



COUNCIL MEETING MINUTES

Tuesday, July 21, 2020

(approved at August 18, 2020 council meeting with corrections)

Council Member (Team/Position) E-mail Address	Council Term	Present	Absent
Brazee, Leigh (Preschool) Email: lgbrazee@gmail.com	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Collins, Roger (Treasurer) Email: rogercollins42@gmail.com	____ - Current: Treasurer Elected at 1/26/20 annual congregational meeting to a 1-year term (1/2020-1/2021)	X	
Flynn, Laura (Christian Education) Email: lflynn1029@gmail.com	Elected at 1/28/18 annual congregational meeting to a 2-year term (1/2018-1/2020)	X	
Harvey, Donita (Stewardship) Email: donitaharvey@aol.com	<ul style="list-style-type: none"> Elected at 1/29/17 annual congregational meeting to a 2-year term (1/29/17-1/27/19) Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21) 	X	
Hosman, Cal (Youth) Email: jchosman@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Johnson, Mark (Vice President) Email: markayjohnson@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Last, Brian (Property) Email: belast54@gmail.com	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Reiquam, Pastor Kari Email: pastorkari@holylovelutheran.org	Started as interim pastor, 5/1/20	X ¹	
Rice, Sheila (Social Ministry) Email: skrice225@aol.com	Elected at 1/26/20 annual congregational meeting to a 2-year term (1/2020-1/2022)		X
Roefeldt, Jean (Finance, Financial Secretary) Email: roefeldt4@aol.com	1981 - current: Financial Secretary <ul style="list-style-type: none"> Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21) 	X	
Schmuck, Alan (Evangelism) Email: alan.schmuck@imaginecommunications.com	<ul style="list-style-type: none"> Elected at 1/29/17 annual congregational meeting to a 2-year term (1/29/17-1/27/19) Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21) 		X
Sinclair, Katie (Worship & Music) Email: celticheartranch@gmail.com	Elected at 1/26/20 annual congregational meeting to a 2-year term (1/2020-1/2022)	X	
Unrein, Mary (Council Secretary) Email: u6279@aol.com	≈ 2000-2006: Council Secretary 9/20/11 - current: Council Secretary Elected at 1/26/20 annual congregational meeting to a 1-year term (1/2020-1/2021)	X	
Whitney, Beth (President, Personnel Team) Email: cws counselor@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	

CALL TO ORDER: President Beth Whitney called the meeting to order at 7:04 p.m. The meeting was held *via* Zoom video conferencing since the church building remains closed to in-person gatherings due to the COVID-19 pandemic. A quorum was present (virtually).

OPENING DEVOTION: Donita said the Praise Song group has been continuing to meet on Zoom since the building closure. They recently read from a daily devotional book called *Jesus Calling* by Sarah Young. The devotion was Jesus' words to us; the message resonated with Donita and she shared it with council.

OPEN DISCUSSION TIME FOR CONGREGATION: This portion of the meeting is to hear from any congregation members who wish to address an issue with council. There were none present.

¹ Pastor Kari was having internet problems and joined the meeting at 8:20 p.m.

APPROVAL OF COUNCIL MEETING MINUTES: Mary emailed the minutes of the June 16, 2020 council meeting to council on July 14, 2020. A correction was discussed to a descriptive word on the top of page 2.

MOTION/VOTE: Jean Roenfeldt moved to approve the minutes of the June 16, 2020 council meeting as amended. Katie Sinclair seconded the motion and it passed unanimously.

PASTOR'S REPORT: Beth advised that Pastor Kari was having trouble with her internet and she will join the meeting later if she can. Pastor Kari had emailed her July report to council on July 19.

Beth told council that two people have committed to serving on the transition team, those being Kay Johnson and Earl Weihe. Three council members sent names of people who they thought would be good candidate to serve on the transition team to Pastor Kari and she will contact them.

