

**Calvary Lutheran Church (CLC)
Council Meeting Minutes
February 20th, 2024**

Council Orientation and Meeting came to order at 5:05

All members were present; Jess Gromer, Dan Kueker, Kerk Kerkenbush, Sara Odden, Gina Nelson, Mark Massa, Troy Kilpatrick, Julie Richter, and Joey Younie. Staff present Interim Pastor Randy Fett and Deacon Tom Martin. Pastor Randy asks that all Council attend one of the upcoming services this week to be recognized.

Orientation Packets were distributed with comments from Jess, Within the packets were Council member terms and Conflict of Interest Form. It is best practice to sign annually a Conflict-of-Interest form. Jess encouraged members to sign up for Tuesday, March 5th program "I have been elected to the Council. Now What"?

Paster Randy then provided leadership to the Council on its role with a review of Congregation Council responsibilities. In addition to this a review of healthy and unhealthy discussions was reviewed. This section was completed with a video and discussion of collaboration and conflict management.

After closing on these topics Dan Kueker then provided in-meeting leadership to the Council on behalf of Jess who was attending via phone due to illness.

- 1. The Devotion was provided by Sara** – She shared a message on team building from content she utilizes with her family. It discussed and compared our bodies and cells working together as a parallel to how our congregation and church needs to work together sharing and celebrating diverse skills.
- 2. Quorum** was established previously.
- 3. Approval of Agenda included an additional new item – Rental Contracts Discussion**
- 4. Election Officers for the Executive Council –**
 - a. President – Jessica Gromer (nominated by Gina)
 - b. Vice President – Joey Younie (nominated by Gina)
 - c. Treasurer – Kerk Kerkenbush (nominated by Dan)
 - d. Secretary Troy Kilpatrick (nominated by Gina)All approved by Unanimous Consensus.
- 5. Approval of the Council Minutes from January 9th, 2024.** Motion to approve by Kerk, 2nd by Mark. Approved Unanimously
- 6. Reports –**
 - a. Finance and Monthly Financials** - presented by Kerk. Kerk provided insight and perspective to all discussing the vast amount of change in this area in the past 12 months. We have moved from Kathy Miller to Kody Bybee, then to a temp before bringing on Erika Euker in January. A recently formed Finance Committee is off to a strong start. Chaired by Clark Kraemer (works for Ketel-Thorstenson Accounting) it is 9 members strong. In addition to this committee Kathy Miller is assisting Erika in learning and finding her way into the role. The Committee has recommended a Procedural Audit in 2024, noting that the last performed audit occurred in 2016. Early in the new year here are the takeaways, Total Income \$56,091 down to Year Prior (\$28,115) and to budget (\$13,933). Total Expenses down to Year Prior (\$13,613) and to budget (\$13,687). The balance sheet bottom-line is down to

Year Prior (\$14,502) and to budget (\$14,576). Currently we are below breakeven by (\$3,756). These Financials were accepted by Consensus.

b. Rostered Leaders Reports –

Pastor Randy presented Interim Listening Reports to the Council asking each member to read through these.

ACTION ITEM – Due at our next Meeting on March 19th a single sheet of takeaways for Pastor Randy from each Council Member. He asks us to provide insight into what you heard from these points, what are your individual takeaways, and finally what do you read as important to the values of those who provided statements. Additionally, how will the Council provide this content for review from the congregation. Should they be presented in raw form or with redacted statements.

ACTION ITEM – Pastor Randy asked each Council member to think about what type of leadership model do we want to proceed with at Calvary. This will be needed to help communicate with both our Transition Team and the Synod for recruitment. Different possibilities were covered and discussed. Job Descriptions were provided and reviewed, currently we are lacking a Deacon job description (Tom currently recognized as volunteer Coordinator and Youth Group Leader). Be prepared to discuss and determine this structure in March.

Deacon Tom – Provided his update and recapped the planning processes for the Youth Group in New Orleans this July. He also shared insight into a Winter Retreat to be hosted in Deadwood at the Triple T though a congregational gift that will allow for approximately 20 members and parents to attend. Tom touched on some of the changes that have occurred in Kin Ministry, prior to the pandemic much of it was one on one, coming through that more group focus has been added (example being visiting a Nursing Home) to accommodate moving forward. Tom added that he is being provided the opportunity to grow through Pastor Randy and shared that his weekly devotion on Facebook continues to create a strong following.

c. Committee Reports

Personnel/HR – Pastor Randy shared that he is having staff write out what they are currently doing in their positions and their responsibilities. These will be compared to the job descriptions on file and for Human Resources review. This conversation was highlighted with the challenges of Tom’s position lacking on paper alignment with actual duties as mentioned previously. Jess had stated in the previous conversation that the proper creation of job descriptions was a high priority with the organization.

Calvary/Faith in Action – Kirk indicated that currently there is no point of contact for this group. With Kirk moving to liaison in Finance, his suggestion was made to –consider dropping the committee or re-energizing the efforts with new leadership. This was tabbed as a “potential” March conversation.

Education – Dan discussed the possibility of reviewing where we are at in advance within the organization in advance to new leadership. All items here are in strong working order.

Endowment – Previously lacking a liaison – Julie volunteered to be Council representative.

Finance Committee – Reference Finance Report for notable activities.

Nominating Committee – Reference Rostered Leader Report from Pastor Randy for activities.

Stewardship – Troy – No Report

Worship/Music – Gina – No Report

7. Old Business

- a. **Wells Fargo Investment Account** – Still no confirmation or communication regarding updating the appropriate current names to the account. Kerk to provide follow-up in March.
- b. **75th Anniversary Update** – Committee led by Cheryl Chapman is making great progress. First guest pastor presentation by Larry Dahlstrom very well received on Sunday, February 18th. Many more activities are planned and coming together for upcoming special efforts in June and July.
- c. **Security Camera Discussion** – The recommendation of investing into a newer and better system was made by Pastor Randy. Council members requested more details than was readily available. Randy agreed to create a package on the details of the 2 bids from Golden West and Architectural Specialists to all Council members for review in advance of the March Council Meeting.
ACTION ITEM – Be prepared to finalize the efforts on this topic.
- d. **Reflections on Annual Meeting** – Many positives were cited with the change to a Wednesday night and service. More congregation members were engaged and involved with this effort than in the past. Some concerns about time elements were discussed. In efforts to be brief a Dashboard or One Sheet of highlights was suggested to potentially help with key takeaways. Discussion as to how to involve the youth of church during these matters occurred. Ideas such as youth delegates or assisting in the ballot gathering and counting were discussed as potential.

8. **New Business** – As noted earlier Rental Contracts Discussion occurred. Pastor Randy discussed the pending impacts of the new rate tables on Empowered Education and STEM Education groups who have had prior relationships with Calvary. Many topics were in roundtable fashion discussed. Closure was provided on any concerns Council might have regarding Non-Profit status when hosting and charging for rental incomes. Jessica clarified that this was not a concern. What continues to be a concern is proper group management of hold harmless elements of the contract. Randy indicated that there is interest in our facilities as a rental venue and sticking to the contract was important. The council supported this and via Consensus and then a Motion voted to maintain the rate structure in place for any new groups looking at our facility. It was also determined though that more discussion needed to occur regarding Empowered Education and STEM Education to determine our rate position on these past partnerships moving forward.

ACTION ITEM – Provide rate guidance for these 2 past partners in our March Meeting.

Motion to adjourn was made by Sara and seconded by Kerk.