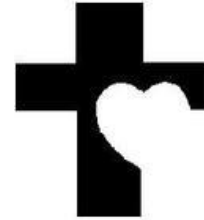


HOLY LOVE LUTHERAN CHURCH
4210 South Chambers Road, Aurora, CO 80014

COUNCIL MEETING MINUTES

Tuesday, September 15, 2020

(approved at October 20, 2020, council meeting as written)



Council Member (Team/Position) E-mail Address	Council Term	Present	Absent
Braze, Leigh (Preschool) Email: lgbraze@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	<ul style="list-style-type: none"> Elected at 1/28/18 annual congregational meeting to a 2-year term (1/2018-1/2020) Elected at 1/26/20 annual congregation meeting to a 2-year term (1/2020-1/2022) 		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, Personnel) 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	
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, Personnel) 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) 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: Vice President Mark Johnson called the meeting to order at 7:06 p.m. The meeting was held *via* Zoom video conferencing. A quorum was present.

Mark advised that Beth was unable to attend the meeting; she was in Nebraska due to her mother's recent passing and a surgery her brother had in the past week. Mark shared that the surgery went well, but in the past few days there was a setback. Beth's brother will be at home for six months with intravenous feeding and then another surgery will be scheduled to repair a fistula. Please keep Beth and her family in your prayers.

Mark noted that the Old Business agenda item regarding updates from the reopening team, the worship and music team and the technology will be discussed at the end of the meeting in order to have enough time to address all the agenda items.

Mark asked that everyone state their name when making or seconding a motion and that the council members show a thumb up or a thumb down when voting. A majority vote will pass the motion.

DEVOTIONS: Cal did not realize he was responsible for the devotions this month. He was absent from the council meeting last month and apparently didn't know he was scheduled for this month's devotion.

COVENANT: Mark read the covenant that Pastor Kari drafted and asked that everyone's time be respected.

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.

APPROVAL OF COUNCIL MEETING MINUTES: Mary emailed the minutes of the August 18, 2020 council meeting to council on September 7, 2020. Council had no changes or corrections.

MOTION/VOTE: Brian Last moved to approve the minutes of the August 18, 2020 council meeting as written. Alan Schmuck seconded the motion and it passed unanimously.

Mary prepared a "Record of Council Email Votes, August 19, 2020 – September 10, 2020", which was emailed to council on September 14, 2020. It concerned council motions, votes, and requests for approval made via email regarding building access requests, an outdoor worship proposal for September 6, 2020, and a modification of the Halo Girls Corp. facility request. A correction was discussed regarding the Halo Girls Corp. facility request.

MOTION/VOTE: Jean Roenfeldt moved to approve the "Record of Council Email Votes, August 19, 2020 – September 10, 2020" as amended. Leigh Brazee seconded the motion and it passed unanimously.

PASTOR'S REPORT: Pastor Kari provided her September report to council by email on September 14, 2020. She advised that the transition team is starting to do one on one interviews with congregation members. She's hopeful that council members will participate if they get a call from a transition team member. The transition team is trying to move quickly and determine what work is essential.

Pastor Kari said she admires what is being done in council. She said she would like names of things council members would like to change about council; for instance, how could it be more enhancing or more fun? Council members offered the following:

1. There are too many people on council. A lot of council members are also active members in church and "it doesn't take this many people to run the church." The council member thought 9 would be a good number for the size of council.
2. "There are a lot of positives in the church. Whatever we do, someone won't like something. Overall, we're due for a change." The council member was excited to

welcome a new (called) pastor. The council member said calling on the sick is very important. That has been somewhat of a weakness. The pastor needs to go to the hospital for visits. Regarding council, the council member felt the more people there are who are involved with council, the more ideas you get. On the other hand, a smaller number of council members would be able to make decisions quicker. Overall, the council member thought input from more council members (rather than less) is important.

