



**CHRISTIANIA LUTHERAN CHURCH EXECUTIVE COUNCIL**

**March 9, 2017  
Minutes**

President – Bruce Mohn	P	VP – Denise Kanfield	P	Secretary – Greg Silus	P
Brian McGregor (at large)	P	Treasurer – Rachel Fausch	P	IP Rebecca Thurman	P
Kim Robertson (at large)	P	Scott Selkirk (at large)	P		
Lori Clausen (at large)	A	Lee Braun (at large)	P		

**Call To Order:** President Bruce Mohn called the meeting to order at 6:06 PM. As there were enough Executive Council members present for a quorum.

**1. Approved Agenda for: March 9, 2017**

**Motion made by Scott Selkirk and seconded by Lee Braun to approve the agenda as distributed at the meeting with the following additions: none**  
Motion passed by unanimous voice vote.

Request for the final Meeting Minutes only from the past meeting to be included in the Agenda of the next meeting

**2. Approve Minutes from February 11, 2017**

**Motion made by Denise Kanfield and seconded by Kim Robertson to approve minutes from February 11, 2017 with the following corrections: none**  
Motion passed by unanimous voice vote.

**3. Council Information and Reports**

**Treasurer's Report:**

- a. Memorial savings money. Pastor Dave, Bruce, & Treasurer consolidated in December (as promised at the February meeting) is in an Excel worksheet.
- b. General Fund projection
- c. Pastor Dave's PORTICO

**Motion made by Kim Robertson and seconded by Greg Silus to approve the February 2017 Treasurers report**  
Motion passed by unanimous voice vote.

- a. **Pastor's Report:** - see attached
  - i. Summer Service Times discussed
    - a. 9:15am Summer Service – IP Thurman will bring to Worship Committee for consideration
  - ii. Pastor Bill Pearson to fill in for IP Thurman during her vacation after Easter
  - iii. Friday the 24<sup>th</sup> of March – IP Thurman will be out
  - iv. Personnel – Office Manager replacement discussed prior to this EC mtg
    - a. Karen Frame interim: minus WebMaster & Video duties
    - b. New Office Mgr must be willing to learn WebMaster/Video duty
    - c. New Office Mgr to be part-time or full-time?
    - d. Based on 40hrs – exempt or non-exempt – V. Simon
  - v. Good Friday 4/14 – Exec Council to read a passage at Tenebrae
  - vi. Installation of the EC & MB by IP Thurman on 3/19

**Motion made by Scott Selkirk and seconded by Lee Braun to approve the Pastors report**

Motion passed by unanimous voice vote.

- b. **CYF Leader Report:** no report
- c. **Ministry Board Report and Ministry Team Reports:** no report  
Ministry Board to meet 3/21 @ 6:30pm
- d. **Property Committee Report:** see report below

**Motion made by Denise Kanfield and seconded by Scott Selkirk to receive the Property Committee report.**

Motion passed by unanimous voice vote.

**4. Action Items from**

**Ministry Board** – none

**Ministry Team** – none

**Property Committee** – two resolutions below

**Motion made by Denise Kanfield and seconded by Scott Selkirk to install Windows into Education Room Doors. BE IT RESOLVED, that the Christiania Lutheran Church Executive Council hereby rescinds their February 11 approval to spend \$3,440 to purchase small windows to be installed by volunteers in the Education Wing; and BE IT FURTHER RESOLVED, that the Christiania Lutheran Church Executive Council hereby approves Option: A that is shown in the update below, for a total cost of up to \$3440, to include re-keying. These funds will be withdrawn from the Capital Campaign Fund. 3.1100.100**

Motion passed by unanimous voice vote.

**Motion made by Denise Kanfield and seconded by Kim Robertson to Approval of Brad Smith to East Cemetery Committee BE IT RESOLVED, That the Christiania Lutheran Church Executive Council hereby approves the appointment of Brad Smith to the East Cemetery Committee. His term shall continue until he resigns.**

Motion passed by unanimous voice vote.

