

**NOTE:** These meeting notes are in draft form until revisions are made and approved at the next Council meeting.

Our Redeemer's Lutheran Congregation Council  
Meeting Notes v1.0

8 October 2024

Members present: Ken Holmes, Lora Houska, Roy Lawrenz, Pastor Beth Macha, Earl Macha, Erika Schindel, Greg Stabbe, and Karen Zahn.

Members absent: Lowell Suring

Guest: Nancy Macha

Agenda items:

- A. Karen Zahn convened the meeting.
- B. Opening devotions/prayer
  1. Devotions and prayer were led by Karen Zahn.
  2. November devotions/prayer will be led by Lora Houska.
- C. Agenda review and repair
  1. Roy Lawrenz made a motion to accept the agenda as printed, seconded by Erika Schindel; the motion was passed unanimously.
- D. Review, (revise), and accept meeting notes from the Council meeting on 10 September 2024.
  1. A motion was made by Erika Schindel and seconded by Earl Macha to accept the notes from the Council meeting on 10 September 2024, as printed. The motion was passed unanimously.
- E. Approval of the financial reports (until audited).
  1. General fund
  2. Improvement fund
  3. Memorial fund
  4. Blessing Basket fund
  5. A motion was made by Erika Schindel and seconded by Roy Lawrenz to accept the financial reports of the General, Improvement, Memorial, and Blessing Basket funds, as presented, until audited. The motion was passed unanimously.
  6. A back-up is needed for Congregation Treasurer position.
  7. Automatic withdrawals from the General Fund are as follows; Nancy Macha will provide a list to Karen Zahn:
    - i. Yearly: Website domain name, website maintenance.
    - ii. Monthly: Wisconsin Public Service, Oconto Electric Cooperative, Visa, Vanco, dumpster rental.

8. Monthly benevolence donations
  - i. Crossways Camp
  - ii. Nurses Nook
  - iii. Lutheran Social Services
- F. President's report – Karen Zahn
  1. Budget requests are needed for planning next year's Congregation budget. Email copies of the budget requests should be sent to the Office Secretary by 8 November.
- G. Pastor's report – Pastor Beth Macha.
  1. A written report was provided.
  2. The pet blessing service held on 15 September received very good reviews.
  3. It was clarified that all quarterly reports should be sent electronically to the Office Secretary.
- H. Reports of Committees That Have Met Recently.
  1. Blessing Basket.
    - i. The financial report was received and accepted.
  2. Building and Improvement/HVAC Sub-committee.
    - i. A written report was provided.
    - ii. The BMI Committee made a motion to hire Vans, our current HVAC vendor, to replace two pumps which supply heating and cooling for the sanctuary. The motion was seconded by Ericka Schindel, the motion passed unanimously.
  3. Constitution and Policy
    - i. A motion was made by Roy Lawrenz and seconded by Greg Stabbe to approve a change in the process, called The Electric Notification Policy, to notify members of the Congregation of meeting schedules and to describe this policy in the bylaws and glossary (initially approved by the Congregation at the May 2024 quarterly meeting). The motion passed unanimously. This will be considered for ratification at the quarterly meeting of the Congregation on 20 October 2024.
    - ii. The Congregation will also be asked at the quarterly meeting on 20 October 2024 to ratify a process allowing the Council Secretary to be a non-elected position of necessity (initially approved by the Congregation at the January 2024 quarterly meeting).
  4. Evangelism/Stewardship
    - i. The Committee's budget needs to be increased to support increased programs.
    - ii. Ericka Schindel will set up the Giving Tree program for the Congregation before the Christmas season.
    - iii. Nancy Macha will check on the Thrivent matching funds for the Congregation's contribution to ELCA's disaster relief fund.

