

Christiania Congregational Council Minutes

Date: 07112023

PARTICIPANTS: Bill Kanfield, Pastor Jon Rhodes, George Silverness, Warren Peterson, Terry Laschinger, Tia Burnham, Linda Heine (Treasurer), Jane Ward, Lonna Selkirk

- **Devotions:** Pastor Jon. Matthew 25:14-18. The Story of Investment from “The Message” by Eugene Peterson. A parable about investment. Bring Christ's word into the world. How can we help others? Create accountability in the system? Investment as a spiritual message or relational message. Anything is better than burying it and protecting it.

Start Time: 06:00pm

End Time: 10:08pm

ABSENT: Greg Silus

Location: Christiania Educational Wing

Minute Taker: Lonna Selkirk

ITEMS REQUIRING ACTION BY:

Special Guest

- None

Agenda Items	Minutes/Discussion	ACTION/ Who is responsible	Start time/ DEADLINE
1. Approve Agenda	<ul style="list-style-type: none"> • Motion made by Tia Burnham and seconded by Terry Laschinger to add to the agenda the cemetery committee request to move \$30,000.00 to a CD to earn better interest. <p>Motion passed by unanimous voice vote.</p>	Lonna	
2. Approve past minutes	<ul style="list-style-type: none"> • Motion made by Warren Peterson and seconded by Terry Laschinger to approve the meeting minutes from June 13.2023 with no corrections. <p>Motion passed by unanimous voice vote.</p>	NA	
3. Review Council Annual Calendar (July topics)	<ul style="list-style-type: none"> • Team Building Dinner-Planned off-site dinner for Tuesday, August 8 at Rancho in Webster • Plus/Delta Retrospective-Deferred due to a full agenda for this meeting. 	NA	

<p>4. Treasurer Report (June Treasurer report)</p>	<ul style="list-style-type: none"> • Treasurer, Linda Heine, reported on Refresh preconstruction bid memorials ins/outs. <ul style="list-style-type: none"> -Treasured Spaces paid \$9,035.00 on 3/11/2022 out of the Capitol fund which was later moved to Refresh. -Treasurer found documentation of \$2, 532.78 moved from memorials to Refresh although it was thought to be around \$12,000.00. -Previous Treasurer report from June 30, 2021, lists Memorial Undesignated Capitol of \$5,183.37 and Memorial Undesignated General of \$6,741.87. There were three categories of memorials at the time-the two listed plus a missions category. The Treasurer reports this was moved to the Refresh account. -Treasurer looked up during the meeting and reports an amount of \$11, 925.24 moved to Refresh in addition to the \$2, 532.78. -Amounts of \$1800.00 and \$1870.00 moved from the Mohn memorial fund separately since it was for roofing not refresh related. This zeroed out capital with an additional \$1800 to Stephanie the project designer. -Cheryl Mohn is the point person for decisions as to what is charged to Refresh. - Up to June 2022, charges should be Capital not Refresh since the Refresh was not approved until then. Designer charges after that were Refresh. A bill for Tuma Electric was appropriately paid from Capital. -Appears there were no financial discrepancies and no memorial dollars used incorrectly. Issue resolved. The money was brought over to pay bills. • Planting Hope pledges and contributions made to SPAS. <ul style="list-style-type: none"> -The first payment made to SPAS for Planting Hope from Christian was in 2023. The commitment for Planting Hope was to be \$3500.00 in 2022, \$3500.00 in 2023 and then \$3500 for 2024. The Synod reports no dollars received from us in 2021 or 2022 for Planting Hope and Christiania Office Manager reports no recall of sending this off. Bill will research 2022 budget allocations that included Planting Hope. • Parsonage damage deposit follow-up. 	<ul style="list-style-type: none"> • Linda will check the date that \$11, 925.24 was moved to Refresh for minutes. • Bill will research 2022 budget allocations for Planting Hope. • Linda to research any payments made to Planting Hope for 2021, 2022, and validate 2023 amount. • Linda moves parsonage liability of \$350.00 from liability to benevolence special for Planting Hope. • Linda to determine how to move credit amount and zero out account. • Bill to speak to Scott Tempel regarding benevolence payouts. • Linda to check with Carrie as to how special offerings are recorded in the system. • Bill will research benevolence memorials and unrestricted memorials and report to the group per email. • Linda to determine if retirement paid to previous CYF Director and exact amounts previously paid to Bill. 	
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The \$350.00 remains listed as a liability on Treasurer report although the damage deposit was returned to the renter. It is believed to have been collected quite a while ago and has been there a long time. The group decided to move it from liability to Benevolence Special for Planting Hope commitment.

- **Credit card payable moved.**

The Treasurer plans to determine how to move this in ICON to zero the account out, but it did not clear payable. The exact amount is \$1485.47.

- **Benevolences payouts?**

-Deferred to agenda item next month. Mission chair (Scott Tempel) needs to request payouts. Benevolence payments should occur during the year, and this is late in the year to start payouts. Also, benevolence offerings budgeted for \$18,500 for the year. Total benevolence budgeted amount is \$23,500.00 since anticipated that special offerings would make up the difference.