3. A council member noted that they hardly ever talk to congregation members who aren't on council. The council member suggested council have "office hours" where congregation members can provide input to council.
4. A council member said they agreed with #1 above. This council member's frustration is that items get talked to death. Fewer people on council would be more efficient.
5. A council member expressed that the size of council doesn't necessarily make a difference. Council members should come prepared to the meetings. The council member felt that we're not kicking a dead horse by lengthy conversations, we're getting people up to speed.
6. A council member agreed with #5 above. The council member thought that if detailed reports of matters requiring council discussion were provided in advance of council meetings, it would give council members a chance to digest the information and come to the meetings ready for a productive discussion. There are too many things council hears for the first time at the council meeting, which don't give council an opportunity to think about the topic in advance and formulate questions.
7. A council member expressed that if someone is going to be asked to serve on council, they need to be told what is expected of them. Being on council is very involved.
8. A council member thought there should be more transparency and the congregation should be given more information about what is being done.
9. A council member expressed agreement with #5 and #6. The council member felt that a smaller council might put too many committees under one council liaison. The council member thought that everyone should be coming prepared to the council meetings.
10. A council member said it was time to get back to meeting in person. Council members are all assigned committees; some committees involve more time than others. The council member thought council could do a better job of being prepared for meetings ahead of time. If council representatives are assigned more than one committee, it would be more work required of a fewer number of people.
11. A council member said they could live with 12 council members. Council needs more information from the congregation. The council member thought council would be a better team and stronger if meetings took place in person and if a couple of retreats were scheduled throughout the year and held outside the church. The council member thought some team building should be done in someone's backyard.

12. A council member added that they liked the idea of #3. The council member doesn't think council promotes getting information from the congregation and the congregation is somewhat stifled. The congregation should feel welcome to attend council meetings.

Pastor Kari thanked council for their responses. She said these ideas are some great beginnings.

COUNCIL BUSINESS

OLD BUSINESS

Holy Love 2020 Forecasts and 2021 Budgets: Forecasts for the remainder of 2020 and budgets for 2021 are due to Jean and Bob Apmann from all teams today. Jean said she had received all team budgets except for Christian Education. Jean will reach out to Laura for that information. Mark noted that as discussed at a council meeting a year ago, all team budgets should be provided to all council members so council will have an itemization of the requested budgets rather than just a total dollar figure. That will also help council see what is being cut when the budgeting process gets further along. Jean will send the original team budgets to council before the October council meeting.

Operating Income and Expenses Through August 31, 2020: There were no questions for Jean or Roger regarding income and expenses through August.

PPP Update: Mark reported that the original amount of the PPP loan was \$62,800. As of the September 11, 2020 payroll, \$47,366 has been spent (representing 75% of the loan) and \$15,434 is available to spend. Mark stated that as of the September 25 or October 9 payroll, the funds will be entirely spent. He noted that the preschool payroll went up quite a bit since they are now operating full time. A council member asked if anything needs to be done in order to not have to pay the loan back. Mark advised that a lengthy application needs to be filled out and submitted for loan forgiveness. He is hopeful there will be favorable legislative changes to the forgiveness process that will ease or make the application unnecessary.

Transition Team Update: Pastor Kari advised that the transition team is working on having one on one conversations with congregation members. Their goal is to finish these conversations by the end of September. She said that conversations with people or groups outside of Holy Love will be scheduled to talk to the transition team. Bishop Gonia will talk to the congregation on November 8, both leading worship and doing some teaching on what it means to be an ELCA Christian.

Pastor Kari is working on getting an auditor for that step of the transition process. She has put this on hold for now and will be discussing it further with Beth.

Pastor Kari said the personnel team needs to work on the personnel policy and staff job descriptions.

A council member asked if there has been much participation in the Vitality Survey. Pastor Kari said tomorrow is the last day for congregation members to complete the survey. She is hopeful for 30% - 35% participation. An analysis will take about three to four weeks to complete after the survey deadline.

Pastor Kari said the Vitality Survey is also being used by other denominations. One council member said it is not the best survey he has ever seen, and he would like to give feedback to someone in that regard. Pastor Kari stated that the survey was not perfect, but it is all we have. She said this is only one of the tools the transition team will use. They will try to discern the top three to five things in the survey that are important to the congregation. She noted that the survey hasn't been used much prior to the last couple years.

