

CONGREGATION COUNCIL Agenda/Minutes

Date: 2/16/23 (alternate to Valentine's Day)		PARTICIPANTS: Bill Kanfield, Greg Silus, Pastor Jon, George Silverness, Warren Peterson, Tia Burnham, Linda Heine (Treasurer), Jane Ward, Terry Laschinger
		Devotions: Mathew 17 - bright cloud, tell no one, learn to be in relationship. Coming up Ash Wednesday, transfiguration Sunday Transitional space in the church: epiphany to lent, transfiguration.
Start Time: 6:04pm	End Time: 8:41pm	ABSENT: Alan Ritchie
Location: Heritage room		
Minute Taker: Greg Silus		

ITEMS REQUIRING ACTION BY MINISTRY BOARD:

Special Guest	<ul style="list-style-type: none">• none
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Agenda Items	Minutes/Discussion	ACTION/ Who is responsible	Start time/ DEADLINE
1. Approve Agenda	<ul style="list-style-type: none"> • Motion made by Jane Ward and seconded by Warren Peterson to approve the February agenda with the following corrections: none Motion passed by unanimous voice vote. 	<ul style="list-style-type: none"> • NA 	NA
2. Approve past minutes	<ul style="list-style-type: none"> • October 2022 – several edits needed, which will be updated and added to the agenda for March • January 2023 – Motion made by Terry Laschinger and seconded by Jane Ward to approve the January CC Minutes with the following corrections: <ul style="list-style-type: none"> ○ Quiet Title line: Change <i>Requestor</i> to <i>Seller</i> ○ Interserve Communications Deadline: Add <i>ASAP</i> Motion passed by unanimous voice vote. 	<ul style="list-style-type: none"> • Greg will rebuild the October Minutes with corrections, ready for review and approval by the March meeting • Greg will adjust the January Minutes for the 2 items listed 	ASAP
3. Ministry Board attendees	<ul style="list-style-type: none"> • February - Tia B. • March – Bill • April – Jane • May - YTBD 	<ul style="list-style-type: none"> • Folks mentioned will attend at the months specified 	NA
4. Treasurer Report	<ul style="list-style-type: none"> • Linda had some questions which were answered, primarily by the President <ul style="list-style-type: none"> • Pest Control, Carri is paying as the show up, looking for a category, zero line item today, recurring • Parsonage expense (propane) - money came out of refresh, leave it where it is • FYSA: Minnesota Energy can be \$2000, automatically taken out, auto-withdrawal was discontinued, so we'll get 2x billed in February • Repairs and Maintenance: \$417/mo, Boiler, and drain was fixed. <ul style="list-style-type: none"> ○ Boiler Valves and pressures gauges are the issue, not the boiler itself • ELCA - budget had to first be approved before payment was sent • Comparison 2023 Budget to input into Icon (hardcopy handed out) • Linda is going to do some budget numbers work, then ready for the leaders meeting on 2/19/23 • End of year balance overstated. Just the savings <ul style="list-style-type: none"> ○ Correct at the next Annual Congregational Meeting ○ Get the message out as soon as possible • Audit Team - Happy with Folder config Linda setup in ICON • Jane Question: quarterly expenses. Get it onto ICON correctly, how it is broken out, numbers will look better, Motion made by Warren Peterson and seconded by George Silverness to approve the Treasurers report with the following corrections: none Motion passed by unanimous voice vote. 	<ul style="list-style-type: none"> • Linda to have the budget numbers ready for the President prior to the Leadership session on 2/19 	<ul style="list-style-type: none"> • ASAP