Beth said ELCA pastoral leadership will be meeting on Thursday. It is anticipated that Bishop Gonia will say churches should consider remote worship services through September. Beth advised that Pastor Kari will attend the meeting and send council information on what was presented. Beth said she will be surprised if in-person worship will be possible before the end of the year.

Along with Pastor Kari's July report, she emailed a draft of a covenant she had written. The purpose of the covenant would be for people to commit to it prior to worship services and other church-related discussions as a reminder of who we are and what we aspire to be. Beth's understanding is the covenant would be read before gatherings and would serve as a reminder to be kind, to listen to each other, and to respectfully disagree. Beth noted that Pastor Matthew had done something similar at times. Beth will work on the covenant with Pastor Kari and have a draft for council's review at the August meeting. The rules of the covenant can be reviewed at the beginning of all meetings. One council member said she participated in a meeting where these rules weren't followed. Some people have firm beliefs about their position on a subject and some conversations can be difficult. Reading the covenant at the beginning of meetings will be a good reminder of how people should interact with each other. Beth said the covenant is important to Pastor Kari and is something council should support.

A council member asked how information on the transition process is being shared with the congregation. Beth said she is not sure there will be updates on a weekly basis, but there will be information included in the *Mission Bell* monthly. Transition information has been shared by Pastor Kari for several weeks after the virtual worship services. People who attend worship on Zoom are getting the information. However, a council member wondered if people may not be attending virtual worship service because they don't know what's happening. The council member thought people need more information relating to the transition and that it be communicated in several formats. A council member said even if the same information is included for several weeks in the e-news, it would be helpful. A council member suggested that the e-news include a request for prayers for the transition team. Beth said the executive team talked about this subject at their recent meeting and noted that some people read the *Mission Bell*; some people read the e-news; some people attend the transition information sessions after the virtual worship service.

Last month council discussed reaching out to the congregation to let them know what is happening at Holy Love, for example, the Wednesday evening prayer classes that Pastor Kari is leading, the Sunday morning virtual worship services, and other opportunities that are available. Roger sent a list of some of the things currently being offered at Holy Love to Pastor Kari and Beth. Beth said if a council member would rather not make calls, they should advise her and Pastor Kari as someone in the congregation might be able to take that on.

A council member asked when Pastor Kari is planning on getting a transition team put in place. Beth said Pastor Kari had planned on discussing it at this meeting and is still working on getting commitments from some people to serve on the team. The council member thought a letter should be sent to the congregation advising when the transition team will be in place and giving details of the status of the transition process. There should be a page on the e-news where the congregation can get transition updates. This communication would show the congregation that council cares that they get the information. This council member sent a mass email to the people on her list and she has received calls from about three-fourths of them. They commented that they liked getting a copy of the building usage policy in the mail and that it's on the e-news.

A council member thought a section in the e-news regarding the transition would be a good idea. He suggested including a list of opportunities in which the congregation can participate in the e-news with a link so that people can click on a particular item and be routed to information relating to that item.

Beth will prepare a letter to the congregation in the next couple days with Roger's list of opportunities. If a council member has anything to add to that list, they should let Beth know so it can be included. Beth will aim to get the letter mailed next week.

A council member wondered why the transition team and call team will be two separate teams. She explained that the call team used to do the transition work and it was one team. Now it seems that the transition team does the work and then hands it off to the call team. The call team then needs to interpret what the transition team provides. One council member stated that having the transition team and call team combined would be too much work for one team. Another council member said she would be concerned about the translation of information from the transition team to the call team and thought one combined team would be better. A council member said people on the transition team can continue on to the call team. There would likely be some transition team members who would cross over to the call team. One council member thought more people would want to be on the call team than the transition team. A council member expressed that she doesn't want another delay when it's time to choose a call team if the members of the two teams will be different. Beth will check with Pastor Kari to see if some of the tasks typically done by the two separate teams can be combined. A council member thought that the synod could make recommendations about the transition process having two separate teams, but the recommendation doesn't have to be followed entirely. Council will need to approve the transition team members per synod guidelines. Beth wants to be sure a transition team is created that fits Holy Love and she will discuss it with Pastor Kari.

