

**DRAFT McFarland Lutheran Church Council
Meeting Minutes
Tuesday, June 25, 2019**

Call to Order

By Sharon Mylrea at 7:00 p.m.

Members Present (13): Pastor Tim, Pastor Kelli, Todd Bolstad, Cheryl Brown, Pete Ellestad, Jeff Gehrke, Mary Grell, Sharon Mylrea (Pres.), Ruth Poutanen, Kevin Strattan (Temp Sec.), Diane Wells (V.P.), Brent Odell (Treas.), and Renee Rodeck.

Members Absent (2): Steve Schoch and Rick Hall (Sec.).

1. Welcome

Sharon started by passing around cards with letters of the alphabet. Each person picked one word that started with the letter on their card and was indicative of what they think about being on Council in the last year.

2. Agenda review and changes

3. Devotion – Cheryl Brown –

What would you like for your Birthday? What is “Blessed” in terms of the Bible versus what we personally think “blessed” means? Those that are blessed are close to God but do not have a perfect life. Just because things are not going our way does not mean we are not blessed by God.

4. Treasurer/Finance Committee Report – Brent Odell

Cash Balances

Checking Account balance is \$93,552. Total Savings Account balance is \$491,842 of which \$45,477 is for ‘Debt Reduction’ in response to our mortgage reduction initiative.

Mortgage

\$6,360 remain in the Capital Campaign Building fund which will cover the principal portion of our mortgage payments thru August. Beginning in September debt reduction funds, received in response to our mortgage reduction initiative, will be used to make principal payments on our mortgages.

Additional contributions, that in the past went to the Capital Building fund to further reduce the principal on our mortgage will now be recorded as part of our mortgage reduction initiative and accounted for in our ‘Debt Reduction Fund.’

Our current mortgage balance is \$1,192,316 (*reduced \$3,351 from previous month*).

Our monthly mortgage payment has gone down with all the re-amortizations, so we only need to save \$20k instead of \$30k. The extra money will go toward the Mortgage Reduction.

Church Giving / Income and Expenses

Offerings received this month were approximately \$39K bringing YTD total offering to \$557,906. YTD church income (*which includes offering income*) was \$1,164,786, an increase of approx. \$88K from last month, and is @ \$34K more than our budgeted YTD amount. Additionally, YTD income is more than income received last year at this time by approximately \$66K.

Expenses for the month were \$104K bringing the YTD expense total to \$1,131,212 which are below budget. In addition, YTD expenses are less than actual income received by approximately \$33K. Committees and programs are operating consistent with or below budgeted amounts.

4K Income and Expenses – Page 3

Current YTD 4K expenses are lower than income received to date by approximately \$15K.

Pass Thru Summary – Page 4

Designated and undesignated giving totaled \$9,547 (\$5,093 of which was for our mortgage reduction initiative).

Memorials

YTD memorial amounts received are \$3,065.

5. Proposed 2019-2020 Budget – Brent Odell

Sharon opened it up for questioning.

- The Budget Report Summary has not changed since the last meeting when Council went over and questioned it.
- Snow Removal was discussed as the Budget is lower than this year's actual. The contractor we have for this typically charges the same every year so that is what is budgeted, however this year it was higher with salt costs and so on.
- Custodial expenses are the same as last year despite the restructuring of the cleaning this year. Next year the cleaning service will probably go under Property but it is too late to make a decision on this and change this year's budget.
- The budget went up from last year but that is primarily Personnel costs as we are proposing a 3% salary increase for all staff.
- Sunday July 7th, a Budget Synopsis will be released.
- Sunday July 14th, between services in room 210 there will be a Budget Forum. This is when the budget will be formally released to the congregation. This forum is to answer any questions the congregation has on next year's budget.

MOTIONS

Ruth Poutanen made a motion to recommend the budget to the congregation for approval at the Annual Meeting. Seconded by Mary Grell. Motion approved unanimously.

6. Annual Meeting – Sunday, July 28, at 11:15 am – Sharon Mylrea

- The agenda for the meeting will be printed in the annual report.
- It is strongly recommended that all of the Council attend this meeting.
- Immediately following the meeting will be a short meeting with the new Council to elect officers for the coming year.
- Council will be providing the treats. Finger food like bagels, fruit, donuts and such are suggested. Renee Rodeck volunteered to organize this.
- This is the last meeting for Diane Wells, Sharon Mylrea, Jeff Gehrke and Steve Schoch.
- Brent Odell has volunteered to continue to be the Appointed Treasurer next year.

