

Our Redeemer's Lutheran Church Council Meeting Minutes

December 14, 2023 6:00 pm Large Classroom

1. Call Meeting to order at 6:03 PM
2. Prayer by Karen Thursday, January 11, 2024: Allyn
3. Members Present: Allyn Christensen, Roy Lawrenz, Greg Staabe, Marcia Wagner, Karen Zahn, & Kayla Zahn; Nancy Macha Church Treasurer; Pastor Beth Macha
 - a. Absent: Earl Macha, Corrine Roscoe, & Katie Wagner
4. Guests: Erika Schindel
5. Approval of Agenda
 - a. Motion made by Roy to approve the agenda as presented; seconded by Greg; motion carried
6. Approval of minutes from November 9, 2023
 - a. Roy made a motion to approve the minutes as written; seconded by Greg; motion carried
7. Approval of Financial Reports
 - a. General, Improvement, Blessing Basket, and Memorial
 - i. Motion made by Kayla to accept all financial reports until audit; seconded by Roy; motion carried
 - ii. Monthly Benevolence/Donations
 1. Holiday (Easter) Nurse's Nook → \$410.00
 2. Crossways Camp → \$100.00
 3. Home Respite → \$1000.00
 4. Nurse's Nook → \$100.00
 5. Total Benevolence → \$1610.00
8. Pastor's Report
 - a. Things changed in Cheyenne's life and she will no longer be able to continue as our church office secretary
 - i. We do have the second candidate that interviewed Erik and he is still interested in the position, so he will be working as our new church office secretary
 - b. Pastor covered the office secretary duties between Cheyenne and Erik, putting in 11.5 hours
 - c. Sunday, November 19 a training was held for people interested in helping visit our shut-in members and bring them communion
 - i. Jeannette and Rhoby took the class and are planning to help with visits
 - d. Pastor was disappointed in the decorating/congregational Christmas party on December 3
 - i. She wrapped up confirmation class early only to find that all the food was packed up and people were gone
 - ii. She had been looking forward to sitting down and talking with people during the party
 - e. Suggested we put Microsoft 365 (newest Microsoft software version) on the church computer
 - i. The current programs are from 2006!!!!
 - ii. Should be able to use the subscription to Microsoft 365 which was already purchased for pastor's computer
 - iii. Roy made a motion to update our Microsoft software to Microsoft 365 with the caveat that our mainframe can handle it, if not then we buy a new computer; seconded by Allyn; motion carried
 - f. Pastor would like to hold a council retreat again following the annual congregational

meeting and prior to council meeting

- i. The intention would be to set some guidelines in working together as a group
 - g. For tax purposes, my designated housing allowance has to be designated for 2024:
 - i. For the calendar year of 2024, each month \$2,000 of the total cash salary (base salary, housing and Social Security allowance) paid to Rev. Beth Macha is hereby designated as housing allowance per Internal Revenue Code Section 107.
 1. Kayla made a motion, seconded by Roy to approve of this decision; motion carried
 - h. Lent services will be Ash Wednesday, Maundy Thursday, and Good Friday special services ONLY!!!
 - i. Wednesday nights will be bible study Soup & Scripture lead by other people, not pastor
 - i. Statistics:
 - i. Meetings with one or more staff: 1
 - ii. Meetings with Committees/Leaders: 10
 - iii. Denominational/Area Clergy Meetings: 0
 - iv. Pastoral Contacts (Office visits, Hospital visits, Home or Shut-in visits, Counseling, Premarital, Funeral Planning, etc.): 18
 - v. Funerals/Graveside Services: 0
 - vi. Weddings/Vow Renewals: 0
 - vii. Baptisms: 0
 - viii. Classes Taught/Bible Studies led: 4
 - ix. Lectionary/Text Study Group attended: 0
 - x. Worship Services led: 5
 - j. Vacation:
 - i. Taken this month: 0 days
 - ii. Taken year to date: 39 days
 - iii. Remaining this year: 3 days (42 total days for the year)
 - iv. Upcoming Vacation Planned:
 1. December 28, 2023 - January 9, 2024
 2. May 28 - June 11, 2024
 - k. Continuing Education:
 - i. Taken this month: None
 - ii. Year to date:
 1. First Aid/CPR/AED training (October 21 and 24)
 2. Mandated Reporter Online Training (October 31)
 - iii. Upcoming planned cont. Ed. events: None
9. President's Report
- a. Time & Talents
 - i. The office will be working on tallying the numbers up
 - b. Shawano Conference (missed this discussion)**
 - c. Pastor filling in for church office secretary
 - i. Marcia motioned to compensate pastor for he secretarial work with a gas card from Kwik Trip worth \$15.00 per the hours she worked (32 hours); Roy seconded; motion carried
 - d. Pastor's salary
 - i. Marcia made a motion to increase pastor's salary by 3% or \$2,000 for the next year; seconded by Kayla; motion carried
 - e. Pastor's Christmas
 - i. Roy made a motion to give pastor a \$200 gift card to Kwik Trip (above and beyond other card); Allyn seconded
 - ii. Marcia made a motion to rescind prior motion to \$100.00 gift card to Kwik Trip;

