

**Our Saviour's Lutheran Church  
Council Meeting Agenda  
02/22/24 6:30 PM**

**Business Meeting: 6:30 – 8:00 pm**

**Council Members:** Pastor Leta, Pastor Michael, Chris Bachman, Mark Butler, Amy Buxton, Bill DeHaven, Aspen Fogo, Alex Hargleroad, Stuart Hennen, Tyann Kuehnast, Melody Mistr, Scottie Moore, Kimberly Nichols, Shannon Wagner, Adrienne Watz

Absent: Amy Buxton (proxy Shannon Wagner), Bill DeHaven (no proxy), Melody Mistr (no proxy), Chris Bachman (proxy Scottie Moore)

**Ministry and Connections**

- Connections and Devotions: Pastor Leta (Seed of Joy – 2 Peter)
- [Pastors' Report](#)
- Committee reports (if available)
  - **Scottie (OOW)** – January's project was the hand warmers and raised \$1,165.65; Feb/March – project is Mobile Laundry Truck; April project is to support the youth trip
  - **Stuart (Endowment)** – working to rewrite their bylaws; will be presented to Council once the draft is ready. They have funds available to spend in the coming year and will touch base with Council about ways to utilize these monies.
  - **Adrienne (Security Team on behalf of Bill)** – the committee has been checking out vendors, computer equipment, cameras and parking lot lighting
    - John Sawyer recently joined the committee
    - Have been working as a group on answers for the grant with hopes of those monies covering the cost of equipment – grant due to Homeland Security by the end of March 2024m
    - Focus is on securing as single door entry controlled through a computer/camera at the office entry, which will help understand our traffic patterns (we host approximately 200 people per day)
    - The building will be rekeyed after the installation of the new equipment and key fobs and/or planned entry times will control the doors
    - Detailed timing and cost of the equipment will be reviewed in early March and sent to Council/Exec. Committee for approval
  - **Adrienne (Preschool)** – registration started a bit ago – six students signed up thus far; UPK registration starts in late February to early March; \$25,428 in revenue thus far;
    - Total assets as of 1/31/24 - \$25,428

**Working Group Sessions: Welcome, Stewardship, Executive**

- Orientation on Working Group Meeting Model
  - this will start next month; Executive will join Welcome and Stewardship for the first month or so
  - Half the council will be on Welcome, half on Stewardship. We will develop a guiding document of things that need attention/tasks to be done. Executive will meet during this time for strategic planning - this will be focused on the water mitigation/possible capital improvement plans
  - The goal is to spend 30 minutes or less each meeting to work on action planning for specific ministry areas and include a quick report back time to the full group
  - Group breakdown included on page 2 of agenda
- **Orientation on What Council Members Do (full group)**
  - Be an active member through attendance, leadership, and giving.

- o Be aware of activities, events, and focus of the congregation and be able to communicate them to others or send them to an appropriate resource or person. Be present as possible at these events
  - o Understand and learn the function of the church and mission of the congregation.
  - o Listen to members of church and be a positive advocate.
  - o Represent the council's viewpoint as a whole once a decision is made.
  - o Supportive of each other and be accountable.
  - o Participate in council activities, meetings, emails, and congregational events.
  - o Serve as a Liaison, Leader or representative to various other groups in the congregation in your area of service (decided at council meeting in January).
  - o Communicate positive support of decisions.
  - o Accept everyone's opinion as okay and valuable to be heard.
  - o Hear all opinions.
  - o Express your own opinion even when uncomfortable.
- **Orientation on [Council Member Roles](#) and Open Non-Executive Council Member Roles (full group)**
    - o We are currently in need of the following:
      - Property Representative – **Stuart Hennen (filled)**
      - Preschool Representative – **suggested to check in with Amy Buxton (Adrienne will follow up with her)**
      - Community Outreach Representative – **Scottie Moore (filled)**
      - Stewardship Leader – to help facilitate the Working Session discussions – **Kimberly Nichols (filled)**
      - Welcome Leader – to help facilitate the Working Session discussions – **Scottie Moore (filled)**
      - Soup Supper Leader – **still needs to be filled**
      - Need 2 representatives for the Budget Committee - **still needs to be filled**
      - Need 1 representative for Nominating Committee - **still needs to be filled**

