

Feb 2024 Council Meeting Minutes

The Holy Love Council Meeting held via Zoom on February 20th, 2024.

Attendees:

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

Minutes:

1. Call to Order - **Meeting started 7:02**
2. Opening Devotion (Ed Truett): Psalm 25; talking about parallels with Lent and passages in the Bible that relate to roads/paths
3. Roll Call & Introductions: each attendee provided their Council experience and what their goals are for the 2024 Council
 - a. Laura/Ed volunteered to share responsibilities again of Vice-President
 - i. Ed will serve as VP Feb-Jul
 - ii. Laura will serve as VP Aug-Jan
 - b. Council agreed to have Debbie Anderson serve as Secretary (will document minutes from Zoom recordings as provided by Pastor Brittany)
4. Open Discussion for Congregation: no congregant attendees
5. Approval of Previous Meeting Minutes
 - a. December Council Minutes - not available yet
 - b. **A motion to approve January 2024 Council meeting minutes** was made by Melissa Waples, seconded by Eric Hermanson. **The motion carried unanimously** (Carol Smith abstained as she was not in attendance for January meeting).
6. Committee/Task Force Reports
 - a. Pastor's Report (Pastor Brittany Kooi)
 - i. Lock-in with All-Saints will be held in the Fellowship Hall. Pastor Chelsea and Pastor Brittany will be in attendance; they are looking for help with breakfast and chauffeurs to take people to Hampden Hills. Ed Truett mentioned that alarm will have to be disabled that evening or set in "stay" mode
 - ii. Worship & Music committee has decided to have Easter services at 9 & 11.
 - iii. Pastor will be out of town March 6th - March 8th

- iv. Rev Shayna Wibel will preach 3/10 with an adult education hour afterwards (re: Habitat for Humanity); Pastor Jim and Pam will preside during service.
 - v. Pastor Brittany is going to request time off in April per Colorado's FMLI act (only cost to church would be pulpit supply for the 3 Sundays post-Easter). She will not take it if her request from the state is not approved
- b. Property (Ed Truett)
- i. Furnace installation company also came and replaced the a/c condenser. Final payment was made to them.
 - ii. Five snow events so far—working with the company to better time their work (i.e. preschool drop off)
- c. Finance (Lindy Whitney):
- i. January was started in good shape re: giving.
 - ii. **A motion was made for the dedication of giving for Lent services to be toward Holy Hammers** by Melissa Waples, seconded by Pastor Brittany Kooi; **the motion carried unanimously.**
 - 1. This 25th anniversary of HL participation with Holy Hammers. Their goal is to raise \$150k to sponsor a build of a home in Augustana.
 - 2. The giving dedication encompasses all Lent services (Ash Weds/Weds services/Maundy Thurs/Palm Sunday/Good Friday)
 - iii. Ed Truett inquired about earmarked giving for Property needs that were matched; Melissa Waples will provide those numbers to the Council
 - iv. Carol Smith had an additional question regarding Special Giving/Benevolence from the annual—was there a lag in paying out (discrepancy for income/expenses). Melissa Waples to provide that answer.
- d. Preschool (Pastor Brittany Kooi):
- i. Preschool board meetings will move to the second week so minutes will be available prior to Council meetings.
 - ii. Potential staff transitions at the Preschool.
 - iii. There will be a rummage sale 6/8 (clothes only) - profits will be split 50/50 (Preschool to use their portion toward scholarships, Church portion towards property)
- e. Christian Education (Laura Flynn):

- i. Spiritual gifts inventory—Beth Whitney is working on drafting a modified version that is more kid-friendly
 - ii. Easter Egg Hunt: need volunteers/candy; announcements will be in this week
 - iii. Discussed scholarships for RT Confirmation Camp
 - iv. Laurie/Lauren would be supporting the Palm Sunday Breakfast
 - v. Joint Trunk or Treat with the Baptist Church
 - 1. Attempted to do the Easter Egg hunt jointly last year, but due to Council approvals on their end there was not sufficient runway to combine efforts
 - f. Worship & Music (already addressed in Pastor's Report)
 - g. 50th Anniversary (Pastor Brittany Kooi)
 - i. Community fair has been folded into the Open House on Sunday (bounce house, stations, etc). Laura Flynn offered that Christian Ed can help with the event.
 - ii. Ed Truett has been working with History committee (Bob, Greg, Roger, Jim) — meeting on Wednesday to finalize some things for the anniversary
 - iii. The tree slice that will be hung in Fellowship Hall will have approx 60 items that will be noted on the slice (first service, pastor tenures, etc.)
7. Old Business
- a. Facility Usage Document - Laura Flynn provided the Sept 2017 copy.
 - i. Action for everyone to read the Facility Usage document and provide feedback/changes to Ashley Noyd prior to March meeting
 - ii. Ashley Noyd will combine all updates prior to the March meeting
 - iii. Laura Flynn will send a word document
 - b. Constitution Revision
 - i. Ashley Noyd will send the comparison file for Council review.
 - ii. Council members requested to provide feedback prior to March meeting
 - c. Grants Task Force
 - i. Ed Truett has been working on the Building Security FEMA grants (first meeting on Feb 4th)—the Congregation Security/Safety committee will be putting together policies/procedures. Grants will have to be written in May/June timeframe.
 - ii. Possible opportunities for grant money for fire panel, exterior cameras, etc.

