

Tree of Life Church Council Minutes
Monday, October 8, 2018, 7:00 PM

Members present: Jack Zimmer-president, Larry Klotz-vice-president, Heidi Beckham-financial secretary, Jim Voelz-treasurer, Pastor Chris Lake, Kirk Helberg, Annie Lindemann, Susie Rust, Richard Schaper, Kevin Solberg, George Timmons

Members not present: Linda Baumgartner-secretary

A. Call to Order and Opening prayer

Meeting was called to order by President Jack Zimmer at 7:35 pm, who led us in the opening prayer.

(The Council reversed the agenda order for Audit discussions and Consent agenda so that our Audit Report by Melissa Minieri could be addressed first.)

B. Discussion agenda (Visitors presenting new business will go first)

Melissa Minieri and Peggy Little served as the Committee for the 2017 Audit of the financial books. Melissa Minieri presented the report, written with the ELCA Audit guidelines. She answered questions about the recommendations.

After lengthy discussions on the topic of "Offering Counting" (#5), it was decided that we should institute ELCA best practices to have two unrelated counters on Sunday morning. By this we primarily mean unmarried persons, but will refer to Policy language to specify "unrelated", i.e., "immediate" or "living under the same roof".

ACTION ITEM: Pastor Chris moved that this procedure be in place no later than January 1. Kirk Helberg seconded and the motion passed.

We will begin advertising for additional counters immediately. Heidi Beckham has offered to be one of the counters on Sundays she is available (not contemporary worship Sundays). Also the offering plates can be gathered following Communion so that the Counters have the option of beginning their task before the service has finished. A Temple Talk to further explain the new procedure could be presented during Advent, when the Time & Talent signups are scheduled.

Another recommendation suggested the 8 am service offering be stored in a more secure location between services. It was agreed that the lockbox in the Office Manager's office will be substituted for the sacristy location.

Recommendations for Payroll forms (#11) continue to be addressed by the Office Manager. It was recognized that those who handle monthly Bank Reconciliations (#2) and those who are authorized to sign checks should be and are different persons. Melissa Minieri suggested that we have a formalized history of "Designated Funds" (#6), especially as we begin our Memorial Pathway. Legally, we must use funds as designated by the giver. We might include language that suggests we can "repurpose funds at the conclusion of a project" or that "unspent funds are to be determined by council".

Discussions followed about reconciliation of Credit Card Transactions (#17). The Audit report suggested receipts be turned in within 30 days of incurring the expense. Currently a photo of the receipt can be sent directly to the Office Manager for a quick turnaround. It is suggested that we continue to work on this challenging area, acknowledging that people are in different places at different times.

There will be further investigation about insurance coverages (#16) for Accidental Medical and Employee theft. A motion to accept the 2017 Audit was approved.

The Council expressed their sincere appreciation for the excellent work and report by Melissa and Peggy.

C. Consent agenda

- I. **Motion:** Adoption of agenda *.
- II. **Motion:** Approval of minutes (Sept. 12, 2018)
- III. **Motion:** Ratify new members: none

George Timmons moved and Pastor Chris seconded the motion to approve the Consent Agenda. All in favor and the motion passed.

D. Financial reports

- I. Monthly Statements (September): Sept and October reports will be reviewed at the November meeting.
- II. Rhelm Update: We continue to encourage folks to sign up with Rhelm.

E. Pastoral report

Megan Dillon is settling in well to her new role as Office Manager. TOL is fortunate to have a strong staff. Flo Stiverson is in hospice at home and enjoys listening to the services streamed on Youtube. The church staff is gearing up for Advent/Christmas. With Council support and approval, Pastor Chris will begin the application process for TOL to become an internship site for Carrie Peterson, our seminary student. She would begin her official internship here in Fall, 2019. This would include her ability to preside at communion and be a full-time position.

ACTION ITEM: President Jack Zimmer moved that our 2019 budget reflect the additional funds (\$7000-8000) to accommodate this internship starting in the Fall, 2019 and affecting the 2020 budget as well.. George Timmons seconded. All were in favor and motion passed.

F. Old Business

- I. Policy Manual Update: no update
- II. Memorial Walk/prayer path update was given by Larry Klotz and Kevin Solberg. After further study, it appears we have two basic sizes. The large stone is basically 12X12 and will be designated at the Memorial Stone and Special stone for Pastors' service, the veterans' plaque and similar situations. The contribution minimum will be \$700. The second stone is about half that size and minimum contribution is \$150. Larry is recommending we work with contributors to select the stone location, we'll pull that

stone out and we will have temporary stone in its place while the stone is being engraved.

G. New Business. (Motions)

I. The 2019 Budget draft was presented by Jim Voelz. With a conservative estimate of revenue in mind, there are two drafts: Budget #1 (conservative spending) and Budget #2 (constrained spending). Discussion followed about line items. Council was reminded that this is a working document. It was suggested that we continue to remind and encourage folks to use additional venues for giving: charity donations via Kroger card, Amazon Smile, and Thrivent programs.

ACTION ITEM: President Jack Zimmer suggested that as liaisons to the teams, we seek out any feedback for budget considerations and bring back any recon to the November meeting.

II. 2019 Council Election Update: President Jack Zimmer reported that there were no open positions necessary for 2019, but we can expand our Council to include up to 9 at-large members.

H. Council was reminded of the last two 2018 meetings: November 12 and December 10 at 6:30 pm. The meeting was adjourned, and Pastor Chris led us in the closing prayer.

Respectfully submitted,

Susie Rust
Acting Secretary

NOTES:

Congregational Meeting 2018: Jack Zimmer. President elected to 2 year term, Jim Voelz, Treasurer, Linda Baumgartner, Secretary, Kirk Helberg, George Timmons, Heidi Beckham, Financial Secretary; and new members elected for 3 year terms, Susie Rust, Annie Lindemann, Larry Klotz(elected for 3 year term as VP), Richard Schaper, Kevin Solberg.

Congregational meeting 2017: Jim Voelz, treasurer, Linda Baumgartner, Kirk Helberg, George Timmins, Jack Zimmer, Dennis McConnell, President, term expires January, 2018

Congregational meeting 2016: Council members - Susan Blough (recording secretary)

Elected 2015 - Heidi Beckham, Matt Hannes (2nd term), Chuck Will, Lawrence Zuelke,

Elected 2014 - Linda Baumgartner, Alicia Macha (resigned position January, 2015), Jim Voelz. (2nd term), John Nye. (2nd term), Julie Weeks. (2nd term)