

# Approved Council Minutes 7/16/2024

Ho Brown called the meeting to order at 7:00 p.m.

**Present: In Person**

Ho Brown, Kendahl Adjorlolo, Jess Faubion, Sandy Flying Cloud, Jean Peterson, Joyce Thode, Gary Curtis, Christy Freriks

**Via Zoom:** David Berg, Jacky Schnarre, Kristi Pyne

**Absent:** Emily Curcio, Dave Shogren, Tor Berg

**Quorum was met.**

**Guests:** Holly Batstone, Rachel Jackman, and Gordy Phelps from Personnel Committee, and Ray Thomas

**Kendahl gave devotions from chapter 4 of “Accidental Saints”, followed by prayer.**

**The agenda was approved by consent.**

**Personnel Policies Update & Adoption:** Holly Batstone and Rachel Jackman went over the Personnel Committee’s updates and recommendations which were put forth as a motion from the Personnel Committee.

Holly explained the review was a joint effort with Pastor Berg and the Personnel Committee and was done in order bring the FLC personnel policy up to date with current law and ELCA constitution. Templates were created. Next step will be to look at and update job descriptions. This year will be a “reset” with discussions with staff to determine which standards are adequate and what constitutes above or below standard.

Rachel spoke about the big changes by Constitutional article number:

3.0 Employee classification (FLSA) exemption status changes which are made annually;

6.3 Overtime was out of compliance. Language was clarified to let staff understand;

8.0 Working hours and holidays - breaks are required by the Dept. of Labor so may need to apply for a waiver if an employee prefers to work through breaks;

8.3 New Federal Holidays (Juneteenth and Indigenous People’s Day) were added;

9.0 Family Medical Leave plan for temporary employees, should we ever have any;

10.0 Vacation rates updated; specifics on what applies to FLC. Continuing Education will now be available for all staff whether FT or PT;

13.0 Harassment and Discrimination training has been changed to include ALL employees.

Forms have been added at the end of the policy. Time off request form will be for hours, not days, as that is how time off is accrued.

16.0 Abuse policy - in process to include all vulnerable populations – wording to be with Council by 12/31/24.

Next step: Personnel Committee to work with the Council on organizational charts.

Per our Constitution article 12.08 The Congregation Council is responsible for employment and supervision of staff.

**Questions:**

**Are Pre-school teachers covered?** Yes

Christy Frericks pointed out the the Scout group is actually owned by FLC so will need to have annual oversight to make sure they are compliant in their training.

**What about annual evaluations?** These will be conducted in October and November in order to have current compensation information for the Finance Committee’s annual planning. As the job descriptions have not yet been updated, this year may not have full evaluations.

**After full discussion, the Personnel Committee’s motion to accept the revisions was put before the Council, no second being needed. The motion passed unanimously.**

**Everyone having received a copy of the June 18, 2024, minutes, it was approved by consent. Action Item:** Kendahl to send approved minutes to Kris Smith to post on website and bulletin board.

**Committee Action Items for Council Consideration:**

- A. Kendahl Adjorlolo received minutes from the Fellowship Committee’s June meeting. No other committees have met since our last meeting.
- B. There were no action items for Council from the committees.

Kristi Pyne requested prayers for the Pre-school - for the new staff and for enrollment numbers. Suggestions were made about ways to advertise for the Pre-school, including talking to the Art Guild about posting monthly artwork from them. Kristi also proposed that the Pre-school Committee meet more than once per quarter so as to have a more active voice at Council.

## Old Business:

**A. Council Liaison to Membership List:** Not yet available

**B. 102<sup>nd</sup> St/Wells Fargo Project:** A proposal was submitted by Harbour Homes (HH) and electronically distributed to all Council members before the meeting. During discussion it was noted that HH has not yet answered any of our questions. The question of retaining legal counsel at this time was determined premature, considering the cost and the fact that we still don't have the answers we need.

