

**DRAFT AGENDA: Council Meeting for Christ Lutheran Church & PreSchool
Sunday, February 24, 2019 – 10:54a.m. – after worship**

Attendees: Pastor Amy, Lynn Brandl, Mir Pawlak, Penni Sauer, June Moore, Ken Pawlak

1. Call to Order – Prayer

2. Approve Minutes/Notes: January 27 Council Meeting (*Lynn motioned to approve, Penni seconded*)

3. Update on Business Process Transition

- Overview of progress and needed support – New printer? New computer? Back up old? Counter directions?
- Bank updates: Online bank access; check signing addition (Dick Barry)
 - Will be using more support from the bank with basic monthly account management
- Programs/purchases: Consider Microsoft 365 w/cloud storage – looking at option through Tech Soup
- Process: Review process for reimbursements/documentation, etc.

4. Financial Update – Monthly Reports (presented by Lynn)

- Review Financials (*Mir motioned to approve, Lynn seconded*)
- Giving status – large gifts and sponsorships keep us moving in right direction
- What has been paid, what is outstanding, payroll averages
 - Henry Sauer working to understand the variances in bi-monthly salary payments
 - Pay pal not being user friendly or reporting clearly to quick books so looking into other options for future
 - Leaf up to date, plowing paid expect past 30 days, emergency lights paid
- Sanctuary Furnace – 1 new motor installed Feb. 19; \$680 due to Assurance Heating & AC
- Special impacts – snow removal, emergency light repairs, fence, winter gas/electric bills
- Schedule internal audit in fall – Theresa Calabrese, Dan Dahlke available as support options

5. Budget Review – Review and approve as appropriate

- First pass budget provided
 - Numbers based on actual monthly operating costs
 - For final budget need to know: 1) Are the salary increases included? 2) Is the tuition increase included?
 - Ken Pawlak noted it might help to have an asterisk that notes which line items are annualized and not actuals per month
 - Lynn motioned to approved this first draft, Mir seconded (council will need to review the final update before the congregational meeting)
- Suggestions: Break out pastoral; benevolence to \$1000; same giving; increase payroll; includes capital line item
- Determine what additional resources can be provided to the Congregation Meeting (April 7)
- Other Congregation Meeting prep – refreshments? roster? materials?

6. Leadership – inviting, including, transitioning, continued...

- Task list for each role – bullet lists of the things you do – email to group ASAP?
- Timeline/Nominating Team: identify people, finalize roster, plan for Congregation Meeting/vote
 - Donna Barry and Kathy Davis going to meet and make suggestions

7. PreSchool Update

- Needs, Concerns, Requests
 - Kathy has an upcoming Lead Teachers meeting
 - Need to ask parents about what values they are hoping to get out of their Child attending our preschool, what is their faith journey (mindful of their great diversity), and what do they like/not like

8. Pastor's Report – provided separately

- Ash Wed March 6; Lent Suppers; Maundy Thurs April 18; Good Friday April 19; Easter April 21; Confirmation May 5
 - Wednesdays in Lent will focus on the Lord's Prayer
 - Doing contemporary Lord's Prayer during Sundays in Lent
 - Sunday March 31st Pastor Amy will be off
- Identify voting members for Synod Assembly
 - Allie interested to attend; Nan has expressed some interest also (Lynn to reach out and officially confirm Allie)

9. Capital Repairs, Approvals, Information

- Create master capital plan with costs?
 - Being mindful to put actual estimates to capital costs instead of guesses

- Need to track donations in kind (both payment of maintenance cost or labor time spent); could track copy of their receipts in case they want it recorded on their 'giving statement' end of year

- Sanctuary Furnace – \$680 due
- Cleaning Service – Moved to contract/invoice system; Certificate of insurance in place
- 8 Greenvale – Somebody to work on options?
 - What land is ours, what to do about the ramp that was put in, what to do about grounds maintenance?
 - Park district recommends we sell them the small amount of property; Park District has no record of permissions being secured for the ramp
 - Village recommends having them make a payment on the piece of land but not sell them (different level of payment)
- Fence Project – Permit approved/paid for? Ready for utility locates? Check ready for Action Fence?
 - Monica got the needed variances in place
 - Down payment to be made
- Ceiling Tile – Need to keep tiles in place, per Fire Marshall; plan to replace damaged/missing tiles
- LED Lights – Dick Barry has been converting, supported by bulbs provided by former parent
- Patching/Painting – Dick Barry has been fixing and painting – 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
- Patio Doors – Plan for approaching?
 - Ken Pawlak mentioned there is a huge salvage business up near Oshkosk and maybe there are options for windows or doors there
 - Could Mike Mangoni (from Boy Scouts) offer any recommendations or help to get any supplies at cost
- Parking Lot – Costs and options?
 - Ken Pawlak to call village and make inquiries about options for grinding down and repaving parking lot
- Other Needs...
 - June 2 is first Lake County Pride Parade in Buffalo Grove; Do we want to have official representation from the church? Need to bring up and discuss with the congregation, there are members who have interest in marching in the parade

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

11. Schedule Next Council Meeting – March 17 (last prep for congregational meeting); April 28 (after Cong. Meeting?)

12. Adjourn – Lord's Prayer

- Penni motions to adjourn, Mir second's