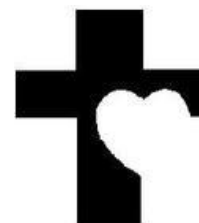


HOLY LOVE LUTHERAN CHURCH
4210 South Chambers Road, Aurora, CO 80014

COUNCIL MEETING MINUTES

Sunday, September 27, 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	

Also present were technology team members Mike Sinclair and Lori Rieger.

CALL TO ORDER: President Beth Whitney called the meeting to order at approximately 11:00 a.m. The meeting was held *via* Zoom video conferencing. A quorum was present.

This special council meeting was called to discuss a recommendation advanced by the technology team to consider (1) a Comcast Business phone and internet proposal for the church that involves coaxial cable and (2) a proposal to purchase computer equipment. Alan had invited the technology team members to participate in the council meeting.

COMCAST PROPOSAL

Alan sent an email to council on September 22, 2020 with the technology team's recommendation to proceed with a proposal from Comcast for phone and internet service. The email attached a Service Order Agreement – Business VoiceEdge Services, Letter of Agency, and Comcast Business Service Order. Comcast's proposal is \$412.80 per month for the first three years and includes five VoIP seats, installation of coaxial cable, phone and internet service.

Beth asked Alan to explain what Comcast will offer compared to the services we currently have with CenturyLink.

Alan explained that the technology team obtained quotes from Comcast and CenturyLink for fiber optics. Both bids were in the \$20,000 to \$30,000 range. Mike Sinclair added that the bids were approximately \$23,000 for installation and usage fees for five years. The monthly payment would be about \$700 and would include a 100 Mbps upload and download speed and five phone systems.

Mike said he spoke with a friend who works for UPN¹ regarding a quote for fiber optics. Their bid was \$600 per month for five years and would include installation, data and a phone plan. It would take three to five months to get it installed; however, UPN requires more customers up front in order to put fiber optics in the area rendering this not an option.

A council member wondered whether the cost for fiber optics should be considered since it is a better product than coaxial cable. Alan said Comcast's bid for coaxial cable includes a 300 Mbps download speed and a 30 Mbps upload speed. The contract is for a shorter time period (three years versus five years for fiber optics). The Comcast representative said we could contact Comcast after about six months of service to renegotiate the price downward. Alan said the internet speeds are in line with what would be required for live streaming, broadcasting and for church office use. The preschool would also be able to use the services.

Alan explained that the preschool could get their own hook-up, but it wouldn't make financial sense. Currently, the church and the preschool pay separately for DSL services through CenturyLink. The preschool mostly uses the DSL service for downloads and the internet. Mike said the building is wired between the church and the preschool and it would be easy to run the coaxial cable throughout the building.

Cal asked if it would be reasonable to ask the preschool to pay for part of the cost if we went with Comcast's proposal. Mike thought it would be appropriate. Leigh advised that the preschool budget for phone and internet service is about \$130 per month.

Mike said the current, combined amount the church and the preschool are paying to CenturyLink is approximately \$330 per month and we are receiving subpar internet service. The internet service should have been upgraded years ago. He said both router boxes are running on the same phone line.

Alan said Comcast's proposal is for 300 Mbps download and 30 Mbps upload speeds. By comparison, a speed test on the current internet service (that includes the church and the

¹ Unite Private Networks (UPN) is a company that operates a fiber optic network in Colorado and other states.

preschool) with one computer running revealed speeds of 3.25 Mbps download and .7 – 1.3 Mbps upload. Alan said we would realize 30 to 60 times more internet speed with coaxial cable.

Lori said the proposal from Comcast had to be a minimum of \$400 in order for it to be reviewed by their finance division.

Some council members asked what additional fees would be added to the quote of \$412.80 as the Service Order Agreement stated that “taxes and fees . . . and other applicable charges extra . . .” Alan said he would find out this information.

Lori said the phone lines between the church office and the preschool would remain separate so that calls cannot be transferred back and forth. Mike said the phone lines should all be tied together.