**Joyce Thode moved that we send a letter to HH saying "Thank you for your proposal. Our answer is no because this proposal does not provide adequate protection for our building and congregation." Kristi Pyne seconded. The motion passed unanimously.**

**Action Items:** Jess to report to Building and Property. Ho to write a response letter to HH on behalf of Council.

**C. Lutheran Counseling Network:**

Linda Chapman has agreed to be the liaison.

**Jean Peterson moved to accept Linda in this position. Kristi Pyne seconded. The motion passed unanimously.**

**D. Coffee with Council:**

**E. Report from 7/7:**

- Sabbatical - some not sure about what a pastor's sabbatical is other than an extended vacation and don't know what a sabbatical for the congregation entails. Kendahl provided an explanation for both.
- Nora shared how FLC's hosting a stop for the July 4th parade went. There were around 150 people, appreciative of our ministry. Volunteers were well-organized and maintained safety and security of the church. Suggestion was to share the good news with the congregation via a temple talk, newsletter article or both.
- Audrey shared Linda Siebert's experience at Walmart and The Seattle Times article, where a stranger gave her a \$250 gift card after he asked her why she had all the towels in her cart. Linda explained they were for Lutheran World Relief. Another ministry story that should be shared with the congregation via a temple talk, newsletter article or both.
- We were asked what's on the Council's agenda. Shared that our constitution requires the pastor to approve agendas for any council meetings they will miss, so we have 3 work planned for the next 3 months, as follows:
  - July - updated Personnel Policies
  - August - Assistant to Bishop Pr. Andy Yee will help us start a conversation to review and refresh Pastor's call letter. We had follow-up comments/questions of not knowing the Call Letter is a living document (responded that Council hadn't known that either) and interested in knowing what's in the Call Letter. (an opportunity for sharing with the congregation).
  - September - "Financial Month" - The meeting will focus on a look back at our financials and a look forward at where we're going. The Audit Committee will present their written and oral report on the financial review for 2023. Dan Bormann will help with a discussion on our Reserve Fund.
- Discussed several facets of membership:
  - when/how are members removed from the rolls and who reaches out to follow up with them and find out why they left. Feedback would be helpful. Sometimes members just seem to disappear and no one knows unless they notice someone isn't in the directory anymore or isn't in church. Membership Committee has started working on this but they only have 2 people right now and need more members.
  - announce new member classes well in advance
  - new member orientation is different than new member classes and could be handled by the Membership Committee

## Next Coffee with Council dates:

- August – Jean and Gary
- September - TBD

## Publicity: Continuing reminder to get information to correct person:

- Homepage scroll & Narthex Monitor – Christy/Kris
- Instagram - Emily
- Calendar and Sunday Bulletins - Kris
- Sunday announcements - hosts

# Approved Council Minutes 7/16/2024

## **NEW BUSINESS:**

- **UW Campus Ministry:** Joyce Thode reported that she spoke with Tor before he left on Sabbatical. He gave her contact information for Campus Ministry. Anyone who does this must take an online course called “On Campus For Good” which she has started. It talks about what to do before starting a campus ministry. She’s started asking people form a task force, committing to come to three meetings. Chelsea Globe is the local campus minister. Classes will start late September or early October, though our outreach there may not start until January 2025.

**Continuing Resolutions:** We need to have the Nominating Committee Continuing Resolution done so it is ready when Pastor convenes the committee in October.

**Action Item:** Kendahl and Sandy will work on this for the next meeting.

## **Spotlight on Volunteers:**

- July/August – Membership Temple Talk
- September – Personnel
- October – Stewardship
- November – Social Ministries
- December – Worship and Music
- January – Youth
- February – Building and Property

## **Council Corner Suggestions:**

- Personnel Policy
- Harbour Homes update
- Thank you to Kathy Chester for her Lutheran Counseling Network (LCN) liaison work
- Welcome Linda Chapman as new LCN liaison

**In an effort to keep the meeting from running too long, the rest of the agenda was tabled until our next meeting which will be Tuesday, August 20, 2024, in person and on Zoom, from 7-8:30 p.m.**

**Ho Brown adjourned the meeting at 8:50 p.m.**

Respectfully submitted by  
Kendahl Adjorlolo  
Council Secretary