7. Council Nominations for 2019-2020 – Jeff Gehrke

The nominations committee still has 3 of 4 positions filled. We are still looking for a 4th position (female). The list has not been exhausted and the committee is still working on it.

8. Personnel Committee – Sharon Mylrea

Staff Recognition Policy –

- Staff are recognized at the service they wish to attend, in the newsletter and in the bulletin insert.
- Staff are provided with a gift certification based on \$10 per year of service. This is done start at 5 years of service and every 5 years after that up through 30 years of service.
- Contact staff member to schedule Sunday recognition for a Sunday near to the anniversary date and the service they prefer to attend
- Ask the staff member to provide from which merchant(s) they would like their gift card; cash cards may not be gifted
- Place article in newsletter
- Place article in bulletin associated with week of public service recognition
- Cake is provided for staff anniversary milestones beginning with 15 years
- This is not in the employee handbook yet and it increases the amount previously awarded for each of the years. This will not be retroactive but will carry forward from now on if approved.

Limited Term Employment Change –

- Employee Handbook section 2.4 changed to read: Limited term employment means those who are hired to perform a grouping of duties and responsibilities and includes summer or seasonal employees and those whose employment term does not provide for attainment of permanent status. Limited term employees are not eligible for other benefits; they are entitled to Social Security benefits, as required by the Social Security Act (FICA).
- The title is to be changed from Temporary Limited Term Employment to Limited Term Employment.
- The motivation for this is to clear up this type of employment.

A motion was made by Renee Rodeck and seconded by Diane Wells that both of the changes be implemented. No opposition so the motion passes and the Council approves that the 2 changes above be added to the employee handbook.

9. Safety & Security – Sharon Mylrea

Action Items for Council Approval –

- 1) Education & Training on Situational Awareness is *voluntary but highly Recommended* for: Greeters, Ushers, Welcome Center people, Staff and Congregation. **Recommend** to Include VBS and Sunday School volunteers.

- a. Person Responsible – Brent Plisch, Deb Hettrick
 - b. Possibly 4 sessions this fall – Sundays between services. Vary scheduled times to allow for broad attendance. Plan for annual trainings for new members and volunteers.
 - c. **Recommended** versus required was discussed in light of the discussions we had for action item #9 below. We believe this is Recommended so it was added above. Furthermore we decided to add that this *is voluntary*.
 - d. We discussed that training would be twice a year and **not** a precursor for being a part of one of the positions above.
 - e. We added a second **Recommend** to include VBS and Sunday School volunteers to be clearer on this.
- 2) Conduct follow-up Security Reviews with McFarland Police- 6 month review and yearly thereafter.
 - a. Person Responsible – Brent Plisch, Deb Hettrick
 - b. Complete by 9/30
 - 3) Create Building Access Policy based on Facility Usage Policy - include open & closing times and specific entrances. Identify responsible person for each group signing a Facility Usage Agreement.
 - a. Person Responsible – Security Taskforce & Staff
 - b. Complete by 9/30
 - 4) Move Welcome Center location to see all three entrances at the same time.
 - a. Person Responsible – Rick Hall
 - b. Need to rearrange name tag & other items. By July 1.
 - 5) Greeters greet parishioners and apply Situational Awareness training.
 - a. Person Responsible – Rick Hall
 - b. See #1 – following training. Please see changes to action item #1 above.
 - 6) At least two ushers inside sanctuary sit in reserved location at the back of sanctuary, periodically check hallway and entrances during service.
 - a. Person Responsible – Rick Hall
 - b. See #1 – following training. Please see changes to action item #1 above.
 - c. Brent brought up the positioning of this and recommended sitting in the back aisle near the glass section (East Side) to have a better viewpoint of the entrances, not back where the pillar is which is obstructive to viewing angles.
 - 7) Install a false wall above the doorway to CLM classrooms. Assure proper ventilation.
 - a. Person Responsible – Diane Wells Properties
 - b. We discussed this point and Council decided to hold off on making a decision on this action. We are waiting for a further description on what is being proposed to be installed from Properties.
 - 8) Trim bottom 2 feet of bushes between back parking lot and playground.
 - a. Person Responsible – Jim Ellestad, Properties
 - b. CLM approval has been granted.

