

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

12 November 2024

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

Guest: Nancy Macha

Agenda items:

- A. Karen Zahn convened the meeting at 6:04 P.M.
- B. Opening devotions/prayer
  - 1. Devotions and prayer were led by Lora Houska on the Lord will provide.
  - 2. December devotions/prayer will be led by Earl Macha.
- C. Agenda review and repair
  - 1. Earl Macha requested that the discussion of security be moved under the Building and Improvement/HVAC report.
  - 2. Erika Schindel made a motion to accept the agenda as revised, seconded by Lora Houska; the motion was passed unanimously.
- D. Review, (revise), and accept meeting notes from the Council meeting on 8 October 2024.
  - 1. A motion was made by Roy Lawrenz and seconded by Ken Holmes to accept the notes from the Council meeting on 8 October 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 Greg Stabbe to accept the financial reports of the General, Improvement, Memorial, and Blessing Basket funds, as presented, until audited. The motion was passed unanimously.
  - 6. Monthly benevolence donations
    - i. Crossways Camp                      \$100
    - ii. Nurses Nook                              \$100
    - iii. Lutheran Social Services        \$600
- F. President's report – Karen Zahn
  - 1. The Calling Tree needs to be revised by adding new members of the Congregation and generating a digital copy.

G. Pastor's report – Pastor Beth Macha.

1. A written report was provided.
2. The Christmas program will be held on 22 December with a Nativity reenactment set to music and a hymn-sing.
3. It would be helpful if a sign was put on the back door directing visitors to the front door when the back door is locked.
4. The Pastor's insurance selection in Portico needs to be reevaluated every September.

H. Reports of committees that have met recently.

1. Building and Improvement/HVAC Sub-committee.

- i. A written report was provided.
- ii. The test on the quality of our water came back as "good".
- iii. The spot lights on the ceiling at the front of the sanctuary will need to be replaced (several have burned out). Fourteen spot lights are needed. It needs to be determined if LED lights for replacement are compatible with the control panel for these lights.
- iv. The Security Committee met with Martin Systems concerning our needs for security. Additional work is needed to evaluate our options.
- v. As a result of a rezone application submitted to Oconto County, the property around the house just west of the church was surveyed. The current fence line does not follow the property line (the fence encroaches on our property). The fence will be removed to avoid confusion concerning the actual property line.
- vi. The summer equipment for the church grounds has been put into storage for the winter. Winter equipment (e.g., snow blower) is out of storage and is ready to go.

2. Men's Group.

- i. Forty-three people have signed up for the Christmas party for members and guests on 12 December at Romy's Holiday Inn, Kelly Lake.
- ii. The Men's Group will be making a donation of \$250 to the Giving Tree.

3. Women of Our Redeemer's

- i. A written report was provided.
- ii. On 14 December a Kringle/Cookie walk will be held charging \$8 a pound for kringle and cookies.

4. Music and Worship

- i. The committee will meet on 14 November.

I. Old Business

1. Outside audit of the Improvement Fund records.

- i. Jill Wendt, Beverly Hicks, and Lora Houska audited the Improvement Fund on 15 October. All finances were in order.
  - ii. Lowell Suring made a motion to purchase a gift card for Jill Wendt to express our appreciation for her work on the audit. Earl Macha seconded the motion. The motion passed unanimously.
2. Storage room suggestions.
  - i. A discussion about the storage room name change and future uses was tabled until the next meeting of the Council.
3. Grief Counseling Follow-up
  - i. The Evangelism Committee will be asked to discuss the details of this counseling and recommend an approach to Council.
4. Performance reviews.
  - i. The Executive Committee will carry out performance reviews for the Pastor, Office Secretary, and the janitor.
5. Review of the website policy.
  - i. Discussion of the details of the website policy was tabled until the next Council meeting.
6. Audit Committee.
  - i. Karen Hemken, Sue Erzinger, and Judy Olejniczak will be asked to serve on the Audit Committee.
  - ii. Treasurer, Nancy Macha, will be present at the audit meeting for consultations.
  - iii. All committee and group treasurers that will be submitting financial records for audit will be asked to attend the meeting to answer questions.
7. Time and Talent sheets.
  - i. The Office Secretary is entering the information from time and talent sheets into the Congregations' database. This will provide quick and accurate retrieval of this information.
8. Nominating Committee.
  - i. Beverly Hicks, Blanche Brenwall, and B. J. Douglass will be asked to serve on this committee
9. Constitution
  - i. Roy Lawrenz made a motion that the Council Secretary prepare a response for the Council President's signature addressing Sara Streblov's concerns regarding notification of members of the Congregation about meetings of the Congregation. Lora Houska seconded the motion. The motion passed unanimously.

- ii. As soon as all approved changes have been incorporated into the Constitution, the Council Secretary will file a copy of the revised Constitution with the Synod Office.
- J. New Business (and added agenda items).
1. Budget Committee.
    - i. Karen Zahn, Earl Macha and Ken Holmes will serve on the Committee in addition to the Treasurer and the Financial Secretary.
    - ii. Lowell Suring made a motion to advise the Budget Committee that if any committees did not submit a budget for 2025 that the Budget Committee should use 2024's budget as a guide for 2025's budget for those committees. Roy Lawrenz seconded the motion. The motion passed unanimously.
    - iii. Budget preparation schedule.
      - a. The Budget Committee will meet to prepare the budget of the Congregation on 4 December at 1:30 P.M.
      - b. The proposed budget will be made available for members of the Congregation to review on 8 December.
      - c. The Council will review and approve a final budget at their regular meeting on 10 December.
      - d. An open house will be held after the Worship Service on 15 December for members of the Congregation to discuss aspects of the final budget with the Council.
  2. Congregational business archive and storage.
    - i. Roy Lawrenz made a motion that the Council Secretary work with the Office Secretary to create and maintain electronic folders on the office computer to store digital records of the Congregation (e.g., agendas and notes of Congregation meetings, agendas and notes of Council meetings, notes of committee meetings). Earl Macha seconded the motion. The motion passed unanimously.
    - ii. Having these files on the office computer will ensure that they are backed up regularly to cloud storage.
  3. Open up the Church for walking exercise.
    - i. Erika Schindel made a motion to open the Church to members and the community for walking exercise. Roy Lawrenz seconded the motion. The motion passed unanimously.
    - ii. A member of the Congregation will be present during all public walking sessions to open the building and to ensure the building is secure at the close of the session.
    - iii. After 6 months, the program will be reviewed to determine if it should be continued and if revisions are necessary.

- K. The next Council meeting is scheduled for 10 December 2024 at 6:00 P.M.
  - 1. Greg Stabbe moved and Erika Schindel seconded a motion to adjourn. President Karen Zahn declared the meeting adjourned at 8:25 P.M.
- L. The meeting ended with recital of the Lord's Prayer.

Respectfully submitted:  
Lowell Suring  
Council Secretary