

**First Lutheran Church
Council Meeting Minutes
(Adopted 10/17/23)**

Date: September 19, 2023

Location: First Lutheran Church | Library and via Zoom

Council Members Present in Person:

Ho Brown (President) *(Personnel Committee Liaison)*
Tor Berg (Pastor)
Gary Curtis *(Stewardship Committee Liaison)*
Kathy Konieczka *(Social Ministries Liaison)*
Christy Freriks *(Fellowship Committee Liaison)*
Jean Peterson (Secretary) *(Worship and Music Committee Liaison)*
Kristi Pyne *(Preschool Committee Liaison)*

Council Members Present via Zoom:

Stephanie Almeida (Vice President) *(Membership Committee Liaison)*
David Berg *(Christian Education Committee Liaison)*
Emily Curcio *(Finance Committee Liaison)*
Jess Faubion *(Building & Property Committee Liaison)*

Council Members Absent:

Jacky Schnarre *(IT/Communications Committee Liaison)*

Call to Order: 7:04 p.m.

Devotion: Pastor Berg

Introductory discussion (through Chapter 1) on our shared reading assignment, When Church Stops Working by Andrew Root and Blair D. Bertrand. Pastor Berg led the Council through the key messages of this opening chapter. Already thought-provoking, the book promises to keep our attention. Pastor Berg will continue the discussion on Chapter 2 for his next meeting Devotion.

Approval of 9/19/23 Meeting Agenda:

Motion to Approve: Gary Curtis. Second: Christy Freriks.
Motion approved.

Approval of Minutes for 8/15/23 Council Meeting & 8/27/23 Retreat:

One name correction to the Retreat minutes was noted by Kathy Konieczka.
Motion to approve both sets of minutes, with correction to Retreat minutes noted: Kathy Konieczka. Second: Christy Freriks.

Motion approved.

Pastor's Report – Pastor Berg

See attached Pastor's Report. Pastor Berg shared highlights of his visits and meetings.

Committee Reports:

- Jean Peterson presented a draft Standard Operating Procedure for submitting committee reports to the Council and to the church office. Comments received are incorporated into the SOP attached herewith. Committee liaisons will forward to or bring to their committees for follow on action.
- Motion to approve the SOP with noted additions: Christy Freriks. Second: Gary Curtis.
Motion approved.

Building and Property – Jess Faubion

- Committee has completed their Continuing Resolution and plans to submit to Council in October.
- Mohan Ski has asked to rent temporary office space from the church, specifically using the space designated as the Chinese Chapel. The term would be from September to March, Monday-Friday. Pastor Berg noted that there would be a lease and rent would be paid.
Motion to approve this use of the church facilities: Kathy Konieczka. Second: Gary Curtis.
Motion approved.

Christian Education – David Berg

- The Committee has submitted its budget request at the same level as last year.

Fellowship – Christy Freriks

- The Committee will ask for an increase in budget to restock supplies for hospitality events. Old, non-compostable supplies have been used up and new supplies will be in keeping with the sustainability goals of the Committee.
- Christy will prepare announcements for a fall Covid update, reminding church members of the best practices for reducing the spread of communicable diseases this fall.

Finance – Emily Curcio

Date	Attendance In person / Zoom	Pledges & Loose Offerings	Capital Improvement Fund	Total
8/7/2022	70/27	\$11,253	\$1,317	\$12,570
8/14/2022	80/25	\$13,438	\$1,966	\$15,404
8/21/2022	82/30	\$11,954	\$596	\$12,550
8/28/2022	94/28	\$6,015	\$415	\$6,430
	82/28	\$42,660	\$4,294	\$46,954

8/6/2023	87/18	\$15,703	\$1,246	\$16,949
8/13/2023	101/11	\$11,304	\$494	\$11,798
8/20/2023	113/16	\$6,777	\$625	\$7,402
8/27/2023	93/2	\$3,209	\$99	\$3,308
	99/12	\$36,993	\$2,464	\$39,457

