pastor Amy's Birthday)
 - Considering doing a study of the Lord's Prayer for Lenten Wednesdays or exploring baptism (keeping it in house this year); keep Wednesdays interactive
 - Addison Menis (Jan 13), Cassie Menis (Jan 13), and Wendy Ling (Dec 16) official became members
 - Lynn motioned to accept them as members and Kathy seconded
- Voting members for Bishop vote, etc.
 - Names of pastors in good standing in the ELCA can be nominated, registered voting members of the synod assembly will become part of the voting panel – need 2 voting members from CLC to be part of this process
 - Have until May 8 to register for Synod Assembly; Allie Menis is willing to go to synod assembly, Penni Sauer to consider attending

8. Repairs and Approvals

- **Fence Project** – Dick Barry has quote at half of what we have seen; Action Fence-Mundelein for \$6,280
 - We have \$5,000 designated from PreSchool fundraisers
 - Have to get permits but we will qualify for a bond from the village
 - Would need to put a 50% deposit down
 - Need to come up with \$1,500 through further donations
 - Monica will help Dick to work with the village; may need a variance as our fence is currently on the easement
 - Mir motioned to approve moving forward with the fence, Lois seconded
 - Ken Pawlak recommended that when a deposit is given we should require a waiver of lien

Would like approval to begin permitting, utility location; \$75 permit fee refundable at final inspection
- Emergency Lights – CFPD alerted us we needed new batteries; repairs included emergency light; \$1216
- Ceiling Tile – Need to keep tiles in place, per Fire Marshall; plan to replace damaged/missing tiles
- Patching/Painting – Dick Barry has been fixing and painting, including pastor's office – thank you
- Tree Removal – Ken Pawlak got a good quote (\$900) for tree removal/topping and brush grinding
- Sound System – Received multiple speakers plus sub woofer/amp from organ; plan for moving forward
 - Bryan Pawlak exploring iPad system, will revisit later in February
- Patio Doors – Plan for approaching
- Energy Audit – Dick Barry had walk through with a contractor; checking with PS Parent for assistance
- Other Needs...
 - Need parking lot repairs on the radar

9. Additional Check Ins/Reports/Discussions – as needed

- Sunday School/Confirmation Needs
 - Curriculum delayed to Feb 15
- Lent/Easter Prep – Soup suppers? Easter flowers? Breakfast?
 - Plan to hold a pot luck breakfast on Easter
- 8 Greenvale – Suggestion from Dick Barry; plan to proceed
- Card Swipe/CC Option – Cub Scouts trying system available through bank
- Donation distribution/hallway clean up
 - Penni to follow up with Cool Food Pantry about how the items need to be packaged for donation
- Youth Protection Training – Available online; who has taken? feedback?
 - Reminder for council members to complete the training
- Other items...
 - On hold – whether to put up parking authorization signs

10. Schedule Next Council Meeting – February 24 (?) (Prep for/schedule Congregation Meeting & Easter)

- February 24th next council meeting

11. Schedule Congregation Meeting – March 17 (?) Agenda; Roster; Refreshments

- April 7th tentative Congregational Meeting – need to prepare the annual budget before this meeting
- Penni motioned to adjourn and Kathy seconded

12. Adjourn – Lord's Prayer