Roy rescinded his motion; Kayla seconded Marcia's motion; motion carried

10. Committees: Reports should be to Council members the Sunday prior to meeting for review

a. Blessing Basket:

i. Report given verbally was missed by secretary

ii. Financial report given and withheld from minutes per congregational decision

b. Building & Improvement:

i. Met Wednesday, November 8, 2023

1. Discussed storm damage, repairs, and insurance response

a. Continuing to try to get bids

b. Caulked siding to prevent water and snow from collecting underneath siding

2. Budget planning for 2024

3. New copy machine expected early December

4. East side cement project on hold until next spring

5. Spectrum is new internet provider

a. Do not require a contract

6. Work continues on organizing and cleaning the storage room

7. Snow blower will be placed in bell tower to make access easier

8. Plan to change all light bulbs out in the sanctuary at once

9. Table rack has been ordered

ii. Met Thursday, December 7, 2023

1. Discussed a file system to track activity and expenditures is in process

2. Planning is underway to replace the bulbs in the hanging light fixtures in sanctuary

a. Utilizing scaffolding to do so

b. Will check out halogen bulbs that are able to be reached

c. Need to replace fixtures in Cupola and chancel area

i. Many electricians have been contacted to work on this

3. Table racks arrived for use in fellowship hall and other areas as needed

a. Done to prevent damage done to tables while moving

4. Cleaning and organizing has been completed in the storage building

5. Items not used regularly will be moved out of storage room and into storage building

6. Contacted insurance company in regards to storm damage of shingles and siding

a. Having difficulty getting more than one bid from a contractor to do repairs

b. Our siding is no longer produced

i. Insurance company would like us to use a similar product with different color or design

7. Markers for the end of the driveways will be placed if still can put in ground

iii. Next meeting Tuesday, January 9, 2024

c. Constitution:

i. No meeting held in November/December

d. Decorating:

i. No meeting held in November/December

e. Education:

i. Met on November 14, 2023

1. Discussed Children's program
 - a. Children playing a part in story read by Pastor Beth
 - b. Others will read scripture, sing, and play piano
 - c. Maddy coordinating program
 2. Cheryl Kruschke has submitted her resignation as chairperson of education committee
 - a. Will need a new one starting January 2024
 3. Budget for 2024
 4. Next meeting Tuesday, January 9, 2024 at 1:30 pm
- f. Evangelism/Stewardship:
- i. No meeting held November/December
- g. Executive Board:
- i. Met Tuesday, December 5, 2023 at 4:45 pm
 1. Discussed:
 - a. Office secretary
 - b. Items for agenda
 - c. Men's group reporting meetings with minutes
 - d. Budget meeting
 - e. Annual meeting agenda
 - f. Council responsibilities
- h. HVAC (Sub-Committee):
- i. Met on Monday, December 4, 2023
 - ii. Review of quote made by Foreman Heating & Cooling of Green Bay with additional information presented
 1. How they would handle removal and installation of heat pump units
 - iii. Quote presented from Tom Vankauwenberg of Vans Refrigeration of Seymour
 1. Requires constructing access point to attic for servicing the units located there
 2. This would require separate contractor and additional cost
 - iv. Committee felt too many unanswered questions and decided to set up an onsite meeting with booth suppliers
 1. Ability to explain how they propose to handle removal and install of heat pump units
 2. Roy will facilitate this
 - v. Focus on Energy does not have funds available for heat pump unit replacement
 1. Can get money for two boiler units and variable speed pump
 - vi. Goal for the committee to have a recommendation to council for presentation at congregational annual meeting
 - vii. Meeting with contractors on Monday, December 18, 2023
- i. Landscape:
- i. Met on Wednesday, November 8, 2023 at 1:00 pm to wrap up growing year
 - ii. Thanked Earl for the wonderful job he did watering with his water cart
 - iii. The faucets are all off and winterized
 - iv. Review of rain gardens
 - v. Piping under blacktop flushed and eaves cleaned
 1. Will likely need to be done again in spring
 - vi. Sam Zahn written report on raised garden beds
 1. Green pole beans, spaghetti and yellow squash, zucchini, mini pumpkins, cabbage, broccoli, radishes, tomatoes, and leaf lettuce were

