

**Council Meeting Minutes**  
**February 16, 2025**

**I. Call to Order**

- John called the meeting to order at 11:32am.

**II. Roll Call**

- Present: Pastor Anna, John, Carol, Lavonne, Ann, and Danna
- Absent: Linda is healing & Amy is on vacation
- Five of seven voting members were in attendance, establishing a quorum.

**III. Prayer**

- Danna opened the meeting with prayer.

**IV. Approve Previous Months Minutes**

- The January regular council meeting was solely focused on developing a proposed budget in preparation of the Annual Meeting. No minutes were taken.

**Motion** – Ann moved and Danna seconded – “to approve the minutes of the regular December Council Meeting and the brief January Post Annual Meeting as submitted” – motion was approved unanimously.

**V. Review Proposed Agenda**

- Added the broken window and new congregation possibly using our space to New Business/Future Business.

**VI. Reports**

**A. Pastor** – see end of minutes (pages 5 & 6) for her full report.

- The following items were discussed in the meeting:
  - Synod Assembly: Danna and Ann volunteered to represent COSLC

**B. President**

- John spoke with Jenae from the Rabbit Creek Preschool regarding the fire panel inspection. The preschool is not licensed as the state does not license facilities that operate fewer than 4 hours a day.
- They are looking into the 2 missing checks from 2024

**C. Treasurer**

- Members agreed that Quarterly financial reports would work well for the Council, monthly reports will not be necessary. Pastor will talk with Jamie.

**D. Building Maintenance**

- Several maintenance items discussed were discussed in Old/New Business.

## VII. Old Business

### A. Fire Panel Update

- Looking for possible spare parts to repair the current panel, likely will not be able to find as they are no longer manufactured.
- Current unofficial quote of \$50,000 is not firm. An accurate drawing of the building is needed to generate an actual quote.
- We need to begin seriously considering our options to pay for this repair and or replacement.
- Johnson Inspections & Controls wants to know if we plan to move forward with the replacement prior to putting in the effort to prepare an accurate building drawing.

### B. Stairlift Update

- The inspection is complete. We were not able to locate the binders to log information on the stairlifts. The inspector volunteered to create new binders for us. John will pick the binders up.
- LaVonne will discuss keeping the log with Dan as he frequently uses the one up to the Fellowship Hall.

### C. Admin Volunteer Update

- Pastor Anna prepared a list of Admin Duties, located at the end of her report on page 6.
- Pastor is continuing to look for volunteers to help with the Admin Duties since she has returned to a straight half-time work week of 20 hours. This does not leave enough time to perform her Pastoral duties and take care of all the necessary admin tasks.
- She is currently working with 2 members; additional volunteers would lighten the load for them.

## VIII. New Business/ Future Business

### A. Broken Window

- There is a cracked window located on the east side of the building; it is cracked not fully broken through so the repair is needed but it is not urgent.
- John will look into having it replaced.

### B. Sharing building space with another congregation

- Another congregation has expressed interest in sharing space in our building for their worship. We have a Building Use Agreement that can be used if they begin using our facilities.
- Currently, the times available for use of the Sanctuary on Sunday are fairly limited: potentially 8 am or after 4 pm.
- Pastor Anna has contact information and will reach out to them for more details.
- **NOTE:** An impromptu meeting of the Council was held on February 23rd following Fellowship to discuss details of this arrangement. Minutes for this meeting can be found on page 4.

## IX. Decisions / Action Items Review:

- **Pastor Anna**
  - Continue to recruit and train Admin Volunteers.
  - Connect with Ann, Lisa and Danna regarding volunteering for Admin Duties
  - Contact DallasJeanne to see if she is still open to assisting with the powerpoint.
  - Connect with the church that would like to use space in our building for worship; determine their needs and preferences for times.
- **John**
  - Search for a replacement part for the fire panel.
  - Pick up Inspection Log Binders for the Stairlifts from the Inspector.
  - Look into repair of the broken window.
- **LaVonne**
  - Log the stairlift test on a regular basis when Dan uses the Fellowship Hall lift.
- **Amy**
  - Request quarterly statements from Jamie.
- **Carol**
  - 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 billing.
- **Danna**
  - Register for Synod Assembly
  - Danna will assist Pastor in opening the building for the fire panel people.
- **Ann**
  - Register for Synod Assembly
  - Ann volunteered to help organize the office files.
- **Linda**
  - None at this time.

