

First Lutheran Church Council Meeting Minutes

Meeting Date: March 21, 2023
(Adopted 4/18/23)

Location: Via Zoom

Council Members Present:

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

Council Members Absent:

David Berg
Kathy Konieczka
Johannes Skjonsby

Guests:

None

Call to Order: 7:03 p.m.

Devotion: Pastor Berg

Election of new Secretary:

Jean Peterson volunteered to assume the Secretary position.
Christy Freriks seconded.
Motion approved.

Approval of 2/19 Minutes:

Motion to approve: Gary Curtis. Second: Stephanie Almeida.
Motion approved.

Approval of 2/21/23 Meeting Minutes:

Discussion: In the Preschool Report, the phrase “have not moved” can be removed from the minutes.

Motion to approve: Emily Curcio. Second: Stephanie Almeida.

Motion approved.

Committee Reports:

Building and Property (Jess Faubion) – Committee has requested bids for a new stove or replacement hood. Estimated expense is \$9-10K. The City of Bothell and Sound Transit have requested a permit and reached out to the Church to make modification to the rock wall on the west side of the Church to accommodate road/sidewalk improvements. All work will be done by others. Permit extends into 2024. Work will have minimal impact to the Church.

Christian Education (Ho Brown on behalf of David Berg) – There is a new opportunity for an on-line education course; Ho will submit information for the Church newsletter.

Fellowship (Christy Freriks) – Nora Strothman is seeking volunteers for help with Memorial Services. Jean Peterson noted that a volunteer signed up at the Committee Fair and the information was forwarded to Donna Hillard.

Finance (Emily Curcio) – The chart below will be available for our monthly agenda. Other available financial reports have been submitted for review later in the meeting.

Date	Attendance In person / Zoom	Pledges & Loose Offerings	Capital Improvement Fund	Total
1/2/2022	/70			
1/9/2022	68/63	\$19,588	\$1,540	\$21,128
1/16/2022	63/57	\$10,533	\$580	\$11,113
1/23/2022	69/67	\$7,316	\$1,188	\$8,504
1/30/2022	61/72	\$3,810	\$609	\$4,419
	65/66	\$41,247	\$3,917	\$45,164
1/1/2023	79/17	\$1,015	\$30	\$1,045
1/8/2023	113/27	\$11,698	\$1,295	\$12,993
1/15/2023	125/32	\$5,865	\$126	\$5,991
1/22/2023	116/33	\$8,442	\$464	\$8,906
1/29/2023	102/28	\$14,834	\$685	\$15,519
	107/27	\$41,854	\$2,600	\$44,454

IT/Communications (Jacky Schnarre) – A website update was discussed and the Committee would like feedback on what the Council would like to see. The Council discussed ideas including a more welcoming landing page for non-members, a tab or button for members to land on existing pages and more ways to sign up for activities using on-line resources. Pastor Berg added that the website has not been formally updated since ~2017. Carsten Thode has offered his services in the past to redesign

the website; Jean Peterson will provide Council members with a link to an example created by Carsten (part of Membership Committee discussion below).

Membership (Stephanie Almeida) -- Numerous ideas were discussed in the Committee's initial meeting with a focus on how to make the Church be more "invitational." How do we let the community know that we are welcoming? How do we improve interaction on the website? Can there be a survey to understand the reasons that people leave the Church? Initial step will be to use Easter as a time to reach out to young families regarding VBS.

Action: Emily will work with Kris to develop a QR code for registration for VBS. Stephanie will make a proposal to Roger to prepare printed materials for an inexpensive gift kit to hand out to families on Easter Sunday.

Personnel (Ho Brown) – An error in vacation time taken in 2022 by Pastor Berg is being corrected in 2023 (50-hour overage in 2022 is being deducted in 2023). Status of office manager changes from exempt to non-exempt requiring overtime to be paid if incurred due to regulation change in 2023. Policy change is required. Committee is in process updating personnel policies and job descriptions. Personnel reviews are subject to having current job descriptions in place to allow criteria for reviews. Noted that each Committee member is a liaison to a staff member. The Committee has suggested that a feature called Spotlight on Volunteers be added to the newsletter to highlight the many people, including the guilds that are part of their committee, who volunteer time and skills to the Church. Council concurs with and supports this request.

