

## CONGREGATION COUNCIL Agenda/Minutes

<b>Date:</b> 05/09/2023		<b>PARTICIPANTS:</b> Bill Kanfield, Greg Silus, Pastor Jon, George Silverness, Warren Peterson, Terry Laschinger, Linda Heine(Treasurer), Jane Ward, Lonna Selkirk
<b>Start Time:</b> 6:00pm	<b>End Time:</b> 9:11pm	<b>Devotions: Pastor</b> - Psalm 66, afraid of the water, adaption to the Refresh here at CLC
<b>Location:</b> Classroom 5B (as normal Heritage rm tables set for Sunday Fellowship)		<b>ABSENT:</b> Tia Burnham
<b>Minute Taker:</b> Greg Silus & Lonna Selkirk		

### ITEMS REQUIRING ACTION BY MINISTRY BOARD:

<b>Special Guest</b>	<ul style="list-style-type: none"><li>N/A</li></ul>
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Agenda Items	Minutes/Discussion	ACTION/ Who is responsible	Start time/ DEADLINE
1. Approve Agenda	<p><b>Motion made by Jane Ward and seconded by Warren Peterson to approve the agenda with the following corrections: None</b></p> <p><b>Motion passed by unanimous voice vote</b></p>	N/A	N/A
2. Approve Past Minutes	<p><b>Motion made by Warren Peterson and seconded by Terry Laschinger to approve the Meeting Minutes for the Congregation Council on 4/11/23 with the following corrections: None</b></p> <p><b>Motion passed by unanimous voice vote</b></p>	N/A	N/A
3. Review Council annual calendar	<ul style="list-style-type: none"> <li>• Summer Worship begins Memorial Day weekend <ul style="list-style-type: none"> <li>○ Wed meals continue until Confirmation ends(Mid-May)</li> <li>○ Stop doing the Wed meals in Summer?</li> <li>○ Change happens after Memorial Day weekend</li> <li>○ Congregational Life / weigh in with Lucy</li> <li>○ Pizza on the 24th and blood drive the same day</li> </ul> </li> <li>• Synod Assembly—up to 3 CLC Delegates (Fri. &amp; Sat., May 12 &amp; 13) <ul style="list-style-type: none"> <li>○ Lay Delegates to be approved by the Congregation Council: Jamie Minea, Adam Fausch, 3<sup>rd</sup> slot open.</li> <li>○ Pastor Jon Rhodes also attending as ordained</li> </ul> </li> <li>• Nominating Committee – In the Fall, seek out attendees in the future to fill the roles at the Synod Assembly in May, to then be voted on at the Annual meeting</li> </ul> <p><b>Motion made by George Silverness and seconded by Greg Silus to approve Nominating Committee to seek out future Synod Assembly delegates for 2024 and beyond with the following corrections: none</b></p> <p><b>Motion passed by unanimous voice vote</b></p> <p><b>Motion made by Jane Ward and seconded by Warren Peterson to approve Jamie and Adam this year’s(2023) assembly with the following corrections: none</b></p> <p><b>Motion passed by unanimous voice vote</b></p>	<ul style="list-style-type: none"> <li>• Inform the Nominating Committee of this added nominating effort</li> </ul>	<ul style="list-style-type: none"> <li>• Before this Fall</li> </ul>



	<p>Variance report provided assisted Bill in the April SOTC deck prep</p> <p>Draw policy with Treasured Spaces. Josh is the general contractor for this Refresh. Linda will see both: Treasured Spaces and Vendors. Leave \$250k in New Market Bank</p>		
<p><b>5. Ministry Board Attendees</b></p>	<ul style="list-style-type: none"> <li>Jane attends the May MB meeting. (MB meeting is the Thursday after the Tuesday Congregation Council meeting)</li> </ul>	<ul style="list-style-type: none"> <li>Warren attend June MB</li> <li>George attend July MB</li> </ul>	<p>At time on MB meeting</p>