#### Actionable Items that Require a Vote

- **Approval of [January Minutes](#)**
  - o Motion – Kimberly Nichols
  - o Seconded by – Mark Butler
  - o No discussion; motion passes and minutes approved
- **Acceptance of [Treasurer's Report](#)**
  - o \$89K in revenue, \$71K in expenses last month
  - o Lost checks from last year finally got situated
  - o Motion – Tyann
  - o Seconded by – Stuart Hennen
  - o No discussion; motion passes and Treasurer's Report accepted
- **Approval of Monthly ELCA Giving**
  - o Motion – Mark Butler made a recommendation to send our remaining balance from January 2024 to the Synod
  - o Seconded by – Stuart Hennen
  - o Discussion –
    - Can we slate next month's allotment to Lumin today? Recommendation to make this motion at the March Council meeting

- o Motion passes to send our remaining balance to the Synod
- **Original Approval of Council Meetings moving to the 3<sup>rd</sup> Tuesday of each month**
  - o There's a suggestion to move the monthly Council meeting to earlier in the week (Tuesday), so any action items can be completed within the week
  - o Having the meeting later in the month (3<sup>rd</sup> week) also allows the Finance Committee to have a better handle on the budget
  - o Adrienne encouraged everyone to take a look at their calendars and share any conflicts and challenges with her by email
  - o Recommendation to do an email vote since not all members were in attendance at the February Council meeting (2/22/24); Adrienne will send out an email to check in with members who were not in attendance
  - o Most of the members in attendance shared that Tuesdays would work better with their respective calendars
- **Updated Approval: to move the March Council Meeting to the 3<sup>rd</sup> Tuesday of March (March 19<sup>th</sup>) and to move all future meetings to the 3<sup>rd</sup> Tuesday of each month pending no major conflicts from any of the Council members**
  - o Motion – Mark Butler
  - o Seconded by – Shannon Wagner
  - o No discussion; motion passes
- **Approval of [Annual and Congregational Meetings Proposal](#)**
  - o Kimberly asked when we normally approved the budget – January of each year
  - o Motion – Mark Butler
  - o Seconded by – Adrienne Watz
  - o Discussion – new proposal is to elect new Council members AND vote on the budget each November, instead of new members in November and coming year's budget in January
    - This allows flexibility in making corrections to the budget as necessary in the new year
    - It also gives the finance members more time to set payroll for the coming year
    - If approved, this proposal would require that the full budget process start earlier in the year
  - o Motion approved

#### **For Information Only**

- Council-sponsored Lenten Soup Supper sign-up – March 20<sup>th</sup>
  - o Sign-up was passed around at the meeting
  - o Need volunteer to lead this event – **still needs to be filled**

#### **Upcoming Dates**

- March Council Meeting – Tuesday, March 19<sup>th</sup>, 6:30 pm
- Synod Assembly – April 25<sup>th</sup>-27<sup>th</sup>; Hannah plans to attend; one more member can attend – let the Pastors know if you're interested

#### **Questions**

#### **Prayer/Blessing**

#### **Adjourn**

#### **Working Groups:**

#### **Welcome:**

- **Tyann, Scottie, Adrienne**
- Consider how we welcome people when they visit
- How do we train the congregation to greet and welcome
- What type of presence is needed in the narthex? Other places?
- Plan a spring and fall newcomer class and welcome

**Stewardship:**

- **Mark, Stuart, Kimberly**
- About Once a month feature a story of either time, talent, or financial giving either in the newsletter, as an in-worship announcement, special video/photo (whatever works!)
- Decide a date for a commitment and celebration of gifts Sunday and plan this event
- Create a report on giving for the year – telling stories of where gifts went/go to be published in November

**Executive Strategic Planning:**

- **Pastor Leta, Pastor Michael, Tyann, Adrienne, Shannon**
- Collect data and information from the water mitigation team, columbarium, and property for possible developments and upgrades– who needs to be in the discussions, etc.

**Yet to be Assigned:**

Amy  
Chris  
Bill  
Aspen  
Alex  
Melody