- planted
- 2. Plants produced enough to share with are food pantries, the Sunday School children, and members of our congregation
 - a. Mini pumpkins were given to Sunday School children in October for decorating
 - b. Pole beans, zucchini, yellow squash, and a head of cabbage were donated to Kingdom Come in Oconto Falls on two occasions
 - c. Other veggies were picked and left in Fellowship hall for members to take
- 3. Sam & Kayla wish to thank Earl for his help watering plants
- 4. Sam feels Raised bed project was good trial run and would like to thank all those that helped
- 5. The Zahns wish to step down from the project and offer the opportunity to any group to continue to coordinate project
 - a. Committee agreed to send this decision to congregation
- vii. Playground swings were removed for winter for safety & area under fort was cleaned and rubber mulched
- viii. East entry concrete project has been delayed until spring of 2024
- ix. OR changing internet providers will disrupt some areas in gardens
 - 1. Flags indicate where cable is buried
- x. East parking lot repair, sealing, and stripping postponed due to not enough bids
- xi. Budget for 2024 went over
- xii. New committee members will be needed for 2024
- xiii. Diane would like to donate a grass trimmer and blower, no action taken by committee at this time
- xiv. Several boxes of trellises & fencing in the shed
 - 1. Set aside for use on grounds or donation
- xv. Projects for 2024
 - 1. Filling boxes at bases of support posts in prayer garden with material other than mulch
 - 2. Adding a door from Fellowship hall directly to Prayer garden discussed
- j. Memorial:
 - i. Financial report given and withheld from minutes per congregational decision
- k. Men's Group:
 - i. Need to start sending in minutes
 - ii. 55 people attended Christmas Party on Thursday, December 7, 2023 at Romy's Holiday Inn
- l. Women of Our Redeemer's:
 - i. Met on November 12, 2023
 - 1. Report for October Biennial Conference in November Spirit
 - 2. Conversation had regarding our December 3rd family Christmas decorating party
 - a. Eat finger food and exchange secret pal gifts after trimming the tree
 - 3. Discussion about 10th annual Cookie Walk on December 9, 2023 from 9-11 am
 - a. Kringle will be added this year
 - 4. December 17, 2023 Children's Sunday School Program during worship service

- a. Afterwards cheer boxes can be picked up & delivered
 - 5. 2024 activities:
 - a. Restart the World Day of Prayer in March
 - b. Host Memorial Day program at Hickory Cemetery
 - ii. Met on December 10, 2023
 - 1. 10th Annual Cookie Walk went well on December 9, 2023
 - a. Proceeds going to ELCA Good Gifts for a microloan for women & more items for Period Poverty mission
 - 2. Moira Wirtz selling homemade cards to raise funds for Girl Scout gathering in London, England in 2024
 - a. 5 cards for \$10.00
 - 3. 8 Cheer boxes to be packed on December 17, 2023 for delivery
 - 4. December's family Christmas decorating party went well
 - a. Good turn out for eats and secret pal reveals
 - 5. Next meeting Sunday, January 7, 2024
 - m. Worship & Music:
 - i. No report submitted
 - n. Any other committee report
- 11. Old Business
 - a. None
- 12. New Business
 - a. Snowplowing
 - i. How much snow should be on the ground before it is plowed?
 - ii. Judgment should be made by the person plowing
 - iii. Roy motioned IF a member of the church is plowing snow, they can make the judgment call on when to plow, otherwise will need to be in a contract with anyone else; seconded by Greg; motion carried
 - b. Annual Meeting Agenda
 - i. Will be decided at next executive committee meeting
 - ii. Conference delegates & lent services on agenda
 - iii. Contact Earl, Karen, Kayla, or Pastor Beth with other additions!!!!
 - c. Budget Approval
 - i. Discussion of budget was had on a page by page basis (7 total)
 - ii. Page 1 → No changes made
 - iii. Page 2 → Discussions on changing ELCA Mission Support & Home Respite amounts & changing Evangelism budget
 - 1. Roy made a motion to leave current benevolence to the ELCA as is; Greg seconded; motion carried
 - 2. Marcia proposed cutting Home Respite benevolence in half (to \$500.00); seconded by Kayla; motion carried; Home Respite budgeted amount will be \$500.00
 - 3. Evangelism went to a budget of just \$200.00 rather than being broken into two events that do not happen anymore (Easter Breakfast & Friendship Sunday)
 - iv. Page 3 → No changes were made; discussion on use of ChurchArt Online subscription
 - 1. Pastor will look into this and see if it is worth keeping
 - v. Page 4 → A few changes were made including:
 - 1. Carbonite Backup Program subscription was increased to cover not only Nancy's computer, but also Pastor's and the office's computers (\$50 to \$150)

2. Pastor's salary will increase along with the amount we pay into Portico
 3. Motion was made by Marcia to give Anita our cleaning lady a raise to \$16.00 per hour; Roy seconded; motion carried
 4. Two positions were presented as being paid positions:
 - a. Maintenance Person for the Church (\$599.00 per year)
 - i. It was decided this discussion needed to be had at the annual meeting
 - b. Council Secretary (\$599.00 per year)
 - i. Roy motioned to make this a paid position; Allyn seconded; motion carried
 - ii. Kayla is willing to stay on as council secretary
 - vi. Page 5 → No changes were discussed on this page
 - vii. Page 6 → No changes were discussed on this page
 - viii. Page 7 → No changes were discussed on the last page either
 - ix. A motion was made by Marcia and seconded by Kayla to approve proposed budget with changes for congregational approval; motion carried
13. Additions
- a. NONE 😊
14. Adjourn with Lord's Prayer
- a. Marcia made a motion to adjourn the meeting at 8:23 pm; Roy seconded; motion carried

NOTE: These minutes are in draft form until there are corrections made and approved at the next council meeting. Respectfully written and submitted by Kayla Zahn, council secretary.