<p>6. Old Business</p>	<ul style="list-style-type: none"> <li>• <b>ERC (<i>Employee Retention Credit</i>) status</b> <ul style="list-style-type: none"> <li>○ One company approved for 3 qtrs, they recommended another company to get 2 additional quarters worth</li> <li>○ Can we share our financials to a second company to review our numbers for all 5 quarters?</li> <li>○ Bill mentioned: Danielle from ERC recommends this other company</li> <li>○ George - ballpark idea of what we would get back? <ul style="list-style-type: none"> <li>▪ \$18-21K</li> </ul> </li> <li>○ Lonna - confidentiality signed for the 2nd company? not yet said Bill. Bill will get an NDA</li> </ul> </li> <li>• <b>ISM Updates</b> <ul style="list-style-type: none"> <li>○ Communications <ul style="list-style-type: none"> <li>▪ Greg provided a verbal explanation of the latest activities</li> </ul> </li> <li>○ Staffing / CYF Director <ul style="list-style-type: none"> <li>▪ Nick provided an email to Bill K. only. Providing a bunch of items they are working on. Bill read what Nick provided in the email</li> <li>▪ Jane - How is the survey going to be distributed? report does not say.....</li> <li>▪ Terry - recommended the survey be on the web-page</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bill has NDA signed by 2<sup>nd</sup> company</li> </ul>	<ul style="list-style-type: none"> <li>• This week</li> </ul>
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	<ul style="list-style-type: none"><li>• <b>Ballpark property parcel sale review/wrap-up</b><ul style="list-style-type: none"><li>○ Ballpark 3.3 acre parcel Sold end of April 2023, proceeds: \$181,309</li><li>○ Funds from Ballpark sale went into the Capital Campaign Fund<ul style="list-style-type: none"><li>▪ Stay there until the Congregation decides what to do with it</li></ul></li></ul></li><li>• Thank you's – perhaps Jane will have some for us to write in and sign<ul style="list-style-type: none"><li>○ Thank you's to folks that designated for Thrivent funds went out last months from Jane</li><li>○ May thank you's for the Confirmation Teachers: Andrew, Jackie Dulac and Lisa Smith</li></ul></li></ul>		
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**7. New Business**

**Capital Projects:**

1. FRC Policy Recommendations Review (See FRC meeting minutes 5/2/2023)

FRC has created some policy recommendations to govern capital projects

ACTION: Motion to approve the FRC capital campaign policy recommendations as stated/with edit in the FRC meeting minutes of 5/2/2023

**Motion made by Greg Silus and seconded by George Silverness to approve the FRC capital campaign policy recommendations as stated/with edit in the FRC meeting minutes of 5/2/2023 with the following corrections: none**

**Motion passed by unanimous voice vote**

2. FRC Financial Asset distribution (see FRC minutes)

With the regional banking issues if not crisis, should we distribute assets from any account that has more than the FDIC insured amount of \$250,000. We can either physically move the funds or use a '**Cash Account Sweep**' – a feature our New Market/Elko bank creates a network of banks to help bank depositors have access to FDIC insurance above the FDIC limit.

~~ACTION: Motion to request FRC to explore with Rachel Fausch steps and costs (i.e. reduced interest income and additional work on bookkeeper/treasure, etc.) to enable our Savings Account for a Cash Account Sweep.~~

This action is no longer needed, as Linda H. completed this prior to the Council Meeting

3. Agnes Hanson memorial response (FRC minutes)

In a bid to organize and close out memorials, we have several remaining. Agnes Hanson left \$60,000 to CLC. Portions have already been distributed but about \$600 remains undedicated.

ACTION: Motion to designate Agnes Hanson memorial fund of \$600 as Benevolence based on original committee discussions.

**Motion made by Greg Silus and seconded by George Silverness to approve to designate Agnes Hanson memorial fund of \$600 as Benevolence based on original committee discussions with the following corrections: none**

**Motion passed by unanimous voice vote**

Linda says nothing to Transfer anywhere

Bill asked for examples *how does Scott Tempel asks for funds for food shelf*. Linda will engage Carri on this decision

4. Unrelated Business Income Tax

The sale of church property will generate 1099s and other IRS documentation. It is unclear if these sales constitute a sale of investment property – which is unrelated to our non-profit status as a church. This could generate an Unrelated Business Income Tax burden for the church.

ACTION:

- Motion to engage a CPA recommended by Julie Fish to assist us in understanding our Federal and MN Income tax obligations for 2023 funded by proceeds from the sale of the ballfield.

