

# Mar 2024 Council Meeting Minutes

The Holy Love Council Meeting held via Zoom on March 19th, 2024

## Attendees:

Ashley Noyd (Council President), Laura Flynn, Eric Hermanson, Pastor Brittany Kooi, Harry Laubach, Carol Smith, Melissa Waples & Lindy Whitney in attendance

## Minutes:

1. Call to Order - **Meeting started 7:02pm**
2. Opening Devotion (Melissa Waples); ELCA Women's History month reading
3. Roll Call - All council members in attendance except Ed Truett
4. Open Discussion for Congregation: No attendants from congregation
5. Approval of Previous Meeting Minutes
  - a. December Council Minutes - not available yet
  - b. **A motion to approve February 2024 Council Minutes** was made by Melissa Waples, seconded by Carol Smith. **The motion was carried unanimously.**
6. Committee/Task Force Reports
  - a. Pastor's Report (Pastor Brittany Kooi)
    - i. Council gmail had been set up - nothing sent yet. It was shut down for a week but was rectified with Google.
    - ii. A clothing sale fundraiser with preschool will be held Sat 6/8/24 - collections will start post-50th anniversary. Kids clothes only, all at \$1 ea. There will be a need volunteers to support/sort clothes, etc.
    - iii. Pastor will be announcing her April vacation time during services in March
    - iv. Will need people to help serve communion
    - v. Synod assembly - April 25th-27th, Carol Smith and Laura Flynn will attend as the lay vote for the bishop election.
  - b. Property (Ed Truett)
    - i. Reviewed Ed's report (not in attendance)
    - ii. Roof leaks from the snow melt
  - c. Finance (Lindy Whitney)
    - i. Slightly ahead on giving, but also some additional expenses.
    - ii. Reviewed audit report. Recommendation to have Steve sign it.

- iii. Melissa Waples addressed Carol Smith's question from last meeting regarding specific giving allocations
  - d. Preschool (Pastor Brittany Kooi)
    - i. Meeting schedule has been updated, so they did not have financial reports ready for this month's council meeting.
    - ii. Addressed the concern regarding a candidate who had applied to an open preschool position. PBK reiterating the ELCA statement on homosexuality, and a recommendation to have an adult ed opportunity (July would be the earliest opportunity to do this, more likely fall). Laura recommended/suggested having the youth attend as well—leaving it open beyond simply “adult ed”.
  - e. Christian Education (Laura Flynn)
    - i. No meeting this month; meeting was prior month
    - ii. Easter Egg hunt, Palm Sunday coming up
    - iii. \$90 raised for 3 pigs from the ELCA good gifts catalogue.
    - iv. Day Camp registration will open April 1st
  - f. Worship & Music
    - i. Nothing new to report
  - g. 50th Anniversary (Pastor Brittany Kooi)
    - i. Postcards have arrived and will be sent to the mailing list, additionally congregants can take some to mail themselves. Invitations will be posted on Preschool and church Facebook pages. Preschool staff will be doing a presentation.
    - ii. Logan's design won the logo competition
- 7. Old Business
  - a. Review open Action Items from 02/2024 Meeting
    - i. December Meeting minutes
    - ii. PBK still to update the structural flow document
  - b. Document Revisions
    - i. Facility Usage
      - 1. Digital forms for facility usage request, introduced. Would still allow for paper option.
      - 2. Laura Flynn also mentioned the expense report being made digital as well
      - 3. Agree that removal of the “6 weeks prior” requirement for requests would be fine.