Alan said we need to make sure the church can use the same phone numbers if we switch to Comcast. Jean said that at Christ the Savior, they have to pay taxes on their phone bill. She said when that church switched to Comcast, it was set up so that when the original phone numbers were dialed, the calls would roll over to new phone numbers assigned by Comcast. She said this forwarding feature was ongoing with no expiration. Christ the Savior pays \$207 per month for cable, wi-fi pro internet and voice services through Comcast.

Beth asked how the laying of the coaxial cable would proceed. Alan said that is unknown at this time. Comcast will first have to approve the proposal made to us by their representative. Donita confirmed that the quote of \$412.80 per month is based on Comcast bringing the coaxial cable to the building from wherever it exists; Alan said that is correct. Alan advised that it is less costly to put in coaxial cable than it is to put in fiber optics.

Alan said if council approves moving forward with Comcast’s proposal, the following steps will be taken:

1. Comcast’s finance department will review the proposal and let us know if they approve it.
2. Comcast will do a site survey, at which point they will know the real cost of the project. We will have an opportunity to say we don’t want to proceed at that point.

Alan said he was hearing that the preschool and the church office can’t function as they would like on the connectivity that we currently have; council confirmed that was a correct understanding.

Alan would like to confirm with the Comcast representative what the total monthly bill will be that includes taxes and fees as well as an answer regarding the transferability of phone numbers.

Brian asked if proceeding with Comcast would solve the church and preschool phone and internet problems. Alan felt we should go into this initially based on what the church wants to do and then offer to bring in the preschool. He expects this is something the preschool would want to do. He said the other option would be for the preschool to initiate the coaxial cable proposal with Comcast and then the church could piggyback off of it. Alan thought the church is the overall entity and should be taking it on.

Brian said he wanted to be sure the preschool can be involved in the upgraded phone and internet service. He thinks calls should be able to be transferred back and forth between the church and preschool. Beth said it is important that the entire building be upgraded. Alan confirmed that would be the case if we upgraded to coaxial cable.

Alan noted that the Ring cameras would function with a new internet system and a Ring camera could be added to the preschool side of the building.

Alan said it would cost about \$300 to put the connectivity into the preschool area of the building.

Mike said the church and the preschool could have their own Wi-Fi. Beth asked if people would be able to use their computers, tablets, and other smart devices when they are at meetings in the church, in the Fellowship Hall, etc. Mike said the Wi-Fi could be set up so the whole building is on the same network or it could be separated. Donita suggested that Wi-Fi areas should be set up throughout the building. She said she would like to make sure people don't have to remember where they are in the building in order to determine what network they log into.

Leigh said the Comcast proposal for \$412.80 per month includes five lines, but noted that the church only uses three lines. Alan said the basic package includes five Cisco phones and that we can do whatever we want with those lines. It was noted that the preschool phone number was not on the Letter of Agency; Alan will make sure the preschool number is added to that document.

Mark said he was trying to determine what comprises the amount of \$412.80 and was wondering if that number needs to be corrected. The Service Order Agreement includes \$219.45 for monthly recurring charges, \$49.00 for standard installation fees, and \$149.75 in activation fees. Those amounts total \$418.20. Council wondered if the 8 and the 2 in the agreement were transposed in the Comcast representative's email.

Brian asked if there would be a cancellation fee if we terminated the agreement with CenturyLink early. Mary noted that the CenturyLink bill that Roger emailed to council said, "...you have a 24-month Term Commitment Agreement. Your Current Agreement expires on 06-27-2021." Beth said she and Lori asked this question of CenturyLink months ago when they were reviewing the CenturyLink service plan. She recalled there would be a nominal cancellation fee.

Beth asked Lori to contact CenturyLink to see what the amount would be to cancel the agreement early. Leigh and/or Donita will find out what the cost of early termination would be regarding the preschool's agreement with CenturyLink.

Jean said she would like to know if the whole building could be linked and what the cost would be. Lori said that once the service is at the building, the church and preschool would both have access to it.