Shared Ministry Events:

God's Work. Our Hands. is scheduled for September 13. Mark said Alan wrote a great description of the event for the E-news. Alan said a couple congregation members provided some input on where to serve. He took some donations to Ronald McDonald House. Alan said he meant to include the New Beginnings Women's Prison Ministry on the list. He would like to promote the event through the month.

Other shared ministry events include All Saints Sunday and Intent/Commitment Sunday on November 1 and Celebration Sunday on November 8 when Bishop Gonia will preach via Zoom.

NEW BUSINESS

ACTION ITEMS:

Damage deposits being held from non-member community groups: There is \$625 being held in a restricted fund for facility usage deposits. The deposits are from three non-member community groups. Mark stated the choices are that either the funds be left on deposit or we be more proactive and ask the groups if they want the funds returned. If the groups think they'll resume meeting at the church when they are allowed to do so, Mark would prefer that the funds be kept on deposit. Jean advised that none of the groups has asked for their deposit to be returned. A council member suggested that if we offer to return the funds, the groups will want to meet in the building and that's not an option right now due to the preschool. Some council members expressed that the funds should be left as is in the restricted account.

Mark advised that he will handle the two other items mentioned in the finance team report outside of council.

Pastor Kari's housing allowance: In Pastor Kari's September 2020 report, she requested approval of \$2,000 of her salary per month to be designated for housing allowance.

MOTION: Mark Johnson moved to designate \$2,000 of the cash salary for 2020 to be paid to the Rev. Kari Reiquam as a housing allowance in response to the pastor's request and acknowledgement that the allowance so designated does not exceed the fair rental value of her home plus the cost of utilities, taxes and maintenance; therefore, the cash salary shall be \$3,000 and the housing allowance shall be \$2,000. Alan Schmuck seconded the motion.

DISCUSSION: Mark advised that \$3,000 in salary is the amount going to Pastor Kari's retirement account with Portico and that \$2,000 is being designated as housing. This does not change the total amount that Pastor Kari is being paid.

VOTE: The motion passed by unanimous vote.

Streamline one-time facility entrance requests: There have been numerous facility entrance requests received over the last couple months, most of which were handled by council via email. Mark suggested that the approval process be streamlined by forming a group of three to four people who would address the facility entrance requests for people who want to enter the building on a one-time basis. Mark said the group should include him and Brian, who are already authorized to enter the building, as well as a couple other council members. He suggested that decisions on the facility entrance requests could be made by two out of the four members of the group.

A council member asked if we should be thinking about how it looks to bring people back in the church on either a short-term or long-term basis. We need to look toward the future and we need some structure in place.

A council member stated that the preschool staff and students are in the building and asked why congregation members can't be in the building as well. A council member responded that congregation members can't be in the building at will in order to not bring in extra contagion. A council member noted that the initial building entry policy states no one can go in the preschool end of the building.

Mark felt our hands are tied right now with what we have and that council isn't prepared right now to make a short-term or long-term policy on allowing congregation members back in the church. He suggested the building entry subcommittee is the appropriate group to come up with a proposal for that.

A council member restated that a check system is what's needed before a facility entrance request is approved. It needs to be determined that there is no overlap of people or groups in the building. A streamlined approval system is the first step.

A council member said there are ways to streamline the facility entrance requests that council is receiving. For example, Marcia Monson requested that 10 to 14 people be approved to be in the building for the Women's bible study; maybe that should be amended to 20 people to avoid future amended requests. Another example is the preschool's request that Twila Harter be allowed to attend the preschool staff meetings in the church; maybe that request should be amended to say that a preschool board member be allowed to attend the preschool staff meeting in the church so that other preschool board members could attend without getting separate approval.

A council member said that people who go into the building are going in at their own risk. Another council member thought the only people who should be allowed in the preschool side of the building are Brian, Mark and Steve Knuth.

The preschool is under state licensing guidelines that must be followed; the church end of the building is not.

MOTION/VOTE: Mark Johnson moved that he, Alan Schmuck, Brian Last, and Katie Sinclair comprise an empowered and authorized subcommittee whose function is to serve as an approval process for one-time facility entrance requests; that subcommittee will

report to council monthly regarding the facility entrance requests received and the action taken in the prior month; and that a minimum of two out of the four members of the subcommittee be required to make a decision on facility entrance requests. Cal Hosman seconded the motion and it passed unanimously.