**Motion made by George Silverness and seconded by Warren Peterson to approve engaging a CPA recommended by Julie Fish to assist us in understanding our Federal and MN Income tax obligations for 2023 funded by proceeds from the sale of the ballfield. with the following corrections: none**

**Motion passed by unanimous voice vote**

- Bill to engage recommended CPA to help Christiania understand the income tax obligations

- This week





	<p>ACTION: Motion to pay Bob Johnson \$2 for his work in selling the church property with the additional recognition and acknowledgement of \$100 Gift Card</p> <p><b>Motion made by Warren Peterson and seconded by Terry Laschinger to approve to pay Bob Johnson \$2 for his work in selling the church property with the additional recognition and acknowledgement of \$100 Gift Card with the following corrections: none</b></p> <p style="text-align: center;"><b>Motion passed by unanimous voice vote</b></p> <p>Thank Bobby in front of the congregation</p> <p>Warren to source the \$2 bill</p> <p>\$100 Gift card for Bobby</p> <p>Card signing on Sunday for Bobby Johnson</p> <p>7. <a href="https://smile.amazon.com">smile.amazon.com</a></p> <p><a href="https://smile.amazon.com">smile.amazon.com</a> is no longer accepting contributions for small independent causes like Christiania Lutheran Church. 30 customers had CLC indicated as their charity, but we did not get a check for our congregation's contributions.</p> <p>Carri has not been able to make contact or get any information.</p> <p>ACTION:</p> <ul style="list-style-type: none"> <li>- Get a volunteer to research and reach out to Amazon.com</li> <li>- Motion to do no additional research and wait for year-end to see if Amazon settles up</li> </ul> <p><b>Motion made by GS and seconded by WP to approve do no additional research and wait for year-end to see if Amazon settles up with the following corrections: none</b></p> <p style="text-align: center;"><b>Motion passed by unanimous voice vote</b></p> <p>There is no way to contact Amazon</p> <p>Could be \$10 or \$1000, who knows....</p>	<ul style="list-style-type: none"> <li>• Bill to present \$2 bill in front of congregation</li> <li>• Jane to source thank you card for Bobby</li> </ul>	<ul style="list-style-type: none"> <li>• Future church service</li> <li>• 5/14 church service</li> </ul>
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**Refresh:**

8. Non-Refresh SOW fees

We paid additional LP gas expenses to heat the parsonage during the delays in closing. We will pay up to \$1,000 in rental for temporary space to worship in Aug/Sept (Elko Town Hall). We intended to pay these from the Refresh funds, but are not specifically called out in the resolution.

ACTION: Motion to pay these fees from the proceeds of the ballpark, not from the Refresh Revive Capital Campaign funds, and reimburse Refresh for any funds already withheld.

**Motion made by Jane Ward and seconded by Terry Laschinger to approve to pay these fees from the proceeds of the ballpark, not from the Refresh Revive Capital Campaign funds, and reimburse Refresh for any funds already withheld. with the following corrections: none**

**Motion passed by unanimous voice vote**

9. Contract updates

Linked is the Refresh/Contract folder with the updated SOW, the contract and the previous SOW/proposal: [Contract](#) (attached below)

ACTION: Review for awareness and understanding

Run electrical line for soup line area

AV Cabinet was not included - Horse trading. Tony(congregation member) engaged to build a cabinet

10. Change Order Management

Once the contract is signed and work begins, any change (positive or negative) will generate a Change Order for the Refresh team and the Refresh Oversight team to review and make a recommendation. The council will review recommendations and approve all change requests for the Refresh team to execute with Treasured Spaces.

By FRC agreement, Refresh will operate separately from Church Operations in managing its budget. This means Refresh technically has \$123,250 - 10% of \$1,232,590 - in overages SPECIFICALLY RELATED to the Treasured Spaces SOW to work with before requiring approval from the congregation in the form of additional funding. This is separate from the 10% budget overruns we are staring down from Operations.

**However**, the church may NOT have or want to use the full \$125,000 available from the \$181,000 in ballfield proceeds to fund changes to scope or overruns. This could be because of other church capital needs (boiler repairs, bathroom renovations, kitchen improvements, reserve for tax payments, etc.), possible tax liability or other needs to hold a reserve.

**ACTION:**

- Discuss other processes required to address any change related to Refresh
- Motion to discuss and vote on Change Orders via MS Teams Chat and email to respond quickly back to Refresh between council meetings.

**Motion made by Terry Laschinger and seconded by George Silverness to approve discuss and vote on Change Orders via MS Teams Chat and email to respond quickly back to Refresh between council meetings with the following corrections: none**

**Motion passed by unanimous voice vote**

Remember, money has to be available to spend!

Gift money continues to come in

Tax obligation is immutable

11. Monthly variance reporting

The Refresh team was provided with a draft spreadsheet to track budget, contributions and expenses during the project, as well as financial support from Linda to create a monthly summary of contributions, budget (including change orders), actual expenses and the project variance monthly.