5. Memorial.
  - i. The financial report was received and accepted.
  - ii. An additional report was provided; one gas card and one grocery card were issued this month.
6. Men's Group.
  - i. The Men's Group is sponsoring a Christmas party for members and guests on 12 December at Romy's Holiday Inn, Kelly Lake
7. Women of Our Redeemer's
  - i. A written report was provided.
  - ii. A Congregation Christmas party is planned for 8 December to decorate the Christmas tree and to reveal secret pals.
  - iii. On 14 December a Kringle/Cookie walk will be held charging \$8 a pound for kringle and cookies.
  - iv. On 10 November the Women of Our Redeemer's will make their annual Thank Offering, contribute items for the Food Pantry, and honor veterans in the Congregation.
8. Music and Worship
  - i. The Christmas Eve service will be held at 6:00 P.M.
  - ii. The children's' Christmas program will be held on the Sunday before Christmas. We need some innovative thinking about this program since we only have three children in Sunday School this year.
- I. Old Business
  1. Security Committee meeting.
    - i. A written report was provided.
    - ii. Two potential vendors visited the church, did a walk-through, and took pictures.
    - iii. One of the vendors will schedule a virtual meeting with the Committee on 25 October.
  2. Outside audit of the Financial Secretary records.
    - i. Jill Wendt has agreed to audit the Financial Secretary records. Lora Houska agreed to schedule a meeting for the audit after the current Financial Secretary has submitted all he reports. Jill Wendt and Lora Houska completed the audit on 15 October.
  3. Storage room suggestions.
    - i. A discussion about the storage room name change and future uses was tabled until the next meeting of the Council.
  4. Grief Counseling Follow-up

- i. Discussion of the details of this counseling was tabled until the next Council meeting.
- 5. Performance reviews.
  - i. The Executive Committee will carry out performance reviews for the Pastor, Office Secretary, and the janitor.
- 6. Review of the website policy.
  - i. Discussion of the details of the website policy was tabled until the next Council meeting.
- 7. Signers for Congregation financial accounts.
  - i. A new policy is needed to include a third person as an alternate signer on the Congregation's financial accounts.
  - ii. A motion was made by Roy Lawrenz and seconded by Greg Stabbe to appoint Erika Schindel as an alternated signer on the Congregation's financial accounts. The motion passed unanimously.
- 8. Time and Talent sheets.
  - i. The time and talent sheets will be completed and distributed during the Quarterly Meeting on 20 October. Members of the Congregation will be requested to return the sheets to the office by 3 November.
- 9. Pastor's Salary and Portico Benefits.
  - i. Closed session.
- J. New Business (and added agenda items).
  - 1. Endowment Fund.
    - i. We do not have an active Committee to manage this fund.
    - ii. We can only spend the accumulated interest and it cannot be spent on the Church.
  - 2. Insurance
    - i. Insurance Comprehensive recommended increasing the value of our buildings.
    - ii. However, the Committee made a motion to stay with the current agent and will do quarterly payments to address cash flow.
  - 3. Update on problems with the building's water system.
    - i. See attached written report.
  - 4. Budget Planning Committee
    - i. A motion was made by Roy Lawrenz and seconded by Greg Stabbe to change the number of members on the Committee from four to five. The motion passed unanimously.

- ii. A motion was made by Ken Holmes and seconded by Roy Lawrenz to ensure this coincides with the constitution. The motion passed unanimously.
- 3. Audit Committee.
  - i. A motion was made by Ken Holmes and seconded by Roy Lawrenz to set the number of members on the committee to three voting members. The motion passed unanimously.
  - ii. A motion was made by Ken Holmes and seconded by Roy Lawrenz to ensure this coincides with the constitution. The motion passed unanimously.
- 4. Nomination Committee
  - i. The Nominating Committee will be elected at the Quarterly Meeting on 20 October.
- K. The next Council meeting is scheduled for 12 November 2024 at 6:00 P.M.
- 17. Erika Schindel moved and Greg Stabbe seconded a motion to adjourn. President Karen Zahn declared the meeting adjourned.
- L. The meeting ended with recital of the Lord's Prayer.

Respectfully recorded:  
Lora Houska  
Council Member

Respectfully submitted:  
Lowell Suring  
Council Secretary