COUNCIL BUSINESS

OLD BUSINESS

Income and Expenses to this point in July: A question was asked where Thrivent Choice Dollars are being allocated. Thrivent Choice Dollars – up to \$4,000 – are being put in the general account. Questions were asked about some of the revenue and expense figures on page 1 of the treasurer’s report. Roger will make corrections where necessary.

PPP Update: Mark reported that at the June 16, 2020 council meeting, he was given authority to apply for a PPP loan on behalf of the church and preschool. On June 18, he submitted the application to FirstBank and received loan approval that evening. The loan was initially approved for \$57,000, but by using a different number on the application, the loan was approved for \$62,800. Mark thought these funds should be spent entirely on payroll for the foreseeable future. So far, \$12,189 of the \$62,800 has been spent on payroll for the preschool and church staff; therefore, about 20% of the funds have already been spent. The new payroll company will assist with the application for loan forgiveness as it is fairly complex. We have 24 weeks to spend the money (from June 19 through December 7). In mid-November, Mark will start working on the application for loan forgiveness.

Preschool Accountant and Payroll Company: Mark advised that Sandi Lucke started interviewing a couple of accountants in light of her resignation from the Preschool Board effective August 1. Mark provided Sandi with the name of CPA Cathleen Hellmer, who he knows personally, for consideration for the position. The preschool board voted to contract with Ms. Hellmer for accounting services. Ms. Hellmer and Sandi will work together on the transition. Ms. Hellmer’s usual hourly rate is \$90 per hour; she has discounted that to \$72 per hour. Ms. Hellmer estimated the preschool accounting work can be done in 11 hours per month; that estimate will be revisited after a few months.

Based on Sandi’s recommendation, the preschool board chose Paylocity to provide payroll services for the church and preschool. Paylocity works with small- and medium-size companies.

The cost for the preschool accounting and payroll services will be:

CPA Cathleen Hellmer: \$72/hour times 11 hours/month = \$792/month	\$ 9,500/year
Paylocity: approximately \$260/month	<u>\$ 3,100/year</u>
TOTAL:	\$12,600/year

The preschool paid Sandi \$385 per month for accounting services and \$260 per month for payroll services for a total of \$645 per month (\$7,740 per year). There will be about a \$4,900 per year increase over what was paid to Sandi when using the new accountant and payroll service. Sandi was clearly underpaid and overworked; we are now looking at reality.

Thank You Gift – Sandi Lucke: Beth suggested it would be nice if the church would do something to thank Sandi for her years of service to Holy Love. The preschool is purchasing a \$200 Amazon gift card to give to her.

MOTION/VOTE: Jean Roenfeldt moved to give \$200 to the preschool to add to their \$200 gift card for Sandi Lucke so she receives a total of \$400. Laura Flynn seconded the motion and it passed unanimously.

Donita advised that Kay Johnson said she was going to take care of purchasing the gift card. Roger will use \$200 out of Thrivent Choice Dollars for the church's gift.

Re-Opening Team Update/Preschool Opening – Proposal and Policy: Step 1 of the reopening policy needs to be amended due to preschool's anticipated opening in August. The reopening team met to create and propose "Phase 2 – Reopening of HLLC Preschool/ Kindergarten" which was provided to council in advance of the meeting. Basically, the Phase 2 policy expands the people who can access the building. Leigh emphasized that access to the preschool is limited to the preschool area of the building and the bathrooms in the narthex from 8:00 am to 5:00 pm, Monday through Friday. Other groups are not being allowed access to the building under Phase 2. One addition needs to be made to the policy to add Veronica Edmiston as a person being allowed to access the preschool area effective July 22, 2020. A modification needs to be made to Lori Rieger's title (office administrator rather than office manager).