Action: Committee liaisons will work with their respective committees. Each month a committee, in the order listed under committee reports, will submit an article for the "Spotlight on Volunteers" column. This is also an opportunity to seek out new volunteers. Building & Property will be in May (or June?).

Preschool (Kristi Pyne) – Three new students were added last month; registration for 2023 fall session is nearly full for 4-5 year-olds. Five are currently registered for the 3-year-old class. A banner would help this effort; Council concurs. Jess will take request for permanent signage for the Preschool to the Building and Property Committee for review.

Stewardship (Gary Curtis) – Committee has not met formally; Gary, Johannes Skjonsby and Kendall Adjorlolo are current members. Casual discussions have centered around possible fundraising efforts and direction of the Committee. Council encourages the three members to meet and report to Council on further recommendations.

Social Ministries (Kathy Konieczka) – Prior to the meeting, Kathy had shared that the committee had not met. No report.

Worship and Music (Jean) – Next meeting scheduled for May 6. No report.

Youth (Kristi Pyne) – 110 people attended the auction and ~\$30K was raised and will go toward summer youth trip. Youth will provide Easter breakfast. Plans for VBS are underway. Kristi confirmed that there are active parents involved in the Committee and Roger relies on these members for help.

Old Business:

Protocols to Communicate Council & Committee Information to Congregation

(Ho Brown) – Thanks to Andrew Phelps who used a day of his vacation to work with the Library Committee on church history and with Ho to make access to OneDrive possible for Council members. Andrew will send a link to Council members with instructions for access; all Council communication will then reside in this location for common access.

Review of FLC Constitution (Christy Freriks) -- Christy has completed a side-by-side comparison of the FLC Constitution and Synod Model Constitution. Review and recommended change process will begin next week.

Coversheet for Expense/Contract Approvals – (Ho Brown) -- Ho presented updated form for Approval Request for Contacts, Purchase Agreements & Other Expenses. Motion to approve: Emily Curcio. Second: Stephanie Almeida.
Motion approved.

Committee Fair – (Stephanie Almeida) -- Considered a successful event and consensus that holding between services makes the most sense. Thank you to all the helpers who helped set up and take down the tables.

Proofread Annual Report – (Ho Brown) -- Annual report corrections identified during and after the meeting have been made. The revised version is posted on website.

Follow Up on Council-Requested Finance Report Changes --

Consensus that the report contained herein along with the General Fund Summary Report will be adequate to keep Council informed. Ho will communicate this information to the Finance Committee.

Committee Continuing Resolutions – Pastor Berg -- Pastor Berg presented a template for a Continuing Resolution. The need to have such a document in place for the roles of Committees or other Church business is recognized; Continuing Resolutions would be proposed by the affected group and presented to Council for approval. The Council Secretary would assign a CR number and provide the adopted Resolution to the Synod. Pastor Berg can receive adopted Resolutions on behalf of the Synod.

Template and Continuing Resolution CR-2023-01 put before Council by Pastor Berg. Second by Emily Curcio.

Discussion: Committees will be given the template and asked to define their mission in support of a Continuing Resolution. CRs from Committees will be presented to Council for approval and if adopted, filed and submitted in accordance with the Template. A time frame or action for this was not defined at this meeting.

Motion approved.

Action: Pastor Berg will create a template for a committee, such as Christian Ed, so that committees have a sample from which to draft their CRs.

New Business:

Pre-school Task Force – (Stephanie Almeida) -- No action to date; task force is charged with determining future of Preschool; format, location, possible partnerships, class length, facilities required, Church sponsorship. Kristi Pyne will follow up with Beth for input.

SMART Goals for 2023 (Specific; Measurable; Attainable; Relevant and Time-based) -- Development of QR code for VBS registration is an example of a SMART Goal presented. Additional goals TBD.

Next Meeting:

Tuesday, April 18th, from 7:00 p.m. to 8:30 p.m. via Zoom.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,
Jean Peterson
Secretary

Attachments:

Approval Request for Contracts, Purchase Agreements & Other Expenses
Continuing Resolution Template
Adopted CR-2023-01
General Fund Summary Report