

# Council Meeting Minutes

## September 21, 2023

**ATTENDANCE:** K. Richter, A. Fonk, H. DeFranco, D. Larsen, M. Hylinski, A. Schroeder, L. Zanin, S. Raszkievicz, P. Mason, C. Johnson, L. Woller, Pastor K. Brown

**ABSENT:** Pastor D. Hartfield, B. Robinson

### Discussion Topics

1. Call to order – Meeting opened at 6:32 PM
2. Opening Prayer/Devotion – Dana
3. Approval of Council Agenda for September 21, 2023 – Agenda approved, P. Mason made motion to approve agenda, S. Raszkievicz seconded. All in favor.
4. Approval of Council Meeting Minutes from August 17, 2023 – Council Meeting minutes approved (with the correction of adding P. Mason and S. Raszkievicz to the attendance), P. Mason made motion to approve meeting minutes, S. Raszkievicz seconded. All in favor.
5. Treasurer's report – August 2023 – See attached document.
6. President's report – Keith – No updates this month.
7. Pastor's Reports
  - a. Pastor Kathy
    - 5 Funerals
    - 9 services
    - Wedding planning, rehearsal tomorrow (9/22), wedding 9/23.
    - Coordinating with Sue and Pastor Debbie.
    - AV Meeting
    - Participated in Holy Communion 120<sup>th</sup> Anniversary celebration.
    - Stewardship planning.
    - Graduated from speech therapy.
    - Taking a 3-week vacation beginning October 6<sup>th</sup> and returning October 27<sup>th</sup>.
  - b. Pastor Debbie
    - See Pastor Debbie's written report.
8. Document Policy updates
  - a. SMLC Constitution and By-laws (Executive)
    - Keith sent 3<sup>rd</sup> email, received phone call from Pastor Sarah.
    - Received new format.

- b. Employee Handbook (Personnel)
    - There is a section in there that applies to all of us (ethics). This needs to get to the church representatives.
  - c. Memorial Giving (Finance)
    - 1998 was the last one that was done. This needs to be updated.
    - Need to have a list of what we can accept (cannot take a lot of materialistic things that require cost/maintenance).
  - d. Disbursement (Finance)
    - Need to update to be clear on the process and guidance. Education, WMA, and Property tend to have many disbursement requests. The Council will approve once this is updated.
9. Old Business
- a. MSP update
    - Approved and on ELCA website for one year.
  - b. Call Committee – Lisa/Keith
    - 8 on the committee.
    - Keith and Lisa will not be voting or conducting interviews.
    - Working on questions to ask from the 5 main areas.
    - Meetings occur every other week.
  - c. Chapel Lounge Remodel Update – Chris
    - Essentially completed (Paint touch up and wash fireplace).
    - October 28/29 Dedication Ceremony after Worship.
  - d. Council Retreat/Stewardship Retreat – Nov 4<sup>th</sup> (9A-12P)
    - Invite was sent last week.
    - Down/In/Out, temple talks talking more to this.
    - Mission/Ministry Fair.
    - Stewardship Drive-Ask, Think, Tell (in February).
    - Lunch will be provided.
    - All day retreat in January (20<sup>th</sup>) at Sierra.
  - e. New Council Member Pictures - Complete
  - f. GMS South Conference Meeting
    - Greater Milwaukee Synod Conference-Pastor Debbie, Pastor Kathy, Keith, Leslie, and Mindy.
    - Centered around what you consider mission.
    - Will see a lot more shared items.
  - g. Oktoberfest – Chris
    - Thursday Morning at 9am food prep.
    - Friday at 9am set up tables in fellowship hall and gym.
    - Saturday night clean-up.

h. 150<sup>th</sup> Anniversary Planning Team – Chris

- Not meeting until after Oktoberfest event is completed. Those with history/longevity will be involved.

10. New Business

a. Building use requests – Motion needed

i Kenosha City Clerk - 2024 Polling place.

- D. Larsen made a motion to approve SMLC as a 2024 Polling place; P. Mason seconded: all in favor.

ii Kenosha area Tax-Aide Program – Tax preparation

- D. Larsen made a motion to allow AARP to use SMLC to do tax preparations for 10 weeks (February through April on Tuesdays 8am-4pm) during tax season; L. Zanin seconded: all in favor.