There is a need for regular payouts.

-Discussion of how the benevolence and special offerings are recorded. If there is cash, the counters document the amount, and it is possible a check is written to the cause without it getting assigned to a benevolence category. For example, is there a line item for disasters? There may be an opportunity for improvement. Linda checks the counter sheets.

- **Money moved from communications to general fund.**

Money has **not** been **moved** from communications to the General Fund yet. The amount of \$1250 for the website is to be moved to the General Fund since paid out of general fund.

- **Vote for Deacon needs to include talk about finances.**

-We need to evaluate where we are in the budget to report back to the congregation. A deacon will be approximately \$7000.00 more than budgeted amount for previous CYF director (The salary for this

- Linda to report YTD variances per category to Bill.
- Bill will evaluate how to budget CYF position going forward and communicate per email with Council.

	<p>position was around \$56,000 without benefits. With benefits, it would be \$72,987.00). Also, need to add approximately 30% more to the deacon number to cover benefits. Were retirement benefits paid for this position in the past? Almost \$73,000 budget for CYF Director in past and would be more if there was retirement paid. Linda to check specifics and email them to Bill. No taxes are currently paid for CYF position.</p> <p>-Interserve Ministries paid out of office supplies budget currently since a contracted entity. To simplify, will keep these categories for informational congregation meeting. Bill will evaluate how to budget CYF projections going forward.</p> <p>-Treasurer relays that Christiania does not close books at year end. The Treasurer hours are up due to 2022 clean up, FRC meetings, policy review and now the cemetery CD question. The Treasurer is concerned about taking hours when it takes her longer due to being new. The Council acknowledged understanding and appreciation for her work.</p> <ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> -Treasurer inquired regarding the \$2400.00 amount for future building. Was this designated for something? The group felt this was likely from a previous capitol campaign which included the gym. At this time, will leave land and future building dollars as is. Linda will research the money for land-\$1,270.83. -Discussion about the need for account names with a corresponding document to define the specifics of the account. -FRC wants the treasurer to note benevolence memorials that would contain undesigned memorials. An example includes the Agnes Hanson memorial. Bill will research and follow-up by email. FRC are looking for feedback. -Treasurer recommends cemetery plots be budgeted differently since nothing is paid out and appears to inflate available amounts. 		
<p>5. Ministry Board attendees</p>	<p>July-Greg, August-Bill, Sept-Terry on 9/14 @ 6:30</p>	<p>NA</p>	

<p>6. Old Business</p>	<ul style="list-style-type: none"> • Unrelated Business Income Tax filing accountant update Bill reports a complimentary 30-minute interview done with the accounting firm called Evolution recommended by Julie Fiske who works with the Foundation. The preliminary interview indicates there should not be tax liability or income taxes related to the sale. • ERC (<i>Employee Retention Credit</i>) status The Christiania Office Manager got final information to this company who is waiting for an interview with IRS. After that interview, they will help us file amended tax forms. The process will take approximately 20 weeks to get the check. We are still on track for \$56,000. It will be reflected in the reserve fund and fill deficit with this amount. • ISM Updates Communications will likely be absorbed into the deacon role instead of the office manager. It would be costly to have both a deacon and communications paid position. At some point, a recommendation will be needed from the communications team and the Council will need to react. The communications need now is established and Sue would agree. Greg takes care of church IT needs currently which includes bringing in new technology. With Nick doing the sermon, it appears to help identify the need for someone who can do things such as sermon. • Congregational vote August 6 <ul style="list-style-type: none"> -Agenda -Present the resolution as the problem statement -Present current financial snapshot as input into a financial investment in staffing -Call for discussion -Vote -Vote report out (How is this done timely? Release them and report during coffee?) 	<ul style="list-style-type: none"> • Bill to follow-up with the CYF team to share background on limited deacon candidates and need to also explore Associate Pastors. Survey team to help with verbiage in resolution. • Pastor will reach out to SPAS to determine if our profile needs updating, write letter, and other preparation that can be done anticipating a positive vote to move process along. • Bill will also check the ministry profile. 	
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- Review/draft resolution
- Review the financial snapshot w/impact of several scenarios.
- Discuss voting operations-voice, hand, paper ballot.
- Group supports a paper ballot for confidentiality but will need electronic availability.
- If we approve a Deacon, can we still call Associate Pastor? No call process needed if hire outside for a CYF. Can we interview a Deacon and Associate Pastor? Verbiage in the resolution to be amended "Ordained role" as wording. Pastor reports Krista at the SPAS relayed there are **not** many Deacon candidates available. The group felt flexibility to interview Associate Pastors may help expand the field of candidates. Bill will follow up with the survey team to explain for their input. The preference is for a Deacon.
- No motion currently until hear back from Discovery Team and then a motion per email with type of voting.
- In the meantime, to prepare, Pastor will reach out to the Synod, write a letter, and update our profile as needed from last call process. How do we declare intent before the call is issued? Krista Lind is an Assistant to the Bishop and a Deacon who will tie us into the synod.
- Call committee is not the nominating committee work and Rob Metz has agreed to lead the process. In addition to Rob, we will need six on the call committee. We can forward constitutional questions to Bill to take to Krista.
- Other prework. We will need to declare intent to Synod by a positive vote of 2/3s of those in attendance at the vote.
- Frame a call committee

Outcome of this discussion: Agreed on proposed agenda for August 6 congregational vote and Council member roles for 8/6.

