



CHRISTIANA LUTHERAN CHURCH EXECUTIVE COUNCIL

November 3, 2015

Minutes

President – Joe Jorgensen	P	Vice-President - Andrew Wilkins	P	Secretary – Linda Bauer	P
Alan Ritchie	P	Sharon Buckley	P	Christian Donovan	P
Lucky Rimpila	P	Al Godfrey	A		
Pastor David Mesaros	P	Treasurer – Rachel Fausch	A	Steven Olan – CYF Leader	P

Call To Order: President Joe Jorgensen called the meeting to order at 6:03pm.

A. Devotions: Matthew 28 – Discussion: “And Remember.” When we remember it means we have carried something of the other person with us, some mark has been made. As long as we remember, it means we are not entirely lost. Name someone you often remember who is not with you now (they do not have to be dead!) Name a time or circumstance when you most remember Jesus being with you.

B. Approved Agenda for November 3, 2015: Motion made by Lucky Rimpila and seconded by Alan Ritchie to approve the agenda as distributed at the meeting with the following additions:

Under Old Business:

F7. Remote Attendance Policy.

Under New Business:

G 3. Finance Committee Housekeeping items.

Appoint members of 2015 Finance Committee

Approve Pastor Dave as approver of request for payment

Approve Karen Frame as check signer.

Motion passed by unanimous voice vote.

C. Approve Minutes from October 6, 2015. Motion made by Lucky Rimpila and seconded by Andrew Wilkins to approve minutes from October 6, 2015 with no corrections.

Motion passed by unanimous voice vote.

D. Council Information and Reports

1. Treasurer’s Report: No Treasurer’s Report

Budget Report under New Business

2. Pastor’s Report: See Attached

Highlights: Letter received from lawyer to remove shed. Pastor Dave responded.

Meetings needed this month:

- Nominating Committee needs to meet in November. Joe Jorgensen will contact members.
- Personnel Committee needs to complete reviews. Discussion on setting dates.

Pastor Dave verbally presented the Ministry Board report (they met October 29).

- The Ministry Board will attend Ministry Team meetings & Executive Council meetings.
- The Ministry Board will receive all Ministry Team reports and make one report for the Executive Council.
- The Ministry Board will work on a template for the annual reports submitted by Ministry Teams.
- The Ministry Board is working on communication.

Motion made by Sharon Buckley and seconded by Alan Ritchie receive the Pastor's report as presented.

Motion passed by unanimous voice vote.

3. CYF Leader Report: See Attached.

Highlights: One year anniversary.
Success of counseling student – received great news that she overcome a great obstacle.
Church funded Sunday School will be discussed later.

Motion made by Andrew Wilkins and seconded by Christian Donovan to receive CYF Leader Reports as presented.

Motion passed by unanimous voice vote

4. Ministry Board Report and Ministry Team Reports: See Attached

No action needed by Executive Council

Motion made by Sharon Buckley and seconded by Andrew Wilkins to receive Youth Ministry Team Report as presented.

Motion passed by unanimous voice vote.

5. Property Committee Report: See Attached

Discussion: Christian Donovan went over the action items. Revenue source for repairs was discussed. Discussion would fall under budget meetings in December.

Discussion on ballfield mowing expense account. It was decided this would be discussed under budgetary also.

The roof assessment report has not come back yet. It is due in any day.

Motion made by Andrew Wilkins and seconded by Alan Ritchie to accept the Property Committee Report as presented.

Motion passed by unanimous voice vote.

**E. Action Items from Ministry Board and Ministry Team – none
Action Items from Property Committee – see above**

F. Old Business:

1. Report on Personnel Handbook – haven't met. Joe will get latest version sent to the Personnel Committee.
2. Report on audits – The Audit Committee met. They completed first quarter of 2015. They will meet again this week to catch up on 2015 and then review 2014.
3. Discussion on Christiania Statement of Faith/Religious Employment Criteria/Facility Use Policy and Marriage Policy – one more webinar to review. No discussion.

4. Definition of voting members (age) – first forum held. Jeff Otto was not present. One more forum tomorrow night. Sharon Buckley will contact Jeff Otto to see if he will be present to support his motion.
5. Church Funded Sunday School – a petition signed by about 30 congregational members was sent to President, Joe Jorgensen and Vice President, Andrew Wilkins. After discussion, Andrew Wilkins drafted a reply to the congregational member's petition. Linda Bauer will send the document to the Executive Council for review. A copy of the draft is included in this packet.
6. Policies review/update – Joe Jorgensen will send the policies (that need to be reviewed) to the Executive Council. This is the EC's "homework" for the next meeting. The Financial Committee will review the Financial Policy and the Fundraising Policy.
7. Remote Attendance policy -
Whereas, remote attendance can be done effectively and efficiently by downloading the gotomeeting app, and
Whereas, all remote attendees have to be muted if anyone remote attendee is not using the gotomeeting app and,
Whereas, the facilitator can't tell who is currently an attendee by remote,
Therefore, it is recommended the use of a smartphone, computer or tablet that can download the gotomeeting app.
Motion by Linda Bauer and seconded by Lucky Rimpila to include the use of the "Gotomeeing" app as the only method of remote attendance under the Remote Attendance Policy.
Motion passed by unanimous voice vote.

G. New Business

1. Budget – a preliminary budget is included in this packet. Property budget is under property report.
The budget will be the main focus of the December meeting.
2. Roof Updates – Need the assessment report. Should be available this week.
Discussion of needing a 5 to 10 year plan.
3. Finance Committee –
 - a. The need for another approver of requests for payment in the absence of the Treasurer. Pastor Dave has agreed to be the back-up.
Motion by Linda Bauer and seconded by Andrew Wilkins to approve Pastor Dave as an approver of Request for Payments.
Motion passed by unanimous voice vote.
 - b. The need for another signer of checks. Twice in 2015, both the Treasurer and her back-up have been gone. Karen Frame has agreed to be a singer of checks. The New Market Bank has approved Karen as signer. Note: Karen will at times substitute for the Office Manager but will at no time cut/print and sign the same check.
Motion by Linda Bauer and seconded by Lucky Rimpila to approve Karen Frame as a signer of checks.
Motion passed by unanimous voice vote.
 - c. Per our constitution, the Executive Council needs to appoint the Finance Committee. Discussion on clarification of the constitution. The constitution reads the Finance Committee will consist of a member of the Audit Committee and a Financial Secretary. The Executive Council will need to have those names before appointing the Finance Committee.

H. Set Agenda for Next Meeting:

Meeting set for Tuesday, December 1, 2015

Old Business:

1. Report on Personnel Handbook
2. Report on Audits.
3. Discussion on Christiania Statement of Faith/Religious Employment Criteria/Facility Use Policy and Marriage Policy.
4. Definition of voting members (age).
5. Policy review
6. Budget
7. Roof Updates

New Business:

1. Approval of new Executive Council Secretary.

I. Adjournment:

Motion made by Linda Bauer and seconded by to Andrew Wilkins to adjourn.

Motion passed by unanimous voice vote. Meeting adjourned at 7:46pm.

J. Meeting closed in joining in the Lord's Prayer

Respectfully Submitted,

Linda Bauer
Executive Council Secretary

Christiania... We start with Christ - In our caring; in our serving; In our growing.