

Christiania Congregational Council Minutes

Date: 10102023		PARTICIPANTS: Bill Kanfield, Pastor Jon Rhodes, Greg Silus, Tia Burnham, George Silverness, Warren Peterson, Terry Laschinger, Linda Heine (Treasurer), Jane Ward, Lonna Selkirk	
		Devotions: Psalm 23 by Pastor Jon. What is it about this Psalm for us? It is comforting and authentic. The beginning holds promise, describes contentment, and in the end, we dwell in the house of the Lord forever.	
Start Time: 06:05pm	End Time: 08:33pm	ABSENT: none	
Location: Zoom meeting due to church closed for Refresh			
Minute Taker: Lonna Selkirk			
ITEMS REQUIRING ACTION BY: NA			
Special Guest	<ul style="list-style-type: none"> Brad Smith, Cheryl Mohn 		

Agenda Items	Minutes/Discussion	ACTION/ Who is responsible	Start time/ DEADLINE
Approve Agenda	<ul style="list-style-type: none"> <i>Motion made by Jane Ward and seconded by Terry Laschinger to accept the meeting agenda with two corrections-Scott Tempel has been called out of town so unable to present this evening and the Agnes Hanson memorial amount is \$577.78 not \$7,028.00 as listed on agenda.</i> <p>Motion passed by unanimous voice vote.</p>	NA	
Approve past minutes	<ul style="list-style-type: none"> <i>Motion made by Greg Silus and seconded by George Silverness to approve previous month's minutes without corrections.</i> <p>Motion passed by unanimous voice vote.</p>	NA	

<p>Review Council Annual Calendar</p>	<ul style="list-style-type: none"> • Stewardship Month with Sunday Celebrations. Ruen’s will be coordinating this year. • Complete draft budget. Bill Kanfield explained that the Executive committee met to begin the process to develop a draft budget. A rough draft, when completed, will be presented to this group. In December, there will be two facilitated reviews with the congregation. He has spoken to the FRC (Financial Review Committee) about how to share the budget. At the Annual meeting, the budget will be presented to go forward after. • Personnel/Nominating Committees. The Personnel committee has convened for the end of the year performance reviews. The Nominating committee needs to convene also. • Bake/Craft Sale in lieu of a Norwegian Supper. This will not occur this year. There is interest in a Norwegian Supper next year. • Decide on pension options. Pension options have been approved which was needed by 10/13/23. The Portico 2024 Gold Plus was renewed. 		
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Treasurer Report

- The Treasurer reports the amount of \$11,925.24 from the August 2021 motion regarding memorial money was moved to the Refresh account but the exact date is not known. The two accounts were put together and then went to Refresh so is hard to trace. The Treasurer believes that all funds transferred as identified and as of 9/30/2023 everything is in the Refresh account.
- Credit Card payables have been cleaned up for all of 2022 but not all of 2023. Those found in 2023 have been fixed.
- Payables has a positive expense. The amount of \$10,800 was booked incorrectly in 2022 which includes taxes and payroll due to how it was booked. For 2023, it also occurred in the first six months. It is all cleaned up now and will make the Office Manager role easier as well as help with budgeting.
- The clean- up includes adjusted numbers that had been previously presented to the Congregation with a difference of about \$5000 which he will correct at the 2024 annual meeting. The issue appears to be during the time with no Treasurer. If a discrepancy is within 1% of the budget, it is not necessary to bring to the congregation and can be noted in the annual meeting packet.
- There is nothing in the constitution that a CPA lead audit is mandated. When reviewing funds, a place holder may be needed for external audit-restricted or non-restricted. Need to check the constitution again. It would be a non-standard line item to do an external audit every 7 years. We could make a request to the Financial Review committee for a recommendation. We need to resolve our constitutional requirements regarding audits and likely on for next year.
- Giving is down by \$28,700 YTD. August and September were down \$7000 each. The budget was developed by dividing equally by 12. Discussion of whether a state of church is needed in November with the annual meeting in January. Possibly constant contact may work best to communicate numbers through 10/31/23. We need to share information and have open communication regarding the budget. What percent of the congregation pledge?

- Jane to work with Carrie regarding giving envelopes not needed if giving electronically.