First choice Deacon, second Associate pastor, and lastly look elsewhere for CYF Director

- **Amended worship location schedule.**

Josh from Treasured Spaces states 8/13 is the last time we worship in the fellowship hall before beginning in there on 8/14.

<p>7. New Business</p>	<ul style="list-style-type: none"> • Mac V parking van in Christiania parking lot. <p>Motion by Jane Ward and second by Terry Laschinger</p> <p>Motion: Allow Greg Ott to park his work van in the church parking lot until November 1st, 2023, at which time the Council will revisit and adjust account for plowing impacts.</p> <p>Discussion:</p> <p>Concerns about liability discussed. He does not own the company. Since Greg does not own the vehicle, could his company pursue the church if an unforeseen problem arises? At a minimum, would need documentation of release of liability.</p> <p>Sets precedence.</p> <p>Request coming from a non-member.</p> <p>Motion failed by unanimous voice vote.</p> • Review Planting Hope based on findings. <p>See Treasurer report comments.</p> • Inviting committee chairs to Council to present updates/statement of purpose <p>All at once or 2 or 3 at a time?</p> <p>Purpose- Grow statement of purpose.</p> <p>Benefit-Council more engaged in programing going forward. We are looking for a change to vitalize our programs.</p> <p>Is it better all at once or 2-3 per meeting? Group discussed it may be helpful to have a few per month spread out over the year but late in the year for this year. This is to be done in preparation for the budgeting cycle. Next year put on the calendar for each month. No decision was made.</p> • Capital Projects policy next meeting. 	<ul style="list-style-type: none"> • Bill to follow-up with Cemetery committee to let them know the Council approves of moving funds to a CD. • Warren will request a gift for Morgan Emmons from the Foundation. 	
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- **Property committee maintenance projects**

The bathroom refresh and heating HVAC in the Office Manager area would make sense to be done while the while church is under construction. They are gathering costs and pricing. They are holding off on the other projects until the tax obligation is understood. There will likely be more property requests. The property committee can spend up to 10% of the 1.3 million dollars without needing congregational approval.\

- **Completion date for Refresh**

No updates but the return to sanctuary is still set for 10/01/23. Rally Sunday and homecoming will both occur on that date. It may need to be moved a week or two depending on construction progress.

- **Receive Reports**

- CYF (Attached)
- Financial Review Committee (FRC) (Attached)
 - Audit team's monthly findings
 - Refresh financial worksheet with Treasured Spaces budget and Variance.
- Foundation
- ISM Communications
- ISM Staffing
- Membership (Attached)
- Ministry
- Missions
- Pastor Report

-Letter received from Camp Onomia advising Morgan Emmons (counselor) and Sharon Buckley (camp nurse) be recognized for

	<p>their missionary work in outdoor ministries this summer. There is a suggestion for a stipend in addition to what they received from the camp. The council decided on a card for Sharon and \$500 for Morgan who is a college student. A grant request will be submitted to Foundation for their review for scholarship.</p> <p>-Attendance maintaining.</p> <p>-Pastor hopes this group finds have joy with this time together in addition to the responsibilities. A thank you for those who stayed on council.</p> <ul style="list-style-type: none"> ○ Property & Cemetery <p>The Cemetery Committee wants to transfer \$30,000 to a CD to increase yield. Council approves. Bill will follow up with them to let them know we approve. No vote or motion was necessary.</p> <ul style="list-style-type: none"> ○ Treasurer (Attached) 		
<p>8. Future Agenda Items</p>	<ul style="list-style-type: none"> ● Benevolence payouts-7 months with not paying-how do going forward so regular payouts are made throughout the year. ● Determine if an exception letter is needed to document the reason an outside audit was not done due to COVID. Also, there was no treasurer for a period of time. Discuss if savings for the external audit would come out of the general fund or reserve operating budget. ● Revisit committee members coming to Council. ● Contingency planning should the August 6 vote not be upheld. The contract with ISM is for 12 months and discuss implications for planning. ● Develop a budget category description key at budgeting time. ● Budget cemetery plots differently since there are no payouts and the numbers inflate interpretation of available funds. ● Request from 7/13 Ministry board for a hardcopy of monthly budget for each committee in the mail slot in church entrance. 	<ul style="list-style-type: none"> ● 	
<p>9. Adjourn meeting</p>	<ul style="list-style-type: none"> ● Meeting adjourned by President, Bill Kanfield, at 10:08pm. 	<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, August 8 @ 6pm Rancho, Webster.		
Next Devotion:	Pastor		


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