There is a section in the Phase 2 policy regarding retrieval of the mail as follows:

Church/Preschool mail will be retrieved from the mailbox by the Preschool Office Staff. Mail directed to the church will be held in the preschool office. Lori Rieger (church office administrator) will pick up the church mail on Tuesday and Friday of each week from the Preschool Office.

It is Lori's preference to pick up the church mail from the preschool office twice a week. She will continue to pick up the mail if the preschool is closed. Right now, Lori makes arrangements with Mary Stephenson regarding the preschool mail.

MOTION/VOTE: Leigh Brazee moved to approve the "Holy Love Lutheran Church Building Entry Usage Policy & Protocols – Phase 2 – Reopening of HLLC Preschool/ Kindergarten" with the two additions as discussed. Jean Roenfeldt seconded the motion and it passed unanimously.

The Phase 2 policy needs to be communicated to the congregation. It will be posted on Holy Love's website. Leigh will send Lori a copy after the two changes are made. Lori should update the e-news to reflect that there's been an addition to the building entry policy.

A preschool reopening plan subcommittee led by Donita and Leigh and in collaboration with the preschool director, assistant director and office manager developed a "Preschool Re-Opening Fall 2020" document that was provided to council prior to the meeting. Council had some suggested edits that will be made to the document. One council member said the plan does a great job protecting the staff and students, but had questions about a "floater" who would be assigned to provide breaks for the staff. Donita explained that the guidelines do not allow for teachers to float from classroom to classroom during a session and the bullet item referring to the floater in the reopening plan will be reworded to make that more clear.

MOTION/VOTE: Mark Johnson moved to approve the "Preschool Re-opening Fall 2020" plan as amended. Jean Roenfeldt seconded the motion and it passed unanimously.

Council thanked Leigh and Donita for doing an amazing job on developing a reopening plan for the preschool.

Pastor Kari was able to join the meeting at this point. Beth said she would be sending Pastor Kari some additional names of people to contact regarding the transition team. Beth told Pastor Kari that council has some questions that she will discuss with her at a later date.

Worship & Music – Outdoor Worship: Plan, Survey, Proposal: Beth recapped that there has been a lot of discussion via email recently between council and the worship and music team regarding outdoor worship.

Katie advised that she received a response from Amy Schmuck to the effect that the internet at the church needs to be upgraded before plans for outdoor worship can proceed. The worship and music team is waiting on the technology team to look into improving the internet speed. Once that is resolved, Katie said the worship and music team can look at other details involved with holding an outdoor worship service.

Beth asked that if the worship and music team comes up with a proposal to hold outdoor worship services, they should provide it to council. Katie said she will be developing a survey for the congregation and the worship and music team can help her with that.

Beth stated that Lori has been spending a lot of time on Sundays and during the week preparing for and facilitating the virtual worship services as well as editing the recorded services for posting to Holy Love's website. Beth would like Katie (council representative for the worship and music team) to have a meeting with the worship and music team so they can be trained to do these functions to relieve the time Lori is spending on it. Cal advised that this is a topic that the technology team has addressed. They have made a training video. The technology team is requesting pairs of congregation members to volunteer to host the virtual worship services.

Technology Team Update: Cal advised that the technology team has met two times. He invited Mike Sinclair to be part of the team and Ian Condie had also expressed interest. Currently, the technology team members are Cal and Vicki Hosman, Alan and Amy Schmuck, Mike and Lori Rieger, Rich Newman, Mike Sinclair and Ian Condie.

Cal said in order to hold an outdoor worship service, an internet upgrade is needed. Lori and Mike Rieger got a bid from CenturyLink for the upgrade, which would include installing a fiber optic cable that would come into the building and the bid would also include two phone lines. Some of the parts can be purchased from CenturyLink or they can be bought from another source.

Lori and Mike Rieger have looked into OBS² that allows for recording and streaming at the same time and apparently the software is free; however, fiber optics would be needed to use the software. Additional equipment would also be needed to do this, but Mike Sinclair offered the use of his equipment in the meantime.

