

First Lutheran Church Council Meeting Minutes

Meeting Date: May 16, 2023
(Adopted 6/2/23)

Location: Via Zoom

Council Members Present:

Ho Brown (President)
Stephanie Almeida (Vice President)
David Berg
Tor Berg (Pastor)
Gary Curtis
Jess Faubion
Christy Freriks
Kathy Konieczka
Jean Peterson (Secretary)
Kristi Pyne
Jacky Schnarre
Emily Curcio

Council Members Absent:

Johannes Skjonsby

Guests:

Ryan Stute / Audit Committee Chair

Call to Order: 7:09 p.m.

Devotion: Pastor Berg

A reading from the hymn “Making Their Way” by Delores Dufner, a composer and member of Saint Benedict’s Monastery in St. Joseph, MN. “Singers and saints have heard God’s call....”

Approval of 4/18 Minutes:

Corrections were offered and incorporated into the draft minutes.
Motion to approve as updated in the meeting: Emily Curcio. Second: Kathy Konieczka.
Motion approved.

Audit Committee Update:

Ryan Stute brought forth a motion before the Council to approve the Final-2022 Agreed Upon Procedures as of May 14, 2023. These procedures along with the Audit checklist

are provided as supplemental documents to these minutes. Ryan noted that the procedures as presented provide flexibility to strike an aspect of the procedures if it is no longer applicable, and that the final audit report will be in a similar format to the last audit report generated in 2013.

Move the Audit Committee's motion: Emily Curcio. Second: Gary Curtis.

Motion approved.

Rules of Order:

Pastor Berg noted that there was not a motion to approve the agenda on the agenda.

Motion to approve Agenda as written for May 16, 2023: Gary Curtis.

Second: Kathy Konieczka.

Discussion: Changes to the Agenda are allowed under New Business. This step will be added to future agendas.

Motion approved.

Committee Reports:

Building and Property (Jess Faubion)

- Pre-school signage: Building and Property will install signs but requests that others design and order signage. Pastor Berg will follow up with Beth.
- Regarding the City's work on the 102nd St. project, Building and Property would like to defer announcements to the Congregation until a start date is confirmed; at this time it will be a minimum of 6 months before project inception and it may never move forward. The Church was asked to provide their approval to the City as part of the City's preparation of a proposal for the work. Since it has been a topic of conversation among congregants and for the sake of transparency, Jess will revisit with the Committee to reconsider notification to the Congregation. There are exhibits available in the church office.
- The installation of a doorbell at the front doors is complete.
- Keith Hood will monitor the church parking lot on the 4th of July.
- Building and Property will not meet on July 4th.
- The Committee provided their Spotlight on Volunteers article for the June newsletter (NOTE: articles should be submitted to ksmith@flcbothell.org)

Christian Education (David Berg)

- The Committee will submit a Spotlight on Volunteers article for the July newsletter. Summer plans were reviewed and the Committee will not meet again until August or September.
- Roger Steinke is preparing a presentation on the history of First Lutheran traditions.

Fellowship (Christy Freriks)

- The Committee thanked Building and Property for installing a lock on the freezer and securing a cabinet to dissuade anyone from helping themselves to saved refreshments.
- Cake will be served both for Confirmation and Graduation celebrations on back to back Sundays.
- The Church will be open on the 4th of July to welcome passers by to cool off or use restrooms.
- Rally Day will be a barbecue in the Church parking lot—this location provides visibility to the community.
- The Committee is working on their Continuing Resolution.
- In June there will be a kitchen clean out to remove obsolete supplies and equipment.

Finance (Emily Curcio)

- Finance report below. Gary Curtis noted that there is a positive swing above the budget.
- A new bank account has been established. FLC is saving \$100 in monthly fees. *[Previous minutes indicated that a better fee structure was achieved with existing bank so no change was made—please clarify if the new account is for the CD. –JPJ]*
- Members will receive an accurate statement of giving but it may not match their pledge due to method used by Vanco giving platform.
- The next meeting will be held on June 15 instead of June 13.

| Date | Attendance In person / Zoom | Pledges & Loose Offerings | Capital Improvement Fund | Total |
|------------|-----------------------------------|---------------------------------|--------------------------------|-----------------|
| 4/3/2022 | 99/44 | \$5,308 | \$329 | \$5,637 |
| 4/10/2022 | 104/37 | \$15,881 | \$1,674 | \$17,555 |
| 4/17/2022* | 236/44 | \$8,707 | \$1,000 | \$9,707 |
| 4/24/2022 | 106/33 | \$6,420 | \$3,093 | \$9,513 |
| | 106/37 | \$36,316 | \$6,096 | \$42,412 |
| 4/2/2023 | 161/21 | \$5,822 | \$704 | \$6,526 |
| 4/9/2023* | 276/32 | \$20,218 | \$1,293 | \$21,511 |
| 4/16/2023 | 115/28 | \$15,447 | \$447 | \$15,894 |
| 4/23/2023 | 111/26 | \$6,920 | \$1,613 | \$8,533 |
| 4/30/2023 | 109/13 | \$7,759 | \$1,256 | \$9,015 |
| | 154/24 | \$56,166 | \$5,313 | \$61,479 |

*Easter was on 4/17/2022 and 4/9/2023.

