**Council Meeting Minutes**

**December 15, 2024**

# Call to Order

* 11:43am the meeting was called to order

# Roll Call

o Present: Pastor Anna, John (online), Ky, Amy, Carol, Lavonne, and Linda

o Absent: James

o Six of seven voting members were in attendance, establishing a quorum.

# Prayer

o Linda opened the meeting with prayer.

# Approve Previous Months Minutes

**Motion** – Lavonne moved and Amy seconded – “to approve the minutes of the September, October and November Council meetings as submitted” – motion was approved unanimously.

# Review Proposed Agenda

* Linda recommended a review of the previous meeting’s action items be added to the agenda. Pastor Anna will add it following approval of the minutes.
* From November:
	+ Pastor was unable to locate a stairlift checking sheet, a new on will be created.
	+ Pastor will add future Recycling Dates to the church calendars
* No other items were added to the agenda

# Reports

## **Pastor** – see end of minutes for the full report.

## Admin Duties were discussed in the meeting: Pastor is planning to apply for the for the part-time position of the Synod Director of Evangelical Mission (DEM). This position was previously filled by Pastor Lisa Smith-Fiegle.

* If Pastor Anna is selected, she will need to cut her hours from 23 back to her original 20. She anticipates 20 hours will not be sufficient to perform her Pastoral role and the administrative duties she took on when her hours were increased to 23 hours per week.
* If selected as the Synod DEM, Pastor will be attending other Synod churches once a month, so we will need to make arrangements for a Supply Pastor or fill-in on those Sundays.
* Pastor will prepare a list of weekly and infrequent Admin Duties to assist the Council in planning regarding hiring an Admin or getting volunteers to assist Pastor Anna.
* Pastor would prefer having several volunteers to assist her on Mondays; if she is able to train several people, she hopes they will each assist once a month.

## **President**

## Portico access information was sent to Jamie

## **Treasurer**

* Amy provided financial information through December 12, 2024 to all present. Information for all of 2024 will be available at the next meeting.
* Amy clarified that the Amazon expense was for printer ink and supplies; the expense for Carla was for the Janitorial service.
* Boiler Fund – total Boiler cost $79,304; with $67,500 in donations, the remaining $11,804 was taken from the Memorial Fund as previously determined by the Congregation.
* The Electric bill was $1,577 higher than normal for October & November because of the electric heaters used to keep the building warm while the boiler was not in service. The electric bill is currently paid month-to-month. Monies to cover the increased costs will be taken from the General Fund, not the Memorial Fund.
* The extent of savings on the gas bill due to the more efficient boiler will not be known until next year. The gas bill is currently on level-pay. After some discussion, it was determined that the best course of action would be to take the gas bill off level-pay for the next year until the new usage has been determined. The balance from the current level pay will be absorbed (either paying for additional usage or being credited for the past year) into the General Fund.
* Garden Fund –
* $8,552 was expended from the Garden Fund in 2024, this includes 2 designated offerings: $1,000 for new beds and $1,800 for the greenhouse. This also includes the cost of all three phases of the Pocket Park.
* The current balance of the Garden Fund is -$2,250. Note: the Garden Fund is not an independent bank account, but is tracked separately within our accounting system.
* In the past, several designated offerings for the Garden Fund have not been accurately shown in the accounting system, the offerings were assigned to the General Fund.
* The importance of accurate tracking of designated offerings and the Garden Fund was stressed by Council members.
* After some discussion, the Council determined the cost of bringing the Garden Fund current should be taken from the Memorial Fund.

**Motion** – Carol moved and Ky seconded – “Reconcile the shortfall in the Garden Fund and bring it to a starting balance of $1,000 for 2025 with funds from the Memorial Fund. ” – the motion was approved unanimously.

## **Building Maintenance**

* Building Fire Inspection is needed. Pastor Anna left a message at the number from the previous inspection, regarding scheduling an inspection.
* It was suggested that the dates for the Fire and Lift Chair inspections be placed on the calendar to ensure they are addressed in a timely manner.

# Old Business

## **Annual Meeting Plan**

January 5th- Council to discuss 2025 budget during the regular meeting.

