

Council Meeting February 21, 2016 Faith Lutheran Church, Meadow Vista, CA

I. Meeting called to order at 11:46am by Carolyn Peterson

In attendance: Carolyn Peterson, Tony Freitas, Michelle Hamil, Pastor Lines, Colleen Hogan, Carlos Del Pozo, Kathy Van Zuuk, Ann Linkugel, Mark Duarte, Amy Dieter

Absent: Mike Krall

Total members present: 10

Total members absent: 1

Quorum present: Yes

II. Devotions/ Mission, Vision and Values, Pastor – Growing Together, Spiritually. M/V/V read by Colleen.

III. Approval of Jan 2016 minutes

Motion by Tony to approve minutes with edits. Seconded by Kathy.

Pass: Unanimous

IV. EXECUTIVE REPORTS

a. Pastor: Report as emailed. Applied to Synod for Warren Trust Fund Grant. Awarded \$500 to off-set cost of FLC day camp.

Report from Music Director, Pastor: Janine Dexter is working to grow youth music ministry. She has extended an invitation to iLearn Academy to join in programs. Janine has applied for a grant and is actively looking for outside funds to support our music program. Increased participation in programs could require more space to hold sessions.

b. Treasurer, Tony: Report as emailed. The year started well with net income \$3,730. Expenses were lower than anticipated. Barbara and Tony worked very hard to make sure designated fund balances were correct and are as indicated in Treasurer's Report.

Carolyn: Kudos to Tony for condensing information so well for our review.

Action: Tony to send Janine Dexter reports pertaining to her ministry.

V. PROGRAM REPORTS

a. Education, Scott Stonestreet: As emailed.

b. Hospitality/Witness, Cam Bennett: None.

c. Service, Colleen Hogan: Report as emailed.

d. Worship, Leah Cole: None

e. Prayer/Healing, Ann: As emailed. Handouts regarding Stephen Ministry provided for Council review. Healing Team is moving forward with program. Program trains mentors and is well organized. Training provided is week long. Per person to attend is \$1,097. There is also a church fee (\$1,675) which the Hettig-Warrens have offered to pay. Need to determine how the cost of training will be paid for. On-going costs include handout materials, etc.

Question, Carlos: Is there currently a list of people in our congregation that need the kind of care this program trains for? Answer, Ann: Yes and list of people changes frequently but includes a stable list of shut-ins, etc.

e. Site Improvement, Carlos Del Pozo: None.

Frequency of reports, Michelle/Tony: Feel that it is important that program reports are given at least once quarterly so that we have proof of how our programs are meeting the needs of the congregation. As representatives of congregation, it is important that we can answer questions from congregational members regarding our programs. Feel we should have reports quarterly so that we can fulfill our obligation to be informed.

Action: Pastor to send request to ministry heads to submit report at least once a quarter and when something requires Council approval.

Action: Colleen to add blurb on bulletin board directing people to the website to see Treasurer's report and Council Meeting minutes.

VI. OLD BUSINESS/ACTION ITEMS

a. Capital Campaign update and prioritization, Pastor: Campaign has \$231,000.00 in pledges with \$55,895 in the bank. People have been faithful to commitments and feel Campaign is a good idea. Seems likely that we will meet goal of \$300,000. Steve Bennett and Lisa Achen agreed to be Project Managers. They, Carol Davies and Pastor met last week to review projects. They agree that the roof with bell tower and HVAC are first priorities. No project will commence without Council review and approval of bid. Steve and Carol researching possibility of solar panel installation on Sanctuary building; cost-to-benefit more than likely will not be practical.

Action: Carolyn to ask Jan to research grants available for ADA accessibility upgrades

Council set priorities for first 5 projects keeping projects that address safety concerns foremost:

1. Repair bell tower: wooden supports are rotten (bid not available)
2. Reroof Sanctuary (\$20,000-\$40,000)
3. Electrical upgrade/maintenance in Sanctuary: test all outlets and grounding, repair/replace as required; replace breaker box (<\$5,000)
4. HVAC in education and administration buildings: replace units, if necessary; install digital thermostats; assess cost of creating two zones (vs. having one zone) in education building (\$14,000; additional bid for zones in ed building required)
5. Administrative building flooring: replace carpet and perhaps vinyl depending on condition of subflooring and cost (\$4,000-\$5,000)

Remaining high priority projects, in no particular order:

- Elevator in Sanctuary/Fireside Room: was recommended that elevator shaft run from unused space to the right of the main Sanctuary (when back is to the altar) down to the supply closet outside the kitchen in the Fireside Room. Addresses ADA considerations. (\$30,000 plus construction of supporting framework)
- Fireside Patio redesign: addresses play area safety and patio beautification; ADA parking considerations (\$18,000-\$20,000)
- Fireside Room renovations: addresses sound muffling (bid required)
- HVAC in Sanctuary: replace vertical zoning with horizontal zoning (bid required)
- Front lawn landscaping: xeriscaping and sidewalk repair/replacement (bid required)

- Flooring in education building (\$4,000-\$5,000)
- Lighting and electrical in education and administration buildings: update and enhance lighting, test all outlets and grounding, repair/replace as required (bid required)
- Drainage on west side of Sanctuary: reimburse unrestricted funds

b. Men's Group update, Tony/Mark: Decision made to have alcohol only at October Fest, every other Men's Group event including meetings will be alcohol-free. Policy needed that outlines steps for alcohol service and consumption at other events (i.e., wedding receptions).

Action: Pastor, Tony, Carol Davies and Tom Elmore will put a policy together and bring to Council for approval.

VII. NEW BUSINESS

a. Youth and Family Director Job Description Initial Report, Carlos: Subcommittee met, reviewed existing job description and made initial draft. Consulted with Joel Rothe who gave insightful feedback on draft. Will meet with Joel this week and job description will be ready for presentation at Retreat. Overarching question subcommittee is working with: what is appropriate amount of work to expect someone to do in 20 hrs?

Suggestion, Pastor: can look on synod site for other churches job descriptions; research online.

b. Interview for bookkeeper, Tony: Pastor screened two applicants and Tony and Barbara Wauters interviewed both. One candidate was selected. Bookkeeper will have start in April. Flat fee of \$600 a month is charge which is over our projected budget but is fair given the number of hours required. References will be checked. Candidate would like us to use Quick Books Pro (which would be housed on-campus) which she could use to do work remotely and would also come on site when required. Barbara agreed to do some of the work in order to bring cost down.

Motion by Tony to proceed with hiring of candidate with understanding we will try to reduce her hourly work effort by 1/3 in order to contain costs to or within budgeted amount. Seconded by Colleen.

Pass: Unanimous

c. Reminder, Council Meeting and Retreat: March 5th, lunch is provided

Action: Rick Brown will take pictures of new Council members for bulletin board.

Action: Council meeting summary presentation to congregation: Kathy

Motion by Ann to adjourn meeting. Seconded by Mark.

Pass: Unanimous

Meeting adjourned at 1:11p