<p>5. Old Business</p>	<ul style="list-style-type: none"> • Office copier replaced on 2/8/23, now under a new 5 yr contract with Loffler. Installation/replacement went well and all onsite church computers were connected for printing by the Loffler technician. • Ministry Board Representation - Sharon Buckley off and Scott Tempel onto Missions Ministry Board as Chairperson • ERC status - someone came in to talk about this, someone coming in this week(Monday 2/13), Office Manager not to respond until President can respond. Carri taking time to collect the information, President will share some info with Pastor when needed • Parsonage Sale - done with the Sale of parsonage, Dakota County registered in 2 days • Ballfield - Bobby has an interested party of the ballfield parcel. MLS price is still \$200k • Affidavit of several past names of Christiania - hardcopy will go to Pastor to put in the church's safety deposit box, and a copy into Teams • Jane – Inquiry about proceeds from the property sales • Interserve Ministries <ul style="list-style-type: none"> ○ InterServe Communications - Susie Stiehl’s name was mentioned as a Leader for this effort. <ul style="list-style-type: none"> ▪ How are we properly communicating to all the ages at CLC? ○ Staffing Planning - planning of what is next, staffing model, if not following them.... ○ Jane - what if they recommend a second Pastor? ○ Possible Leaders mentioned for this effort: Lonna Selkirk, or Rob Metz ○ Nick to lead the Children's moment in future Sunday Services ○ Add Staffing Lead need to the Sunday Newsletter 	<ul style="list-style-type: none"> • Tia will reach out to Sue M. about Susie Stiehl for IM Communications effort • President to follow-up with Office Mgr about who visited the church related to the ERC effort • President to provide Pastor with the hardcopy of the Affidavit for Christiania DBA names, to then be entered into the churches safety deposit box at the bank • Someone to submit an entry about the need for a Communications lead from the congregation to ensure milestones are being met with the IM SOW contract 	<ul style="list-style-type: none"> • ASAP • ASAP • ASAP • ASAP
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	<ul style="list-style-type: none">• Debrief of Annual Congregational meeting for 2023• Budget numbers were a best effort, in lieu of Treasurer not available for much of 2022, as Lisa went on leave in April and resigned in June, Linda started in November• Budget discussion meeting(s) needed prior to future Annual meetings<ul style="list-style-type: none">○ Start a budget session in October 2023• Jane mentioned CYF Report – ask is to get a high level report each month/qtr		
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6. New Business

- What can we do for Bob Johnson?
 - Recognition in front of congregation, Thankyou card, gift card for a nice meal somewhere
- It was mentioned there are other:
- Bob Frederickson - plows the parking lot.
 - LeRoy Clausen mowed the church lawn for many years
- Sign some Thank you cards – Jane will source them

Planning for the leaders orientation (2/19)

Reviewing the Congregation Calendar

Reviewing the detailed 2023 Budget

Discussing your statement of or redefining your team's statement of purpose for 2023,

Per our Constitution(new): Ministry Board must redefine 'Statement of Purpose' each year

Discuss the New Business points touched on in the Annual Meeting (see below)

Review the use of MS Teams for document storage, online meetings, Ministry team's channels and chat and other

Access to and discussion of any changes in policy/procedures

FRC, approvals, cash the check, tax exempt

Open forum

- Review the Annual Calendar
 - Add to old business for next month, and future meetings thereafter

- Jane will bring some Thank you cards for the Council to sign at the March meeting

- Next CC meeting in March

7. Receive Reports	<ul style="list-style-type: none"> • Pastor's Report - verbal <ul style="list-style-type: none"> ○ Congregation Councils annual confirmation of existing \$30k housing allowance for living expenses, towards Pastors Salary • Ministry Board Report - delivered by Tia Burnham • Financial Review Committee – received • Property – no report 	<ul style="list-style-type: none"> • No action other than including the mention of the housing allowance in these minutes • NA • NA • NA 	<ul style="list-style-type: none"> NA NA NA NA
8. Future Agenda Items	<ul style="list-style-type: none"> • October revised Minutes and it will then be up for approval • January minutes reviewed to reflect mentioned needed adjustments • Update Congregation calendar • April - Northfield Retirement Community - Annual meeting, 1-3 lay leaders on 4/16(Sunday), Denise K. is a member • Refresh Financial status - qtrly update. Funds seem to be good per Cheryl and Karen, as mentioned by the President <ul style="list-style-type: none"> ○ Where can we see what has been spent? ○ Who has this information? ○ Not being reported in the Operating Expenses ○ Engage Linda for the spend for Refresh ○ Report from Refresh folks: include executive level brief to the Congregation Council can answer basic questions if asked by the Congregation during coffee and others times • All of the change coming with the renovation <ul style="list-style-type: none"> ○ Location for Summer services: Library, New Market Township, alternate location • Council member attendance to meetings • Add the Council Annual Calendar as an item to review to each Agenda 	<ul style="list-style-type: none"> • Greg to include these items in the March congregation council agenda 	<ul style="list-style-type: none"> • Week prior to March CC mtg

9. Adjourn meeting	<ul style="list-style-type: none"> 8:41pm by President 	<ul style="list-style-type: none"> 	
Communications with Congregation	<p>NOTE: Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests: office@christianialutheranchurch.org</p> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Next meeting date:	March 14 th @ 6pm in the Heritage room. Check the Teams calendar for the invite.		
Next Devotion:	Pastor		