² Open Broadcaster Software.

Cal said a training video has been made so pairs of people can help out with worship. He said it is not complicated. We need to check with Lori regarding where the training video can be found.

Jean asked about the cost of a fiber optic cable. Cal said that Lori sent an email today regarding the costs and that it doesn't seem significantly more expensive than our current CenturyLink bill. Jean reminded council that expenditures over \$2,500 need congregational approval. Cal will send an email to council attaching the CenturyLink proposal and council can vote on it via email.

The CenturyLink proposal is for the church side of the building. Beth said she was under the impression that the preschool previously did something separate with their phone lines. Donita said they had a dedicated DSL line put in. It was noted that there has been an issue in the past with being able to transfer phone calls between the church office and the preschool office. Cal said he will check with Lori as to if/how the installation of a fiber optic cable on the church side will affect the preschool.

Leigh noted that since there's always the potential for closing the preschool because of the pandemic, she wondered if the technology on the preschool side of the building should be reviewed. For instance, Terri doesn't have the ability to log into the preschool computer from her home computer. If remote classes have to be held, Leigh would hope that the ability to stream is something the preschool could also do. Does the technology team have any information about this? Donita noted that Alan said he would set up remote access for the preschool, but they haven't contacted him. A council member suggested that it would make sense for the preschool to contact Alan sooner rather than later. The preschool needs to be the one to initiate the call to Alan.

Shared Ministry Events: The following events are scheduled during worship in the month of August:

August 2:	Communion
August 9:	Installation of the preschool staff
August 23:	Affirmation of baptism

NEW BUSINESS

Facility Requests: Beth advised that Brandon Johnson is the new contact person for the NA Survivor's Group. Beth and Jean both have his phone number.

Mike Sinclair, Ian Condie and Mike Rieger are requesting permission to enter the building to do an assessment of the technology equipment in the church building on Thursday, July 23, at 6:00 pm. They will have to follow protocols.

MOTION/VOTE: Cal Hosman moved to approve the request of Mike Sinclair, Ian Condie and Mike Rieger to access the building on Thursday, July 23, 2020, at 6:00 pm. Donita Harvey seconded the motion and it passed unanimously.

The church mice (Donita Harvey and Gayle Rullo) are requesting access to the pastor's office and janitor closet on Friday, July 24, 2020 through Monday, August 3, for the purpose of cleaning the pastor's office, including the carpet and upholstery, and to access running water. On Fridays, they would be in the building from 10:30 am to 1:30 pm and on Mondays and Tuesdays they would be in the building from 9:00 am to 12:00 pm. One of them would enter the

front door of the church and go through the church office in order to open the pastor's office and from there they would open the door in the pastor's office that exits the building. They would access the janitor closet from the exterior of the building. Donita said she and Gayle wear masks and social distance. They may or may not need all of the time requested depending on the time it takes for the cleaning.

MOTION/VOTE: Leigh Brazee moved to approve the request of Donita Harvey and Gayle Rullo to access the pastor's office and janitor closet on Friday, July 24, 2020 from 10:30 am – 1:30 pm; Monday, July 27, 2020 from 9:00 am to 12:00 pm; Tuesday, July 28, 2020 from 9:00 am to 12:00 pm; Friday, July 31, 2020 from 10:30 am to 1:30 pm; and Monday, August 3, 2020 from 9:00 am to 12:00 pm. Laura Flynn seconded the motion and it passed unanimously.

Action Items:

Continuing Education opportunities for Amy: In Amy's July report, she expressed interest in attending the following continuing education opportunities and asked if the congregation had any funds available for her to use which will affect her decisions in which one(s) to attend:

Excellence in Leadership, a two-year (four-semester) program offered through the Rocky Mountain Synod. Cost: \$200 per semester (\$800 total)

Rocky Mountain Synod Theological Conference: Act to End Racism. Cost: \$200

The Craft of Preaching conference by faith+lead Luther Seminary. Cost: \$200-\$300

Council asked Pastor Kari for her opinion on these courses. She said she thought they were all good and noted that the Excellence in Leadership program was developed by Pastor Sarah Moening and is highly rated. Council discussed approval for funding all the courses, which totals \$1,300, and discussed what source(s) to use for the payment. It was suggested that one-half be used from the Christian Education budget and the other half be used from Thrivent Choice Dollars.