	<ul style="list-style-type: none"> • Carrie needs to put in the bulletin that if giving electronically, envelopes can be stopped. This will save printing and postage costs. Jane will work with Carrie to accomplish this. • <i>Motion made by Waren Peterson and seconded by Greg Silus to approve envelope expenses thru the end of the year which is estimated to be \$255.00 or \$85 a month.</i> <p style="text-align: center;">Motion passed by unanimous voice vote.</p> <ul style="list-style-type: none"> • It is up to the Financial Review Committee (FRC) to determine if designated giving for such causes as Ukraine or Hawaii can go directly off to the cause or further process steps must be followed. This will be addressed Thursday at the Ministry Board meeting. • A question arose as to how committee chairs want to receive monthly financial reports-digitally or hard copy. Hard copy is preferred. The Treasurer will distribute the reports by the third Thursday of each month. Discussion about having a proposed calendar per year of paying benevolences out instead of needing to do a green form each time to make sure regular payouts to a designated charity are made. It is budgeted so need to spend it. For this year, we will need to scatter the benevolence giving over the next 3 months. 		
<p>Ministry Board attendees:</p>	<p>Oct-Terry, Nov.-Tia, Dec.-Warren.</p> <p>The Ministry meeting is held the second Thursday which will be prior to the Council meeting in November. There will be budget information to share in advance and at the meeting.</p>	<ul style="list-style-type: none"> • 	

<p>Old Business</p>	<p>Ball Field revenue.</p> <ul style="list-style-type: none"> • Ball field revenue of \$183,000 is in general capital fund as flex money for overages and change orders. Meant to be used for capital construction. Is it to be treated as Refresh money? • Parsonage sale revenue went directly to Revive/Refresh. Previously, Council approved Revive amounts to be added to the Refresh project. • Refresh has a 10% overage or \$125,000 before it must come back to Council and/or the congregation for further approval. • Cost overruns of \$5459 for Blinds and \$10,000 for a down payment on the bathroom were moved from the Capitol fund but not Refresh. The Property committee is to let us know if over-runs. • A support beam was added to the project and will come out of the \$125,000 over-age before going back to the congregation. • Money is needed at times until pledges come in overtime for upfront costs. • The budget now has a line item for donations. • Ball Field revenue has to be spent on capitol improvements to avoid taxes. • Previously, we had included two walk off mats but one was added at the south entrance. • Pulpit and altar furniture were stained to match pews but will be checked against the pews when they arrive. The wood grain is very large and may not work well with the pews. • A smooth ceiling was added in the new bathroom. • Brad presented items property committee is reviewing for possible upgrades: <ul style="list-style-type: none"> ○ Kitchen electrical upgrade. There is no bid at this time but the original bid with a whole new panel was \$10,000. Not likely needing a whole new panel but the little panel is taxed. Bruce Mohn spoke to Donovan at AJ Electric who worked with lights in the parking lot. 	<ul style="list-style-type: none"> • Pastor to reach out to Agnes Hanson family regarding undesignated memorial. 	
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A new kitchen stove, possibly electric. Currently, people lay on the floor to light it and the stove has been left on at times which is a safety hazard. A new one needs to be simpler.

- Courtyard windows as a separate number. Estimated at \$54,000. There are a couple of foggy windows needing glass replacement which also includes the library window. With new heat and air, there is no need for the windows to function.
- Electronic sign by the road. One vendor from Ham Lake priced it at \$57,000.
- The parking lot needs to be re-done some year. Estimated to be \$60,000-80,000. Currently, trying to get the parking lot light metal poles working again. Would like 240v but it is expensive. Current lights need time to warm up and get brighter. Technology is better with LED light and electricity can be run out to the road sign but likely would need another pole.
- Property is currently getting bids for mowing and having conversations about weed treatments. Weed treatments are only once a year now and question if needed more often. Cemeteries are also done once a year.
- Some ash trees along the boulevard may not survive and have not been treated. It costs \$200-\$300 per tree to treat Emerald Ash borer disease with no guarantee of success. There are a couple of cotton wood trees with loose branches and wondering if they should be gone. There is discussion of the expense of treating trees or if they don't survive just start out fresh with honey locust trees.
- Scouts are meeting here. Each age wants projects. The Gaga pit was approved by the Foundation for payment. The Scouts will build it, but it is not eligible for an Eagle project. One project idea was a fence around the garbage area so not be used by others.