Alan will get answers from Comcast to the following questions:

- At what point are we locked into a contract? Do we have an opportunity to back out?
- What fees and taxes will be added to the monthly amount quoted?

- What are the phone service capabilities?
- Are the four phone lines transferrable?
- Will Comcast be willing to guarantee a baseline speed? (Alan noted that the agreement calls for 300/30; if Comcast doesn't hit those numbers, we can renegotiate.)

Once we get these answers from Alan, Lori and Donita/Leigh, council was asked if they were comfortable with an email vote on whether to proceed with the proposal or if another meeting should be held. Council thought that depended on the answers that are received. Alan said he would put a motion together with the answers we get.

A council member asked, "This is for the whole building; right?" Alan said there would be one coaxial wire coming to the building. Once it is in the building, we can do what whatever we want with it. There is some cost involved with that. If the preschool wants their own connection, they can pay Comcast to put in a coaxial wire for them. Alan said there is no benefit to the preschool paying Comcast separately.

Beth summarized that Alan will email a motion to council with all the details he learns; Lori will send council an email regarding CenturyLink's contract termination fee; and Leigh or Donita will send council an email regarding CenturyLink's contract termination fee for the preschool.

One council member thought it might be better to have a short, in-person meeting to discuss the motion and to vote. Beth suggested that we should see what the responses are to our questions and if that changes what we previously understood, then another meeting will be scheduled. If the answers are basically clarification, then an email vote might work.

COMPUTER EQUIPMENT

Beth forwarded an email to council on September 25, 2020, from the technology team containing computer equipment they were proposing that the church purchase.

Beth asked if council needed to look at establishing a budget for the technology team. Council supported that idea. Lori said the technology team and the worship and music team seem to be somewhat the same thing for budget purposes. Beth disagreed and said we need to be careful with that. She said if the worship and music team has a plan for how to do worship and it involves technology, then the technology piece shifts to the technology team.

Mike said the equipment being proposed will be used to record and broadcast worship services. He noted it will probably be three months before the church has high speed internet.

Laura noted that there are a lot of technology costs being expended right now that the church is getting for free. She thanked the technology team for donating those costs. Laura felt it is important to give the technology team the tools they need to provide recorded services, etc. Beth noted that one positive thing that has come from the pandemic is the realization that technology is becoming more vital to congregations.

Mike said the computer being suggested by the technology team has a large amount of RAM and a processor that works at high speeds. It has 32GB of memory and comes with a video and audio card. It will allow video to be brought in from a camera and audio to be brought in from the

church and the software will record and air the videos. In addition to purchasing the CPU, a monitor, keyboard, secondary camera and standing desk is being proposed. The desk is mobile and can be rolled outside for outdoor worship services and stored in a locked room in the building. The computer includes all the hardware that will sustain the church for many years.

Alan advised that this equipment is immediately usable. We won't be able to live broadcast with it right away, but it can be used to put recordings on the internet.

MOTION: Jean Roenfeldt moved to authorize the technology team to spend up to \$2,000 for the purchase of the proposed equipment. Laura Flynn seconded the motion.

DISCUSSION: Leigh said that the total amount of the equipment is a little less than \$2,000. If the money can be found in the budget, she thought we should move forward with it. Mike said asking for a special donation could be done to recover some of the cost.

VOTE: The motion passed unanimously.

Laura thanked Lori for her work on the church website and for publishing the worship services on the website. Brian thanked Mike and Katie for what they are doing to make the outdoor worship services happen.

Alan said there will be training offered for people to learn how to record the services with the new equipment.

Lori will use the church credit card for the purchase of the equipment. Jean said the funds to pay for the equipment can come out of the Thrivent Choice Dollars fund.

Beth asked that Mike or Alan write an article for the E-news letting people know they can donate to the cost of the equipment. Mike offered to do this. He will mention in the article that checks should include a notation on the memo line that the funds are for the computer equipment.

ADJOURNMENT

The meeting was adjourned at approximately 12:29 p.m.

Respectfully submitted,

Mary Unrein

Mary Unrein
Council Secretary