

KRCL Council Minutes
5/4/25

Present: Helene Hedlund, Ed Lee, LeAllan Estrem, Vicky Gorman, Jan Swanson, Kay Bloom, Steve Berger, Jillian McCorison, David Grong

Absent: Pastor Susan, Anne Jaspersen, Gretta Ojard

President Helene Hedlund called the meeting to order at 10:15 AM.

Secretary Minutes: There was a **motion to approve the minutes** from 3/9/25, it was seconded, and **passed**. The minutes will be sent to Jim Allert to be posted on the KRLC.org Web site.

Treasurer Report: **Ed Lee**, gave a quick report, recapping KRLC is on track with a short monthly cash flow but great investment amount in the funds. This year will one of change, the future is hard to predict, presently all is good and readjustments may be needed in the transition from an Interim Pastor to a new permanent Pastor.

Ed reviewed that the **Endowment Fund and the Columbarium Fund** are healthy.

The Insurance coverage for KRLC was also discussed, it was decided to keep the current Insurance coverage as it is in the present state.

There was a **Motion was made and seconded to accept Treasurer Report** as presented, **the Motion was Passed as presented**.

The Pastors Report was attached to the agenda.

The opening prayer was given by Kay Bloom, it was given late to ensure the presence of a Council member who had the death of a family member.

Jan Swanson requested an increase for **Communion** distribution help in the summer due to moving outside. Communion is served on two levels, the upper and lower level. Helene thanked Jan for volunteering to coordinate the Communion servers.

Phil Berge has chaired the Endowment Committee, the Council accepted his letter of resignation and it will go on file in the Secretary's Minutes found in the Church Library. **Lawrence Burkhardt** will be stepping in to cover Phil's roll until the next Annual Membership Meeting in 2026. **There was a motion to accept the resignation and**

appoint a new Committee member, this motion was seconded and passed. The Endowment Committee will elect a new Chair at their next meeting.

Property Committee: There was a request by two KRLC members to consider changing the pews to movable chairs. This request is being sent to the Property Committee for consideration.

The Property Committee has been busy cleaning the Office Space, moving all the Music Files up to the storage in the Attic. **The Property Committee** will be meeting on **May 18** to review a **new Office Design**. The Committee will bring a recommendation for redesign at our next Council meeting. Once a plan is in place, it will be taken to the congregation for approval.

Solar Committee: LeAllan suggests that this committee continue to meet to explore any suitable options.

The Memorial Garden Policy was tabled at this time.

The Harassment Policy, has a need for a few more modifications. **Steve Berger** will be updating this language in line with the Minnesota State requirements. Steve Berger reviewed how the Pastor is the designated reporter and has an obligation to report by State guidelines. **Jan Swanson** has the latest copy on line for those that wish to review this Policy. Ultimately this will go on the **KRLC.org** web site as it is modified. This annual review is in compliance with the **KRLC Insurance Policy**.

Archiving is an ongoing area. **Micheal Dent** has researched this and found that it is very expensive, this will get done in the future, however at this time, it is not possible to resolve. **Jillian McCorison** mentioned that her husband is a **Medical Archivist**, and he has experience plus perhaps some equipment stored that may be helpful in this area. He will be asked to review our needs.

Summer Picnic Dates: Coordinated by the Mens Group

June 18, 5 PM

July 16, 5 PM

August 20, 5 PM

September 17, 5 PM

Administrative Assistant Position, the **KRLC Council** has the authority to create this new position, a job description has been drafted and submitted to the Council for review and approval. There was discussion of the job requirements which is to support the

administrative needs of the congregation. At present this job would be 10 hours a week, with a 90 day probationary review. A starting wage of \$20 an hour.

The question of who would this person report to? It was decided the Council President or Council Designator would be a preferred person in charge of this new position and not the Pastor.

A motion was made, seconded and passed to publish this job position in the Duluth and Two Harbors Newspaper.

Steve Berger has volunteered to announce this new position to the KRLC members on Sunday May 11, 2025 during the Church Announcements.

Council Members should be available to answer any questions regarding this position during coffee following the Service.

The Transition Pastor Meeting with the Synod Rep will be May 23, 3 PM. Council Members should be there. Jan Swanson and Kay Bloom will bring refreshments.

The Retirement Celebration will be May 25, 2025.

By Laws, there is no report, they are waiting on the Endowment Committee. The Endowment Committee is a section in the KRLC By-Laws. Any By-Law Change will need to be voted on by the congregation.

At present the Committees that are not in the By-Laws have a Council Liaison Representation which is helpful in connecting these committees to the Council. Ed Lee is on the Property Committee, Jillian McCorison is on the Education Committee and Jan Swanson is on the Worship Committee, Helene Hedlund is on the Endowment Committee.

There may be a need in future to include these Committees in the By-Laws.

The next Council meeting will be a sit down, June 8, 2025.

The meeting adjourned at 11:20 am.

Respectfully,
Kay Bloom
Recording Secretary
5/4/25