ACTION: Include this financial summary in all Council committee and team reports: [Copy of CLC Refresh 2023.xlsx](#) (attached below)

**Worship Plan:**

12. Council Calendar

ACTION: Reconcile Council Calendar with construction plans to determine changes in worship plan

13. Church layout diagram for worship

Linked is the Treasured Spaces diagram to understand physical layout to consider for worship activities: [Christiania 5 2 Build Layout.pdf](#) (attached below)

ACTION: None

14. Replacement for the Secretary role

Lonna Selkirk is stepping in to cover Congregation Council Secretary role for the remainder of 2023 calendar year

	<p>15. Recap - State of the church</p> <ul style="list-style-type: none"> <li>• Everyone thought it was a great SOTC <ul style="list-style-type: none"> <li>• Jane - updating the Congregation on what is happening</li> <li>• Feelings - acknowledge folks feeling on the transformation of the church as a result of the Refresh effort</li> <li>• How many people were married here</li> <li>• Motion? rather a reminder of 3 things to know, tickler <ul style="list-style-type: none"> <li>○ Someone let Cheryl Mohn know</li> </ul> </li> </ul> </li> </ul>		
<p><b>8. Receive Reports</b></p>	<ul style="list-style-type: none"> <li>• Property Committee</li> </ul> <p><b>Motion made by Warren Peterson and seconded by Jane Ward to approve Christiania Church Council hereby approves the Terminix Commercial Service contract for the next six months (May 2023 – May 2024) and will include this continuing service charge in the 2024 budget under General Maintenance, with the following corrections: none</b></p> <p style="text-align: center;"><b>Motion passed by unanimous voice vote</b></p>		

	<ul style="list-style-type: none"> <li>• Cemetery Committee</li> </ul> <p><b>Motion made by Warren Peterson and seconded by Terry Laschinger to approve Christiania Lutheran Church Council hereby approves the Christiania Lutheran Church Plot Fee Policy, as revised and approved by the East and West Cemetery Committees in May 2023, and directed the policy to be posted on the church’s website, with the following corrections: none</b></p> <p style="text-align: center;"><b>Motion passed by unanimous voice vote.</b></p> <p><b>Motion made by Jane Ward and seconded by Warren Peterson to approve Christiania Lutheran Church Council hereby approves the Christiania Lutheran Church Cemetery Management Policy, as revised and approved by the East and West Cemetery Committees in May 2023, and directed the policy to be posted on the church’s website, with the following corrections: none</b></p> <p style="text-align: center;"><b>Motion passed by unanimous voice vote.</b></p> <ul style="list-style-type: none"> <li>○ Discussion: Warren – there is much money in the Fund</li> </ul>		
	<ul style="list-style-type: none"> <li>• Ministry Board Report (CYF, Worship, Mission, Stewardship and Membership)</li> <li>○</li> </ul>		
	<ul style="list-style-type: none"> <li>• Financial Review Committee</li> <li>• Audit Review Committee</li> <li>○ Dual signers discussed</li> <li>○ From the Auditors report - Repeat offenders – Quantify/Summarize the issue <ul style="list-style-type: none"> <li>▪ Cheat sheet for expense report process - 1 pager?</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Pastors Report <ul style="list-style-type: none"> <li>○ 1st worship on Sunday 4/30m (150) and used the Thursday before for Bonnie's Funeral</li> <li>○ Weekdays will not work during constructions, rather alternate church's</li> <li>○ Lift up Dr. Matt - In the church doing a lot of work, unwiring &amp; wiring in preparing for transformation of Worship area from West to East side of church</li> <li>○ Alternate the HVAC near the altar</li> <li>○ Shepherd of the valley for Habitat for Humanity coming up</li> <li>○ Pastor Andy Smith is retiring</li> <li>○ Podcast invite for Pastor Jon</li> <li>○ 3 baptisms on one Sunday, mentioned by George</li> <li>○ update job description's is on the horizon</li> </ul> </li> </ul>		
<b>9. Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Wednesday service meal ending</li> <li>• Register farmland for something</li> </ul>		
<b>10. Adjourn meeting</b>	9:11pm meeting was adjourned by the President		
<b>Communications with Congregation</b>	<b>NOTE:</b> Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests: <a href="mailto:office@christianialutheranchurch.org">office@christianialutheranchurch.org</a>		
<b>Next meeting date:</b>	6/13/23		
<b>Next Devotion:</b>	Pastor Jon		