Action Items for Council Review and Discussion –

- 9) Expand CPR, AED and First Aid Training – *is voluntary* **Recommended** for Ushers, Greeters, Welcome Center Volunteers.
 - a. Person Responsible - Kristin Hildebrandt
 - b. Details being developed.

- c. Requiring this was discussed at length.
- d. **Recommended** and *is voluntary* should be used rather than required so that people are not scared away from fulfilling one of the jobs. This influenced our decision on the first action item.

10) Establish a primary location for medical supplies (AED's, tourniquets, First Aid items) and review supplies annually.

- a. Person Responsible - Kristin Hildebrandt
- b. Details being developed.

An additional action item for the Security Task Force to consider following discussions is:

- Discuss creating and maintaining a voluntary list of congregation and staff members who have medical training (i.e. CPR) and the worship service they normally attend.

In summary we have decided to consider the 10 action items with the following changes:

- Approving action item #1 with the wording adjustments as put above.
- Removing action item #7 for approval at this time.
- Approving action item #9 with wording adjustments as put above.
- All other action items are to be approved as written.

Cheryl Brown made a motion to approve the above action items as altered by the summary and Ruth Poutanen seconded. No opposition was offered so the Council approved.

10. Pastors' reports – Pastor Tim, Pastor Kelli

Pastor Tim:

- Pastor Tim reported that MLC has a new website! Carrie Kruzan was responsible for this work. Dennis Knutson maintained the old web site going for 12 years and has done a wonderful job.
- There is a youth gathering from July 7 – 10th, at Gustavus Adolphus College. Chris Landerud and 3 adult councilors along with about 20 youth are going. A blessing will be held at services on June 30th at 10 am for this gathering.
- Life touch photo directory appointments are now available. Sign up dates are July 9-13 and July 16-20 with various times throughout the day. Congregation members can sign up manually at the office or they can attempt to do it online. The last photo directory was 5 years ago so it has been a while since this has been done.
- Chris Cole has taken a new call to be a youth director at her church in Evansville. She has been serving MLC at CLM for 11 years and will be missed. Her last day will be August 23rd.
- Two adult faith formations are coming up:
 - Halle Siebert is coming July 21st to center around her trip to the Holy Land at 9:15 in between services.
 - On August 11th a faith formation will be done centered around congregation member's Puerto Rico mission trip.
- Pastor Tim has the opportunity to serve on the Lutheran Campus Ministry Board of Directors for the University of Wisconsin for 3 years. Tim started officially today (6/25/2019). Campus Pastor Emily Tveite leads this board on campus and will come to MLC to on August 4th to preach at the 8 and 10 am services.
- Pastor Tim has 2 Vacations scheduled:

- July 14 – 18th
- July 29 – August 5th.

Pastor Kelli:

- The 20-40 group had a successful date night with 4-5 couples. July 18th will be the next event which will be a picnic dinner and ice cream at 6:30 p.m.
- Vacation Bible School (VBS) is scheduled for July 21 – 25th. They will sing on July 28th.
- VBS training is being offered on July 2nd at 7:30 p.m. and July 7th at 9:15 a.m..
- The VBS offering is teaming with the Health and Wellness Committee. They are collaborating to support the Road Home Dane County. This is a local agency that helps homeless families with children.
- Pastor Kelli will be Vacation June 27th – 30th.

Mission opportunity

Pastor Rachel (Brost) Powell, a long time member of MLC before becoming ordained, is serving as pastor at St. Timothy's Lutheran Church in Albuquerque, NM. Her congregation and others ecumenical groups in her area have been asked by federal and local authorities to serve humanitarian aid for those people seeking legal asylum in the U.S. Their church serves 2 meals a week serving 150-250 people a week as they transition to being positioned somewhere with sponsors. These meals cost the church about \$150 a week currently. She has reached out to ask for some support from other ELCA Congregations including MLC. MLC pastors sent an assistance check for \$750 to St. Timothy's to help the meal costs from our discretionary fund in May.

Pastor Tim is proposing a one-time appeal this fall to raise funds for this action at St. Timothy's. There are indications that the number of people can rise to 1,000 people 2 times a week! Council discussed this and seemed favorable to this proposal. Pastor Tim would like to bring this up at the August meeting but wanted to bring it up for prayers and thoughtful contemplation by the Council.

Adjourn and Closing Prayer – Mary Grell and Cheryl Brown moved to adjourn at 8:53 p.m.

NEXT MEETING: Following the Annual Meeting

ANNUAL MEETING -- Sunday, July 28, 2019 – 11:15 am