MOTION/VOTE: Leigh Brazee moved to approve up to \$1,300 for payment of the continuing education opportunities listed above for Amy Schmuck with one half (\$650) being paid out of the Christian Education budget and the other half (\$650) used from Thrivent Choice Dollars. Cal Hosman seconded the motion and it passed unanimously.

Start of cleaning company and Orkin for preschool opening: A question was asked whether a deep cleaning of the church building is required in order for the preschool to open. If people aren't in the building 14 days prior to the preschool opening, a deep cleaning is not required.

Brian said that in anticipation of the preschool opening, he touched base with the cleaning company. They need a one-week advance notice to put us back in their schedule. Leigh and Donita reported that Mary Stephenson said the preschool wants to do the deep cleaning themselves; however, she is now indicating the teachers may not want to do that, but rather just disinfect in the mornings. If the cleaners only have to vacuum, it would save them a lot of time.

Brian explained that the cleaning company we contract with is a franchise and they subcontract with Moreno Cleaning, who actually provides the services. Brian said Moreno Cleaning would contract with us on their own, so that is a possibility in the future. Brian said he spoke with both Moreno Cleaning and the franchise owner and learned that our contract expires on November 26, 2020; a 60-day notice is required to terminate the contract.

A council member asked if it makes sense to resume the cleaning services on August 1. Clarification is needed from Mary Stephenson as to what the teachers will and won't do with regard to cleaning. Brian said that mopping the floors is part of the cleaning contract. Leigh noted that Mary has received a lot of complaints regarding the quality of the cleaning. Brian will see what he can work out with the cleaners regarding the start dates. Leigh will let Brian know what the teachers decide regarding what they will clean.

Brian advised that Orkin pest control service will start on August 19. They will be at the building once a month from 3:30 pm to 5:00 pm.

Preschool to pay Holy Love 1/2 of usual payment in July: Beth noted that the minutes from the preschool board meetings in June and July indicated that the preschool will pay one-half of the normal amount to Holy Love in July and then resume with the full amount in August.

MOTION/VOTE: Cal Hosman moved to approve the preschool paying one-half of the normal amount to Holy Love in July. Katie Sinclair seconded the motion and it passed unanimously.

Move money from emergency fund to the Love Fund: Beth advised that the Love Fund will be over-extended after payment for an assistance request is made. The Love Fund balance in June was just over \$100, a \$100 donation was received in July, and \$300 was requested for assistance. Beth inquired whether it made sense to move \$500 from the Emergency Fund for COVID-19 to the Love Fund so there are funds available for future requests.

MOTION/VOTE: Laura Flynn moved to transfer \$500 from the Emergency Fund for COVID-19 to the Love Fund. Cal Hosman seconded the motion and it passed unanimously.

Other:

Brian advised that he turned on all the air conditioning units and everything seems to be working. In the next week, he will change all the furnace filters. Donita thanked Brian for power washing the north side of the building. Donita lightheartedly apologized to Brian that he is released from goldfish duty pursuant to the Phase 2 reopening policy.

Jean asked that inasmuch as preschool classes will begin on August 10, would Lori want to be in the church office to work? Would that be easier for her? A council member understood that Lori prefers working from home where her internet speed is faster.

ADJOURNMENT

Pastor Kari provided the closing blessing, and the meeting was adjourned at approximately 9:15 p.m.

Respectfully submitted,

Mary Unrein

Mary Unrein
Council Secretary

August Council Meetings:

Executive Team: August 16, 2020

Council Meeting: August 18, 2020 @ 7 pm via Zoom