Any facility entrance requests that are repetitive will still go through council for consideration. Mark requested that the members of the building entry subcommittee meet and draft a proposal for council action regarding short-term and long-term plans for allowing people in the building.

FACILITY USAGE REQUESTS:

Council had six facility usage requests to consider:

1. Marcia Monson submitted an amended request for the Women's Bible Study asking that they be able to meet in the sanctuary since more than 8 to 10 people are expected to attend as reflected on the original request form. (See August 18, 2020, council meetings for additional details of this request.)
2. The Mission Viejo HOA had requested use of the parking lot on the east side of the building on October 10, 2020 from 8:00 a.m. to noon when they would have two garbage trucks available for residents of the neighborhood. This request was originally made on February 4, 2020. Council tabled the discussion at their February meeting since plans for possible repaving or repair to that parking lot weren't known.
3. The church mice (Donita Harvey and Gayle Rullo) requested access to the preschool and church areas of the building during the week of October 12 through October 16, 2020, in order to do general maintenance, paint, and replace ceiling tiles. Specific dates and times have not been determined; however, the preschool is on fall break that week. Donita and Gayle will work according to their personal schedules and advise Brian when they plan to be in the building and if a conflict arises with another building access request, they can be flexible.
4. The preschool board has asked that Twila Harter be given permission to attend monthly preschool staff meetings for the remainder of the school year. These meetings generally take place in the Fellowship Hall.
5. The preschool board has asked for permission to meet in the narthex on the second Tuesday of every month at 4:00 p.m. for their board meetings. For October only, they will meet on the third Tuesday of the month due to Fall Break.
6. Leigh advised that the preschool wants approval for four PTO parents to be in the preschool portion of the building to assist with the butter braid distribution on October 6 and 7. On August 27, 2020, by email motion and vote, council had approved the chairperson of the PTO's butter braid fundraiser to access the building on October 6 and 7.

A council member explained that Mary Stephenson wants the butter braids kept inside the building because she didn't think they would all fit in coolers that could be kept outside. The

distribution of the butter braids will be on October 6 and 7 from 9:00 a.m. through 3:00 p.m., which is when the preschool is in session.

A council member stated that Mary struggles with not being able to do things that the preschool used to do pre-COVID, such as Secret Santa and Octoberfest. A question was asked whether discussion has taken place at preschool board meetings about the need to do things differently this year and things that were done in previous years may not be possible right now.

Council needs to think about their decision as it will set a precedent for future requests. A council member thought that licensing is an important issue to consider. She felt that mixed messages are being sent if the preschool is allowed to do things contrary to licensing mandates and the congregation can't do what they want on the church side.

Leigh and Donita shared that they have received comments from preschool board members and congregation members that council is being too strict regarding building usage. Donita said she wasn't sure how licensing would react to a non-essential parent being in the building for the butter braid distribution. Council members felt that potentially jeopardizing the license that allows the preschool to operate is not worth butter braids or anything else. The state licensing board dictates that only essential people can be in the building. Council discussed at length the concerns of the preschool wanting volunteers in the building to help with the butter braids as well as the potential for licensing problems if volunteers were allowed in the building.

MOTION/VOTE: Mark Johnson moved that the following action be taken regarding the six facility usage requests:

- Deny the request for PTO parents to be in the building for the butter braid distribution.
- Deny the request for a preschool board member to attend preschool staff meetings.
- Approve the amended request for the Women's Bible Study to be held in the sanctuary with the number of attendees limited to that established by the state health department.
- Approve Mission Viejo's HOA request to use the parking lot on the east side of the church on October 10, 2020 from 8:00 a.m. to 12:00 p.m. and have two garbage trucks in the parking lot for residents of the neighborhood to dispose of trash.
- Approve Donita Harvey and Gayle Rullo's request to access the preschool and church areas of the building during the week of October 12 through October 16, 2020, in order to do general maintenance, paint, and replace ceiling tiles with specific dates and times to be determined according to their personal schedules.
- Approve the preschool board's request to meet on the second Tuesday of every month in the narthex at 4:00 p.m. and, for October only, on the third Tuesday of the month due to Fall Break.