11. Committee Report/Motions

Committee	Liaison	Notes	Motions
Audit	Keith	<ul style="list-style-type: none"> <li>• No Updates</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Caring Ministries	Lana	<ul style="list-style-type: none"> <li>• No Updates</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Church in Society	Patty	<ul style="list-style-type: none"> <li>• \$360.16 from Fair Trade</li> <li>• Summer snack funds-need to get information from Ralph.</li> <li>• Shalom center and Breaking the Chains-motion was made to assist with Christmas cards and gift bags. Dates are TBD.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Education	Stephanie	<ul style="list-style-type: none"> <li>• Book study began September 17<sup>th</sup>.</li> <li>• Andrea mentioned brainstorming for Advent season (doing a book study)</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Finance	Keith	<ul style="list-style-type: none"> <li>• Update given with Memorial Giving and disbursement policy.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Friendly Center	Lisa	<ul style="list-style-type: none"> <li>• Newsletter out.</li> <li>• 9/27 Gathering with Ben Merens as speaker (Outreach specialist with department of Agriculture Trade and Consumer Protection with the State of Wisconsin.</li> <li>• Will be discussing with the Seniors “How Not to Get Scammed.”</li> <li>• Stewardship-items for Luther’s Lunchbox at Carthage.</li> <li>• Devotions-Pastor Debbie.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>Information Technology</b>	<b>Adam</b>	<ul style="list-style-type: none"> <li>• There are AV needs in lounge and library.</li> <li>• Team to create a plan and give to Property for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Nominating</b>	<b>Dana</b>	<ul style="list-style-type: none"> <li>• No Updates</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Property</b>	<b>Chris</b>	<ul style="list-style-type: none"> <li>• Received estimates on parking lot repairs.</li> <li>• Chris to obtain info on repair costs for West side of church.</li> </ul>	<ul style="list-style-type: none"> <li>• Chris made motion to approve \$2550.00 for surface repairs on the East side of the church; Patty seconded: all in favor.</li> </ul>
<b>Personnel</b>	<b>Andy</b>	<ul style="list-style-type: none"> <li>• Met on 8/23.</li> <li>• Youth Director Part-time position filled by Kendra Richter.</li> <li>• Writing of the SS job description and will bring to the Council once completed.</li> <li>• Once approved, will go on hold until it is funded and discussion with Finance.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Reconnect</b>	<b>Hollie</b>	<ul style="list-style-type: none"> <li>• Planning for Formal High Tea on April 27<sup>th</sup> has begun.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Stewardship</b>	<b>Stephanie</b>	<ul style="list-style-type: none"> <li>• No additional</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>WMA</b>	<b>Markie</b>	<ul style="list-style-type: none"> <li>• A special meeting occurred to discuss the survey.</li> <li>• Additionally, met last night 9/20 to decide what is the end game.</li> <li>• This needs to be more of an education piece/discussion/session after worship until Mid-November (this would be after book study has ended).</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Youth</b>	<b>Adam</b>	<ul style="list-style-type: none"> <li>• Trunk or Treat in October.</li> <li>• Friday Family Fun Night begins October 6<sup>th</sup>.</li> <li>• Joint ministries with Spirit Alive.</li> <li>• Youth Mission Trip-planning fund raising for New Orleans.</li> <li>• Youth assisted with Communion on 9/17.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

12. Council Connection – October: **Patty Mason**
13. Calendar
  - a. October Spirit Deadline – **September 23, 2023**
  - b. October Stewardship Message – **IT**
  - c. Oktoberfest – September 30, 2023
  - d. Next Council Meeting – **October 19, 2023**
  - e. Stewardship Retreat – **November 4, 2023**
14. Prayer Requests/Closing Prayer – **Dana**
  - **Betty S. in Hospice**
  - **Church**
  - **Call committee**
  - **Perspectives pastors**
15. Adjournment – **Meeting adjourned at 7:58 PM**

Council Connection schedule

<del>Aug' 23</del>	<del>Andy Schroeder</del>
<b>Sep' 23</b>	<b>Dana Larsen</b>
Oct' 23	Patricia Mason
Nov' 23	Chris Johnson
Dec' 23	Lisa Zanin
Jan' 24	Markie Hylinski
Feb' 24	Adam Fonk
Mar' 24	Stephanie Raszkievicz
Apr' 24	Hollie DeFranco
May' 24	Lana Woller
Jun' 24	Keith Richter
Jul' 24	Keith Richter

## AUGUST 2023 TREASURER'S REPORT

St. Mary's Lutheran Church - Treasurer's Report - August 31, 2023

### General Operating Fund

Beginning Balance	6,092.35
August Income	38,070.80
August Expenses	<u>(49,398.97)</u>
Cumulative Profit (Loss)	<u>(5,235.82)</u>