8. New Business

- a. Time limits for agenda items on Council meetings
 - i. Ashley Noyd introduced a resolution to have timing guidelines on the next 4 meeting agendas (March, April, May and June)
 - ii. **A motion was made to incorporate timing guidelines to Council Agendas** by Melissa Waples, seconded by Carol Smith; **the motion carried unanimously.**
 - iii. Carol Smith also recommended tracking action items in meeting minutes. Harry Laubach mentioned designated specific items as action items and others as discussion items
- b. Structural flow of Congregation
 - i. Pastor Brittany gave an overview of the structure; making clear what the role of the Council is within the Congregation. This document will also make it more clear who is responsible for what to the congregation.
 - ii. New Council email: holylovecouncil@gmail.com . Hannah will check weekly and forward as appropriate
 - iii. Will be included in the Directory, also needs to be put in bulletin, website, emails, eNews, etc.
 - iv. Lindy Whitney suggested that the Structural flow should reference other command media/supporting documents. What is the value/role of these documents?
 - v. Pastor Brittany will update Structural Flow
- c. Update to by-laws
 - i. Council decided this should be done in conjunction with the Constitutional ratification (single Congregational meeting)
 - ii. Discussion regarding the role of the by-laws (internal government) vs Constitution (fundamental principles; flow down from ELCA updates to their recommended constitution)
 - iii. Recommendation from council that the purpose of these documents is communicated to the congregation to facility the ratification meeting
 - iv. Ashley Noyd will send out current bylaws
- d. Changing Janitors
 - i. Pastor Brittany introduced a discussion to change janitorial service. She has already introduced this with Property and Preschool committees. Currently paying \$32/hour minimum and not happy with

current job performance. Proposal to hire an individual as an employee of HL.

1. Potential cons: no backup as you do with a janitorial service.
 2. Benefits: saving money (\$18/hr x 10-15 hrs/week). Could also have periodic cleaning of additional areas.
- ii. Recommend having a specific list of expectations/duties, writing a job description—action for Pastor Brittany and Personnel. Will bring to Council at March meeting
 - iii. Need investigation into costs/factors for new employee (i.e. background check, insurance (bonded), workman’s comp, (need to check with liability insurance), Paid Time Off, etc
 - iv. Current contract should be a baseline for the nature of the work that would need to be done. Also could get a quote from someone that accurately assesses hours needed to complete requested tasks (i.e. Sanctuary should be done 1/week, dusted/vacuumed, etc)
 - v. Timeframe: job description by March Council meeting; hopefully have someone by 50th anniversary
 - vi. Current contract is month-to-month, can cancel with 30 days notice.
9. Closing Blessing (Pastor Brittany Kooi)
10. Adjournment
- a. Next meeting devotion: Melissa Waples
 - b. **A motion was made to close the meeting** by Eric Hermanson, seconded by Ed Truett; **the motion carried unanimously.**
 - c. **Meeting was closed at 8:21pm**

Action Items:

Task	Assignee	Due Date
Review Facility Usage document, Constitution comparison document, and By-laws; Send feedback to Ashley Noyd	ALL Council members	3/17/2024
Publish Council email address (announcements, eNews, Directory, etc)	Pastor Brittany Kooi	N/A
Update Structural Flow document	Pastor Brittany Kooi	3/19/2024

per discussion notes		
Create Custodian job description and investigation re: hiring	Personnel Committee/Pastor Brittany	3/19/2024
Send January Minutes to Lori to publish	Ashley Noyd	2/22/2024
Send Constitutional Comparison Document & copy of bylaws to Council	Ashley Noyd	2/23/2024
Create consolidated Facility Usage redlined, Constitutional revision feedback and bylaw feedback documents	Ashley Noyd	3/19/2024
Provide information re: amount of earmarked funds for Property to Council	Melissa Waples	3/19/2024
Prepare December Minutes for approval at next meeting	Laura Flynn	3/19/2024
Send facility usage document (.doc format) to Council	Laura Flynn	2/23/2024