	<ul style="list-style-type: none">• Discussion about the need for a cleaning service since the new carpet will need to be vacuumed twice a month. We either need to manage our current resource or hire a service.• The window coverings in the Sunday School wing and office need to be replaced.• Agnes Hanson memorial of \$577.78 is undesignated. Pastor will reach out to the family and decide after he speaks to them.• Benevolences are not paid but in the budget.• Is Planting Hope included with other Synod money? It is included in the budgeted amount but separated when sent to the ELCA. There was a request to not separate for budgeting. Payments have been made for this year but a deficit for last year. A plan is needed to show how to square the accounts with the commitment, possibly by extending it by a year so do it in 4 years vs. 3. There is no fund for it, and it comes from the General Fund.• Inviting committee chairs to Council to present updates and statement of purpose. 6:15 Joel, Stewardship (not present) 6:30 Becky, Education (not present) 6:45 Scott, Missions (not present) 7:00 Bob, Membership (not present)• Church reopening. The Worship committee has been talking about it. The first Sunday in November will be a separate event. The first time everything is functional when everything is done will be the main celebration. If it is not done, it can be put off a couple more weeks. There are plans for a meal following the service with an impressive processional, and the choir singing. Cheryl will invite Stephanie and Josh. Should there be another congregational picture? Worship committee is talking to Congregational Life due to the meal involved. Also, invite staff such as Linda and Carried for the 11/05 dedication. There should be recognition for those who have done extra work.		
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	<ul style="list-style-type: none">• Call process update. Rob Metz, who is leading the call committee, has been directed to update the congregation via enews. The call committee met with the SPAS representative on 10/09. There was only one deacon candidate, so the group has decided not to interview that person at this time. The search has been expanded to include Associate Pastors and it will likely be at least 3 weeks before there will be candidates available to start interviewing. Interview questions are being developed.		
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New Business

- The group toured the refresh spaces lead by Brad Smith prior to the Council meeting.
- The following were brought forward for acceptance of names for Affirmation of Baptism on Confirmation Sunday.

Eva Baker

Olivia Burnham

Alayna Keller-not baptized.

Rebecca Ligget

Macy Mohn

Kaden Moore

Ava Stiehl

Hannah Hurtle

Email confirmation:

From: William Kanfield <wkanfield@gmail.com>

Sent: Thursday, November 9, 2023 1:12 PM

To: Kim Robertson <kim@gerbig.com>; Lonna Selkirk <Lonna.selkirk@outlook.com>

Subject: Re: November 19 Affirmation of Baptism

Hi Kim,

Yes, and yes!

I included Lonna to confirm the minutes recording approval!

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Bill

On Thu, Nov 9, 2023 at 11:31 AM Kim Robertson <kim@gerbig.com> wrote:
Bill,

I am assuming that the 8 confirmands have been accepted by council already. I have attached the part of the service performed by the Council President also assuming you will be presenting them again this year.

Kim Robertson

- ***Motion to accept these names for affirmation of baptism with verification that Alayna Keller is baptized prior to confirmation of baptism made by Jane Ward and seconded by Warren Peterson. Discussion by Greg Silus that the above will become voting members of the congregation after the affirmation of baptism.***

Motion passed by unanimous voice vote.

Email motion:

Email motion to approve 1) Quill @ \$69.99, Amazon.com (custodial supplies) @ \$108.12 and Sundays & Seasons (<https://www.sundaysandseasons.com/>) @ \$569.00 for immediate payment made by Jane Ward and seconded by Tia Burnham. No discussion. The charges will then be noted in their correct categories for budgeting in 2024.

Motion passed by unanimous voice vote.

From: William Kanfield <wkanfield@gmail.com>

Sent: Thursday, October 26, 2023 5:41 AM

To: Jon Rhodes <pastor@christianialutheranchurch.org>
Cc: Carri Tuma <office@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Jane Ward <jane.sansgaard.ward@gmail.com>; Lonna Selkirk <lonna.selkirk@outlook.com>; Terry Laschinger <laschinger621@aol.com>; Tia Burnham <tmjohnson4721@gmail.com>; Treasurer <treasurer@christianialutheranchurch.org>; Warren Peterson <wpete5050@gmail.com>
Subject: Re: CLC_Council Overbudget Approval Motion

I have no discussion and vote in favor of this motion.