- Rescind the approval given on August 27, 2020, allowing a preschool PTO member access to the building on October 6 and 7, 2020 for the butter braid fundraiser.

Alan Schmuck seconded the motion and it passed unanimously.

OTHER:

Janitorial Service Cleaning Schedule/Toilet/Smoke Alarm: Mark asked Brian to address whether the janitorial service could begin cleaning at 6:00 p.m. instead of 5:00 p.m. in order to give more flexibility to groups meeting in the narthex; give an update on the fire alarm that has been making a sporadic beeping noise; and provide a status on fixing the leaky toilet in the women's restroom.

Brian advised that he has sent a text message to the cleaning crew asking that they start cleaning at 6:00 p.m. instead of 5:00 p.m. Steve Knuth ordered parts for the toilet in the women's restroom; when that repair is made, it should stop the water from running. Steve Knuth is coordinating with a company to inspect the fire alarm and determine what is causing it to beep.

Brian advised that Mary Stephenson said the fire department is scheduled to be at the preschool on Monday for an inspection. Brian will call Mary regarding that appointment. Steve Knuth had said he wanted to be involved when the fire inspection takes place. Mary thinks that some of the tags on the fire extinguishers have expired.

Pastor Impersonation Scam: Mark told council about an email scam that he became aware of last Tuesday. He received an email purportedly from Pastor Kari saying that she was in a meeting, but needed help with the purchase of some gift cards. He asked council to be cautious with any unusual emails in light of the email sent to him. Mark expressed concern that he could access the member portal on Holy Love's website without using his password. Another council member also stated that she could access the member portal without a password.

A council member noted that the member directory is still available on the E-news which contains congregation members' phone numbers, email addresses, physical addresses, etc. The directory should only be available through the member portal. Pastor Kari will talk to Lori about getting this removed.

Alan advised that someone put remote access software on the church office computer to allow access to some of the data on the church office computer. This happened earlier in the year.

November Congregational Informational Meeting: An informational meeting will be scheduled in November. Mark said council needs to determine whether it will be conducted in person, on Zoom, etc. The same consideration will need to be given to the annual meeting in January. These decisions may depend on what the plans to reopen the church look like.

Updates from Worship & Music and the Technology Team:

Worship & Music: Katie said she felt like the first outdoor service held on September 6 was successful. There were some issues with the live feed, probably due to an old laptop computer

that was used. The technology team will try to make the live feed work on September 20. The worship and music team would like to have an outdoor worship service every other week until November. Their goal is to have an indoor service on November 1.

A council member said the outdoor service on September 6 was great; there was lots of room and everyone was distanced.

Mark said some people have asked why the same service can't be done every week. Katie said that some things were already planned on the worship schedule to be done on Zoom, so the worship and music team thought they would leave the service schedule as it is. Mark stated that other churches are leaps and bounds ahead of Holy Love. That being said, council does appreciate what Katie has done. Pastor Kari said that it is not a race and Holy Love started at a different place than other churches, both technologically and where we are as a community with a new pastor. Mark expressed that congregation members are comparing Holy Love to how worship is conducted at other churches. Alan felt that people should be informed about all the effort it takes to put on an outdoor church service.

Technology Team: Alan said he received a September report from Lori regarding an update from the technology. He will make sure it is sent on to council. Alan advised that Xfinity and Comcast said the cost for high speed internet would be in the \$20,000 - \$30,000 range. Alan said the amount is reasonable, but it is a lot. It equates to monthly payments of around \$700 for five years. Alan advised that Lori contacted Comcast again and found out that they might be able to offer a less expensive price. Alan said the church might need to purchase speakers and other equipment, but high speed internet is absolutely necessary.

ADJOURNMENT

Pastor Kari provided the closing blessing, and the meeting was adjourned at approximately 9:07 p.m.

Respectfully submitted,

Mary Unrein

Mary Unrein
Council Secretary

October Council Meetings:

Executive Team: October 18, 2020

Council Meeting: October 20, 2020 @ 7:00 p.m. via Zoom