January 19th- Congregational Budget Meeting

January 26th- Congregational Annual Meeting

* Congregation approval of the minutes for the Special Congregation Boiler Meeting needs to be added to the Annual Meeting agenda; Carol will send the draft minutes to the Council before the January Council meeting.
* Carol recommended we invite those that share our building to the Annual Meeting, this has been done in the past. They will be invited to attend and be given the opportunity to provide a written report if they so desire. Three groups were identified: Preschool, Boy Scouts and Redeemer Congregation. John will send the Boy Scout point of contact information to Carol.
* 2 Council Member seats will need to be filled in January.
* Ky and James will not be returning to the Council in 2025. We need to elect 2 new members to serve 2-year terms.
* Amy and Carol have each served one full 2-year term; they are both willing to serve a second 2-year term.
* John, Linda and Lavonne have all served the 1st year of their first 2-year terms. Their seats will be addressed at next year’s meeting for 2026.

# New Business/ Future Business

## **Snow Plowing Budgeting**

* Amy recommended we consider increasing the Snow Plowing & Sanding budget for 2025 as we close to the budgeted amount for 2024.
* It was suggested that the parking lots only be plowed prior to Sunday services and Wednesday events/choir practice; this is not feasible because the Preschool meets daily and the parking lots must be cleared and/or sanded for them.
* It was suggested that the inches of snow that triggers the need for plowing be increased from 2” to 3”. This suggestion was dismissed.
* Looking for a lower rate service has previously been considered by the Council. Members noted being very happy with our current service and that Obe takes very good care of the Church. He always has the lots plowed near the beginning of his client list.
* Due to the unpredictable nature of the need for these services, the Council discussed leaving the budgeted amount the same.

# Decisions / Action Items Review:

* Pastor Anna – make a list of weekly and less frequent Admin Duties
* Pastor Anna – Create a new Chairlift Inspection Record
* Pastor Anna – Add Recycling, Fire Inspection and Chairlift Inspections to the calendars
* John – send Boy Scout contact information to Carol
* Amy – Request Jamie transfer monies from the Memorial Fund to the Garden Fund
* Amy – Contact Enstar to have the bill taken off level pay and request this year’s excess or shortfall be taken care of independent of the monthly billings.

# Next Meeting Date: January 5th (Council Budget Discussion Meeting)

# Closing Prayer

o Carol closed the meeting with prayer.

# Adjourn

o 1:04pm the meeting was adjourned.

**Full Pastor Report on the Following Page**

**Hours:**

(5 over)

11/17-23/23

11/24-27/23 (4 over)

12/1- 23/23

12/8- 20/23 (3 under)

 (6 over)

**Report:**

-prepared and led Generosity Gathering

-worked on church directory

-new reusable bulletin (created and printed)

-PowerPoint overhaul for Advent season

-prepared for Christmas program and Christmas eve service (music and bulletin)

-prepared Advent Calendars

-updated computer in room across from kitchen to use for screen

-planned bible study for end of December

-attended Lutheran Women Advent Brunch and led children’s message

-prepared for advent midweek services (prepared space and reflection)

-sent out prayer cards

-visited Art in hospital and had pastoral phone call with parishioner

-updated website and Facebook posts for Christmas events happening

-bought and installed new toner for printer (toner “without chip” needs attention)

-prayer in color painting for Christmas Eve

**Future:**

Greeter name tag (similar function as Reader book)

Tool room and trading point office clean out: January 12th after service

New member rite in church service: January 19th

Budget Meeting: January 19th

Annual Meeting: January 26th

Winter/Spring flyer (advertising Lent services/Easter)

I am planning to apply for the Director of Evangelical Mission position (part time) in the Synod Office. If I get this job, I would decrease my hours at COSLC from 23 to 20 hours (back to part time) and would want to either hire or train volunteers to do some admin tasks (mostly PowerPoint creation). I would work at the synod office on Tuesdays and Thursdays from 9-3pm. I could hold office hours at COSLC on Mondays from 9-3pm (to work in person with admin or admin volunteers). I would travel with the DEM position around once a month on Sundays and would help coordinate pulpit supply to fill in when I am gone. This position is paid by churchwide, and they offer benefits as well, which would likely make COSLC’s portico health benefits cost go down. Overall, taking this job will enhance my skills as a Pastor, as I work on learning coaching skills, creating a wider resource community in the synod and church wide, with lots of ideas for innovative ministry.