- The Committee’s Continuing Resolution is being reviewed.
- As many as 6 of 13 Committee 2024 budget requests have been submitted to the Finance Committee.
- The Finance Committee makes a motion to the Council to approve a pay increase for Music Director Lucy Kay Osborne. Lucy Kay has assumed the task of preparing music for the 11:00 service. Her salary would be based on an increase from 19 hours to 21 hours per week, effective 9/1. The increase is \$53.60 per week (\$2,700 annually or \$900 to complete 2023).
Motion approved.
- Jess Faubion asked if the Finance Committee has considered granting a COLA increase to staff each year, with actual raises above and beyond a standard COLA increase. The Council recommended this question go back to the Finance Committee for a response.
- Previously a question was raised as to whether any funds are earmarked for roof replacement. Emily noted that our Capital Improvement Fund would be utilized for a roof when it is determined this improvement is required. Currently, the guesstimate for a roof replacement is in the range of \$500,000 (for the flat roof portion and excluding the arched roof, which would be more expensive). Pastor Berg will ask Roger Steinke to request a non-binding estimate for roof repair from our existing roof maintenance company to use as a benchmark for planning.

IT/Communications – Jacky Schnarre

No report.

Membership – Stephanie Almeida

No report.

Personnel – Ho Brown

- Lucy Kay Osborne is a non-exempt employee by definition.
- Kris Smith is investigating payroll system issues that have caused Lucy Kay and Pastor Berg’s payroll records to be inaccurate.

Pre-School – Kristi Pyne

- Gathering of information is ongoing. Several options are under consideration, including status quo, moving to a PreK format only. An all day pre-school would require dedicated outdoor space which is not sufficient on the grounds of the church. A rooftop area could be an option for outdoor space, but the feasibility of this type of renovation would need to be investigated.

Stewardship – Gary Curtis

- The Stewardship Campaign kicked off September 17 with a presentation by Gary and Kendall Adjorlolo during the Education Hour. The pair gathered responses to a Time and Talent Survey which will be distributed as well at each service on September 24. A link on line to submit a pledge will also segue to the Time and Talent Survey. Pledge cards will be mailed to our over-80 population or anyone who requests a mailed card.
- The ambitious goal of the pledge drive is \$500,000. Last year's actual pledges totaled \$380,000.
- Gary thanked Emily Curcio for creating an Instagram post for the Stewardship Campaign.
- The Endowment Committee has asked Gary Curtis to be their liaison to the Council. The Endowment Committee will make a presentation during the Education Hour on October 1, following the Stewardship Campaign appeal.

Social Ministries – Kathy Konieczka

- The Committee has submitted its 2024 budget request.
- They expect to approve their Continuing Resolution in October.
- First Lutheran has a sister ELCA church on Maui. Donations to help the congregation as their members recover from the Maui wildfire will be planned for the holiday season when it may be more impactful as publicity subsides.

Worship and Music – Jean Peterson

No report.

Youth – Kristi Pyne

The Youth Auction is set for February 4, 2024.

Old Business:

Mediation – Ho Brown

- A schedule of meetings with Pastor Vance beginning 9/24/23 has been set and individuals have been advised.
- Pastor Berg requested that Susan Berg be added to the scheduled meetings with Pastor Vance.
- The Council reached consensus to inform the Congregation via email and posted letters for those who commonly receive notices by mail as to the nature of the meetings with Pastor Vance. Ho will prepare the letter for review by Council. Ho will add context to the introduction to explain that a conflict has arisen. The letter will conclude with advisement that additional information will be shared as the Council is able at the conclusion of the process. Feedback on the content of the

letter must be received by Ho by Wednesday afternoon (9/20). The letter will be emailed and posted not later than Thursday, 9/21.

Coffee with Council

- Christy Freriks and Jean Peterson will host Coffee with Council in the Landing at 9:45 a.m. on 10/1. Announcements will be on the Narthex screen and on Instagram.

Additional Agenda items were tabled due to lack of time.

Next Meeting:

The next regular Council meeting will be Tuesday, October 17 from 7:00 p.m. to 8:15 p.m. in person at First Lutheran Church.

Meeting adjourned: 8:45 p.m.

Respectfully submitted,
Jean Peterson
Secretary