4. Certificates of Insurance and request forms are kept in records. Preschool formerly had to submit both form types.
  5. Laura recommended another tier for HLP family usage (affiliates) - different costs and/or requirements for deadline for request submission. This would be a good way to support our community and for them to become familiar with the facility.
- ii. Constitution
1. Melissa Waples had concerns about, based on her experience on the committee in the past, that the Secretary role should be more formalized as they are a member of the Executive committee, not just a note taker. Laura Flynn's feedback was that there is not even an executive committee anymore (due to congregation size).
  2. Potential update to Chapter 13: should the constitution state that the executive committee is not required to meet?
  3. Notes for Beth: that the living document needs to address the executive committee and the secretary.
- iii. By-Laws
1. Timeline for ratification: after the 50th anniversary (not a lot of bandwidth pre-summer, perhaps postponed until September to allow folks time to review). Pastor Harry pointed out that if it's fed down from the synod, we perhaps would need their permission to review what we have so far. Carol Smith said that the ELCA template has a specific POC that can review congregation constitutions, in order to prevent a lot of back-and-forth with the congregation.
  2. Need to emphasize to the congregation what can/can't be revised
  3. Pastor Brittany suggested decommissioning the bylaws; Carol Smith agreed that we could integrate into the constitution
  4. Ashley Noyd recommended that there should still be some sort of artifact capturing what each group does/how it's done. Something that is dynamic/updateable—a "living document"
  5. Laura Flynn said that there is so much institutional knowledge that is intimidating for anyone else to take on

6. Melissa Waples suggested it as an addendum to the constitution. She did like seeing the descriptions of some facets of congregational life, even if they're not utilized right now. Potential place to include this in the Constitution is in Chapter 14.
  7. Lindy Whitney expressed that there is some concern from a faction of congregants that we are not following the bylaws since not all of these committees are functioning based on our size.
  8. PBK emphasized that the VRSM is helping to change this perspective to focus on a "living document". Asked for volunteers to help with that—Pastor Harry volunteered to help with it.
- c. Grants Task Force
    - i. Nothing new beyond what Ed has said. No date for when the grant is due (isn't even open for submission yet)
  - d. New Custodial position update
    - i. List of all the things that need cleaning for the preschool has been produced, and need to make an equivalent for the church side. There is a preschool teacher interested in doing so — still require the job posting and coordination with Personnel on that.
8. New Business
    - a. Recycling Initiative (Ashley Noyd)
      - i. Ashley Noyd inquired about current state of recycling at Holy Love. HL does not have a formal recycling program, the preschool does not recycle at all. Congregants will occasionally take the recycling home. The church looked into getting recycling in 2021, but added \$100/month in cost for waste services.
      - ii. As part of Ashley Noyd's Girl Scout Troop community service, they are investigating a project with Holy Love. Potentially would fund receptacles and signage for what is recyclable.
      - iii. Potential opportunities for Holy Love to serve the community with hazmat recycling, electronics recycling, etc.
    - b. Housing allowance payment (Pastor Brittany Kooi)
      - i. Pastor Brittany will be taking FMLI leave but the state of Colorado does not recognize her full salary (clergy tax impact) — request to be paid \$445.44 during the time of her leave.

- ii. Lindy Whitney clarified whether this needs to be routed through Preschool payroll, however, PBK is requesting a check directly from the church. Reallocation of budget from Salary would cover this one-time payment.
- iii. **A motion was made to authorize the payment of Pastor Brittany of \$445.44 from the Salary budget, not payroll, to cover the housing allowance during FAML leave** by Laura Flynn, seconded by Melissa Waples. **The motion carried unanimously.** Pastor Brittany Kooi is to issue a check request and to notify Donita and Jo so that they don't request payroll during that time period.

9. Closing Blessing (Pastor Brittany Kooi)

10. Adjournment

- a. **A motion was made to close the meeting** by Melissa Waples, seconded by Laura Flynn; **the motion carried unanimously.**
- b. **Meeting was closed at 8:22pm**
- c. A devotion volunteer was not selected before the end of the meeting.

Task	Assignee	Due Date
December Council minutes	Laura Flynn	4/12/2024
Add signature to audit report	Finance Committee	COMPLETE
Update Structural Flow document per discussion notes	Pastor Brittany Kooi	N/A
Create Custodian job description	Personnel Committee/Pastor Brittany	4/12/2024
Send February Minutes to Lori to publish	Pastor Brittany Kooi	3/31/2024
Send Constitution and Facility Usage notes to Beth Whitney	Ashley Noyd	4/12/2024
Begin working on VRSM living documentation	Pastory Brittany Kooi/Pastor Harry Laubach	N/A
Check request and notification to payroll/personnel	Pastor Brittany Kooi	3/31/2024
Volunteer for opening Devotion	Ashley Noyd	4/12/2024

Next Meeting Date: April 16th, 2024, 7pm (Zoom)