### Dedicated Accounts

Operating Reserve Beginning Balance	23,492.06
-Receipts	0.00
-Disbursements	0.00
Operating Reserve Ending Balance	<u>23,492.06</u>

Long-Term Reserve Beginning Balance	68,293.94
-Receipts	0.00
-Disbursement: Carpets Plus Outlet	<u>(5,000.00)</u>
Long-Term Reserve Ending Balance	<u>63,293.94</u>

Building/Grounds Beginning Balance	3,056.11
-Receipts	0.00
-Disbursement: Christine Johnson- Ceiling Fans	<u>(219.43)</u>
Building/Grounds Ending Balance	<u>2,836.68</u>

Investment Accounts Beginning Balance	123,488.82
-Receipts	0.00
-Disbursements	0.00
Investment Accounts Ending Balance	<u>123,488.82</u>

Other Dedicated Accounts Ending Balance	<u>38,342.61</u>
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<b>Total Fund Balances</b>	<b><u>251,454.11</u></b>
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### Bank / Investment Account Balances

Checking Account	26,363.16
Money Market Account	100,329.10
Accounts Receivable	601.96
Investment Accounts	123,488.82
Prepaid Insurance	1,627.67

<b>Total Current Assets</b>	<b><u>252,410.71</u></b>
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<b>Difference</b>	<b><u>956.60</u></b>
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### Summary of Difference

Other Withholdings - Aflac timing difference	-89.94
Accounts Payable to Aurora Healthcare for Parish Nurse	<u>-866.66</u>
	<u>-956.60</u>

<b>Unexplained Difference</b>	<b><u>0.00</u></b>
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<b>Mortgage Balance</b>	<b><u>358,380.62</u></b>
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**September 21<sup>st</sup>, 2023, Congregation Council**  
**Pastor Debbie Report**  
**(August 17<sup>th</sup> -September 19<sup>th</sup>)**

- Pastoral Care
  - Congregation
    - Hospital Visitations (Froedardt)
    - Residential Care Visitations (Brookside/Willowbrook)
    - Home visits
    - Hospice visits
    - Grief support visit after death of a parent (area coffee shop)
    - Support of young adult, via congregation member, after death of a parent (area restaurant)
    - Preside at funeral
    - Time together (in person and/or over phone, before/after doctor/hospital visits/testing/surgery)
  - Community
    - House Blessing of a Distressed Home
  - Family
    - Committal Service for two of my aunts in LaCrosse area (non SML pastoral care hours)
- Godspeed & Farewell “service,” with communion, for departing congregation members, in their home
- Caring Team Collaboration
  - Pr. Kathy/Sue/Pr. Debbie/area colleagues
- Weekly Text Studies with GMS South Conference
- Administration
  - Meetings
    - South Conference Meeting (August 24<sup>th</sup>)
    - Executive Committee (Sept. 13<sup>th</sup>)
    - Mutual Ministry Team - quarterly meeting (Sept. 18<sup>th</sup>)
    - Collaboration to set up shared Blue Christmas service with area ELCA churches (planning meeting tentative date = Oct 18<sup>th</sup>, Service @ St. Paul’s at 6:30pm on Tuesday, December 19<sup>th</sup>)
- Looking Ahead
  - Sept. 27<sup>th</sup>, Wednesday, Friendly Center Devotions
  - Oct 2<sup>nd</sup>- Oct. 4<sup>th</sup>, Mon.-Wed. GMS Fall Leadership Conference, Lutherdale
  - October 18<sup>th</sup>, Wednesday, 10am, Blue Christmas Planning meeting
  - October 20<sup>th</sup> & 21<sup>st</sup>, Sat. & Sun. Preach at SML
  - Nov. 4<sup>th</sup>, Saturday 9am-noon, SML Leadership Retreat,
  - Nov. 4<sup>th</sup>, Sat. noon-3pm, Officiant at Memorial Service (dear friend, non-member @ Lord of Life, to be confirmed by Casey Options 9/20/23)
  - Nov. 12<sup>th</sup>- Nov. 14<sup>th</sup>, Sunday -Tuesday, First Call Conference, Marathon, WI
  - Service of Remembrance - TBD
  - Dec. 2<sup>nd</sup>, Saturday, 9:30am-11am, Surviving the Holidays w/Sue Quever,
  - Dec. 19<sup>th</sup>, Tuesday, 6:30pm, Joint Kenosha ELCA Blue Christmas Service @ St. Paul’s