IT/Communications (Jacky Schnarre)

- Jacky advised Sharepoint access issue can be removed from Action Register.
- Nothing new to report.

Membership (Stephanie Almeida)

- Committee is becoming established, preparing an action plan and is moving in the right direction.

Personnel (Ho Brown)

- A newsletter article in June will request volunteers to staff the office when Kris Smith is on vacation.
- The Committee is planning two extended sessions in July and August to focus on personnel policy review and update.

Preschool (Kristi Pyne)

- Committee work is on hold until a board meeting takes place after the school year concludes.

Stewardship (Gary Curtis/Johannes Skjonsby)

- Committee did not meet. Nothing new to report.

Social Ministries (Kathy Konieczka)

- The Spring Food Drive continues through May. The Committee is appreciative of the Northshore Nourishing Network which picks up donations from the Church.
- The Committee is considering Northshore Senior Center as a recipient of outreach funds in recognition of the many ways they help the community.

Worship and Music (Jean Peterson)

- The Committee is exploring the possibility of moving to one service beyond the Memorial Day-Labor Day period. Pastor Berg noted that such a move “changes everything”—impacts to staff, Sunday School and the very identity of the Church must be considered. Gathering input, possibly in cottage meetings, is part of the process. The Committee will meet in June to weigh initial feedback and consider options. Further information will be presented at the June Council meeting.
- Unused tablet devices have been checked; one may be available after updates are installed. Council members offered to donate devices that could be added to the pool of loaner devices available for services. The tablets only need to be able to connect to wifi and download a PDF of the bulletin.
- Pastor Berg reported that staff members are contemplating a few changes to make the missal format easier to navigate. The financial benefit of using this format will be considered prior to the summer session.

Youth (Kristi Pyne)

- Youth are traveling to California for a summer retreat.
- Vacation Bible School is set for July 24-27.
- The next meeting will be August 8.

Old Business:

Summary of Constitution-Defined Council Responsibilities (Ho Brown) – Tabled due to time limitations.

Constitution Review & Update (Christy Freriks) – Tabled due to time limitations.

VBS QR Code Used in Easter Flyers (Emily Curcio) – Use of QR code is working out and matter can be closed. David Berg advised that information is needed from Lutherhaven regarding VBS; David will ask Roger Steinke to post information on the website home page as soon as the information is available.

Committee Continuing Resolutions (Pastor Berg) – Ho Brown noted that there is some uncertainty as to how deep into the organization the requirement for Continuing Resolution needs to go. Some committees such as Audit, Endowment and Nominating are already specified in the Constitution. What about sub-committees or guilds? For further discussion.

Changes in Insurance Policy (Pastor Berg) – Review and renewal of policy in process; overall expectation is a reduction in premium.

Equip the Saints Synod Gathering (Pastor Berg) – “The gathering was fantastic.” Gary Curtis also attended and recognized that Pastor Berg is the Synod expert on constitutional matters. Ho Brown recommended that the success of the gathering be communicated to the Congregation to further interest in this once every three years event.

Council Summer Retreat (Pastor Berg) – Will be held directly after service on Sunday, August 27.

SMART Goal Suggestions for 2023 (Specific; Measurable; Attainable; Relevant and Time-based) (Ho Brown) – These goals are currently on the list: Achieving a balanced budget (Gary Curtis); reserve fund review (suggested by previous council); determination if there is a reason to change our fiscal year (suggested by previous council). Ho suggested a special meeting in the fall to cover finance goals. New Goal: Jess Faubion suggested establishing a roof replacement fund now, possibly from earmarked capital fund donations, to cover what likely will be a \$500,000 expense in the future. This will be a topic for the next meeting and Emily Curcio was asked to take this to the Finance Committee.

New Business:

Council Corner Suggestions (Ho Brown) – Consensus is that Council minutes that have been approved may be posted on the website.

Spotlight on Volunteers (Ho Brown) – Should the candidates for this recognition expand beyond Committee members to include guilds, musicians, etc. For discussion at next meeting. There is one newsletter for July/August. Christian Education and Fellowship Committees will submit by the June 15 deadline for the summer newsletter.

Next Meeting:

Tuesday, June 20th, from 7:00 p.m. to 8:30 p.m. via Zoom.

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,
Jean Peterson
Secretary