Bill

From: Tia Burnham <tmjohnson4721@gmail.com>
Sent: Wednesday, October 25, 2023 7:19 PM
To: William Kanfield <wkanfield@gmail.com>
Cc: Carri Tuma <office@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Jane Sansgaard Ward <jane.sansgaard.ward@gmail.com>; Linda Heine <treasurer@christianialutheranchurch.org>; Lonna Selkirk <lonna.selkirk@outlook.com>; Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Terry Laschinger <laschinger621@aol.com>; Warren Peterson <wpete5050@gmail.com>
Subject: Re: CLC_Council Overbudget Approval Motion

I second the motion to pay the 3 invoices.

Tia

From: Jane Sansgaard Ward <jane.sansgaard.ward@gmail.com>
Sent: Wednesday, October 25, 2023 3:51 PM
To: William Kanfield <wkanfield@gmail.com>
Cc: Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Lonna Selkirk <lonna.selkirk@outlook.com>; Linda Heine <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Terry Laschinger <laschinger621@aol.com>; Carri Tuma <office@christianialutheranchurch.org>
Subject: Re: CLC_Council Overbudget Approval Motion

I move that the three attached bills that are over budget be paid. Jane

From: William Kanfield <wkanfield@gmail.com>
Sent: Wednesday, October 25, 2023 8:25 AM
To: Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Lonna Selkirk <Lonna.selkirk@outlook.com>; Linda Heine <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Jane Ward <jane.sansgaard.ward@gmail.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Terry Laschinger <laschinger621@aol.com>; Carri Tuma <office@christianialutheranchurch.org>
Subject: CLC_Council Overbudget Approval Motion

Hi all,

Attached are 3 invoices that need to be paid but were not budgeted and cause their categories to be over budget. I believe they were buried in credit card payments and missed as an expense in 2023 planning.

We will budget for these in 2024, but need to square up for 2023.

Can I please get a motion, a second, and discussion and then your vote to:

Approve 1) Quill @ \$69.99, Amazon.com (custodial supplies) @ \$108.12 and Sundays & Seasons (<https://www.sundaysandseasons.com/>) @ \$569.00 for immediate payment. The charges will then be noted in their correct categories for budgeting in 2024,

Thank you,

Bill

Receive Reports	<ul style="list-style-type: none"> • Call Committee Update (Attached) • CYF • Financial Review Committee (FRC) (Attached) • Foundation • ISM Staffing • Foundation approved gifts for Morgan Emmons and Gaga pit. There is a question of providing funds for recruitment for Camp Onamia. • Job Description-Deacon or Associate Pastor (Attached) • Membership • Memorial Fund draft policy (Attached) • Ministry • Missions • Pastor Report-(verbal) All publication need vision and then resources and a substantial resource. Reverting back to the way it was does not seem to be a good option. Refresh has infused energy and pushed us out. The facility is just the start. Now, communications need to keep up with Refresh. He is praying about this. Many have some visioning to do for each team and then it is to help them. • Property & Cemetery (Both Attached) 	<ul style="list-style-type: none"> • 	
Future Agenda Items	<ul style="list-style-type: none"> • Finalize benefit packages. • FRC Memorial policy • Communications session planning. • Resolve our needs regarding constitutional requirements and plan for next year. • Review timeline for an Associate Pastor or Deacon before a lay person would also be sought. • Write Thank yous. 	<ul style="list-style-type: none"> • 	
Adjourn meeting	<ul style="list-style-type: none"> • Meeting adjourned by Bill Kanfield at 9:26pm. 	<ul style="list-style-type: none"> • 	

Communications with Congregation	NOTE: Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests: office@christianialutheranchurch.org •	•	
Next meeting date:	Tuesday, November 14, 2023 @ 6pm		
Next Devotion:	Pastor		


Christiania **Christ**
 we start with

In our *Serving*
 In our *Caring*
 In our *Growing*