## 5. Old Business:

- a. Logins tracking solution for Christiania – Greg met with the Finance Committee on 3/7
  - a. This topic was discussed, but decided to be tabled until later
  - b. Many did not like the idea of passwords being known by others
  - c. The idea to re-write the rule in the Personnel Handbook where staff needs to report passwords to the Pastor. It was discussed to remove this requirement.
- b. Mold remediation topic – The post inspection was completed in February
- c. Treasurer laptop may need replacement – messages of failing hard drive occurring

**Motion made by Denise Kanfield and seconded by Scott Selkirk to procure a replacement laptop for the Treasurer of up to \$500.00 from the General Budget line item 5.1355.000**

Motion passed by unanimous voice vote.

- d. Calendar for all events – electronic / dynamic for all to see events of other Ministry Teams and Committee – topic came up from Feb2017 orientation meeting.
  - a. IP Thurman said this effort is in-process
- e. Discussed the budget and spreadsheet Rachel provided
- f. Line of Credit: Bruce to share information he received from the bank
  - a. 3 years of annual reports & lien search
  - b. \$300 credit rating/search – takes about 3 weeks
  - c. \$50-70k – interest only account
  - d. Communicate to the Congregation plan to obtain LoC

**Motion made by Scott Selkirk and seconded by Lee Braun to move forward with Line of Credit for \$50-70K at New Market Bank.**

Motion passed by unanimous voice vote.

- g. Create a file on listening sessions using the sheet from Bishop Lull and Denise Kanfield's notes from December 4th meeting. From January - 3 Topics from the October Listening Sessions would be discussed for moving the Church forward.
  - a. \*Action Item - Denise K. to provide the EC Secretary an electronic copy to become a record in the Meeting Minutes
  - b. Electronic copy of the summary of the Listening Sessions and Summary notes of Bishop Lull's address to the Congregation on 12/4/17 are attached.
- h. Executive Council signed the thank you note for the donated organ

## 6. New Business

- a. Exec Council Goals for 2017 - a discussion around what we are looking to accomplish this year as a team
  - i. Mission Exploratory Team – what is the main vision of the Church
    - a. Town Hall – choose members of the Call Committee
  - ii. Call Committee – looks at many candidates
    - a. Presents the chosen candidate to the Executive Council
  - iii. IP Thurman to let the Congregation know the Pastor replacement process at a high level
  - iv. Possibly have other Pastors in to get a sample of the variety of preaching styles
- b. Discuss having an April newsletter article on the process and timeline on what is next for the church.
- c. Discussion on the EC/President's communication item for April - monthly message - it will be in the Newsletter and Bruce will do the temple talk, it may tie to the timeline above
- d. Staffing – future needs
  - a. Office Manager leaving - Karen Frame filling in temporarily for 60-90 days
  - b. CYF:
    - i. What does that position look like?
    - ii. Start up the search team again for a CYF
    - iii. St. Olaf volunteers is a source of assistance
    - iv. Generation inter-mixing
    - v. Mentor program
    - vi. Budget for CYF
    - vii. Youth Sunday – showcase all the activities the Youth do throughout the year
- e. From the January 2017 expense report item 5.2120.230 Housing Allow. Interim Pastor \$23,906.00 Housing Allowance for 2017. Every year the pastor has to designate the amount claiming out of salary as housing allowance. The Executive council needs to approve it for audit.

**Motion by Kim Robertson second by Denise Kanfield and passed to approve IP Rebecca Thurman's for a housing allowance in 2017 of \$23,906.00**

Motion passed by unanimous voice vote.

- f. \* Updates from 'At Large' Members on their individual ministry board partnerships and committees  
Scott Selkirk meeting with Madalyn Peterson this coming Sunday

- g. \* Align on messaging. If any congregational member asks questions, we as an EC all have the same talking points. These are also talking points for the at large members to roll out to their ministry board and committees. There may be no messages this time but we want to set the structure.
  - i. Working on the future timeline for the Church
  - ii. Personnel Committee – Office Mgr & CYF Leader

\* Standing New Business item

**7. Set Agenda for Next meeting Tuesday April 11 @ 6pm:**

- a. Old Business
  - a. Login & password tracking solution for Christiania
  - b. Calendar of events
  - c. LoC
- b. New Business
  - a. Bruce to speak to Highview about Ballpark future

**8. Adjournment:**

**Motion made by Greg Silus and seconded by to Kim Robertson to adjourn the meeting**

Motion passed by unanimous voice vote. Meeting adjourned at 9:05 pm.

**9. Meeting closed in joining in the Lord's Prayer**

Respectfully Submitted,

Greg Silus Executive Council Secretary

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