X. Next Meeting Date: March 16<sup>th</sup> at 11:30am following Fellowship

## XI. Closing Prayer

- Pastor closed the meeting with prayer.

## XII. Adjourn

- The meeting was adjourned at 1 pm.

**Full Pastor Report can be found on Pages 5 and 6.**

## **Special Council Meeting Minutes February 23, 2025**

An impromptu meeting of the Council was held after Fellowship on Sunday, 2/23/2025.

Roll Call: Pastor Anna, Amy, Danna, Carol, and LaVonne were in attendance. Four of seven voting members were in attendance, establishing a quorum.

The sole item discussed was consideration of sharing our building with a new church, Christ Centered Mission.

They would like to begin using the space next Sunday.

They would like a space for weekly worship and sharing a meal. They would also like to have dedicated, locked office space.

Discussion items:

- Redeemer's congregation utilizes the Sanctuary and Fellowship Hall every Sunday and may have a weekday meeting or time of worship. They have space to store some of their regularly used items; however, they do not have a dedicated, locked office space. Redeemer currently contributes \$1,000 per month.
- Previously, Turning Point used the Sanctuary, Fellowship Hall and had a dedicated office space. Their monthly contribution of \$1,200 was used to help determine a fair amount (\$600) for the Korean Church that also used the Sanctuary and Fellowship Hall, but did not have a dedicated office space. They utilized rooms downstairs for worship several days a week and had a cabinet in the basement to store some of their regularly used items.
- Consideration should be given to the new congregation due to their use of rooms in the basement rather than the Sanctuary and Fellowship Hall.

The Council determined that Pastor Anna would contact the Pastor them and determine what times they would like to be in the building on Sundays and any other days of the week. She will let them know that we believe a monthly contribution of \$800 would be fair.

Pastor Anna will use the same type of Building Use Agreement with them as we have with Redeemer. She will also update Redeemers agreement to accurately reflect their current building use times.

The group briefly discussed the need to update the agreement with the preschool to bring their monthly/annual contribution more in line with other preschools in the Anchorage area and what would be considered Fair Market Value. Their agreement was renewed during COVID and appeared to be a straight copy/paste from the previous one as several items were no longer accurate. This will be addressed at another time.

## **Pastor Anna's Full Report**

### **Hours:**

(6 over)

12/15- 23/23

12/22- 22/23 (1 under)

12/29- 20/23 (3 under)

1/5- 20/20

1/12-23/20 (3 over)

1/19- 20/20

1/26-20/20 (1 vacation day)

2/2- 20/20 (2 vacation days)

2/9- 20/20

(5 hours over)

### **Report:**

-Christmas Eve over 100 in attendance!

-Prepared and printed Christmas eve bulletins and painted prayers

-worked with fire inspection people and fire panel quote

-met with potential new members and connected with many to prepare a new member Sunday

-prepared and led Art Morton's funeral service and connected with Jeanette

-worked on church directory

-attended garden meetings and helped create flyer and admin of email, also will help with compost initiative

-prepared annual meeting report and compiled reports of others

-prepared annual meeting slide show

-visited Kay in the hospital, connected with others (Kirk, Linda)

-trained new volunteer admin (Lisa Phillips) on PowerPoint

-attended and helped lead confirmation class on Sunday evenings for Anchorage Bowl churches

-preparing for Lent midweek services

-preparing for Lent reusable bulletins

-working on postcards with Lent/Easter information on it to send out

### **Future:**

-Ash Wednesday March 5th at 7pm

-Lenten Midweek services (5:45-6:30pm Soup supper, 6:30-7pm evening prayer)

-Spring Collegium April 22nd-24th

-Synod Assembly April 25th-27th at Joy Lutheran Church in Eagle River

**Admin duties:**

- powerpoint each week (regular and announcement powerpoint)
- print readings weekly and update pulpit book with readings
- print 5 children's bulletins
- update monthly church calendar in narthex

**Pastor will likely continue to perform these tasks**

- weekly e-news
- update website and Facebook
- update bulletin board in fellowship hall with Canva visuals
- create Canva visuals for events (for e-news, website, and fb)
- create postcards for fall and spring upcoming church events
- create Christmas, Easter and other special services bulletins
- check office email (phone messages are forwarded to email)

**Tasks that can be taken off Pastor's plate and given to a volunteer**

- check mail- file autopay bills, send bookkeeper certain mail, make notes of what checks treasurer needs to write
- ccli/ one license reporting of songs