

RLC Council Meeting January 21, 2020

The meeting was called to order at 7:02 with a roll call and all members were present (Jeff Kraus, Carolyn Nichols, Craig Barker, Katie Maxwell, Tim Bauer, Melanie Franz, Bill Smith, Steve Poag, Stephanie Thompson, Pastor Terri and Pastor Tim). Guest Dave Amble, Director of Parish Ops, was also present. Pastor Terri opened with a prayer honoring Dr. Martin Luther King Jr.

A few congregational members were present at the meeting. Guests included Mary Jensen and Don and Kathy Malick.

Interim Pastor's Report

Pastor Terri's comments focused around three questions:

- 1) WHAT are you doing here? – working closely with Pastor Tim, Director Parish Ops and HR Committee to enhance accountability and team work among staff.
- 2) What are you DOING here? – Doing the work of Christ. Getting to know people and working to balance pastoral care.
- 3) What are you doing HERE? – Let go of the past, hold on to the present which can be changed and looked to the future.

Pastor Tim's Report

The council had the opportunity to review Pastor Tim's report in advance of the meeting. Pastor Tim focused his comments on the implementation of a Resurrection Team Ministry approach (six teams: Worship, Music, SaddleBrooke, Youth & Family, Office&Welcome, Grounds & Facility).

Treasurer's Report

Craig highlighted the annual financial results and the narrative budget comments provided by our Bookkeeper. Jeff recommends that we narrow down what is provided on a monthly basis to summary information. If Council Members want additional details, the information is available at the Finance Committee.

Staff Reports

Youth & Family submitted a report via email and Carolyn provided a hard copy report from Music Ministry.

Stephanie moved and Craig seconded the motion to approve Pastors, Treasurer, and Staff reports and prior meeting minutes as presented. The motion passed.

New Business

A number of motions were put forward for approval. All motions were approved by Finance Committee during their January 2020 meeting.

- 1) Craig moved to approved the nomination of Keith Dickmann to Finance Committee. Stephanie seconded. The motion passed.
- 2) Craig moved to approve Fabian Cordova as the Chair of the Audit Committee. Bill Smith seconded. The motion passed.
- 3) Craig moved to approve all members of the Executive Committee (Jeff Kraus, President, Carolyn Nichols, Vice President, Katie Maxwell, Secretary, and Craig Barker, Treasurer) be authorized to

sign checks. If a check equals or exceeds \$5,000, two signatures will be required. Steve Poag seconded. The motion passed.

- 4) Dave presented the request to add the ADP payroll module to our systems which will allow online timesheet submission and approval. The cost is approximately \$150 per month and eliminate the need for paper submission and data entry. It will also enhance our tracking of vacation and sick time. Katie moved and Tim seconded approval of the ADP payroll module. The motion passed.
- 5) Jeff discussed the need to update our Administrative guidelines to replace the "Executive Pastor" title with "Director of Parish Ops" given our recent structural change. Stephanie moved, Melanie seconded. Bill clarified that no further approval (congregational) is required. We determined Council approval was sufficient since it is just a title change. The motion passed.
- 6) Craig clarified for the Council that we will not allow wire transfers for cash payments. All payments will be made via checks except for standing monthly payments such as utilities or the mortgage. No action required. This item is for clarification only.
- 7) Craig moved that Dave's credit card limit is established at \$5,000. Stephanie seconded. The motion passed.
- 8) Dave highlighted that we can provide our benefits eligible employees vision coverage at no additional cost to RLC. Stephanie moved and Tim seconded. The motion passed.
- 9) Craig requested that we move the Pastor's housing allowance to closed meeting/executive session since it deals with compensation.

Standing Committee Reports

Jeff discussed the need for each council member to consider participating in the RLC Standing Committees. We held a lengthy discussion about committee structure, communication needs, etc. Ideally we would identify a charter of each committee with standing meeting times with a council liaison, staff liaison, and lay leadership on each committee. Carolyn mentioned the need to clarify the scope of the Fellowship Committee since there is now Fellowship for Youth and Family and overall Fellowship. There are also smaller groups/committees such as Altar Guild and Home Visitation which have lay participation and might benefit from council liaison.

The following individuals volunteered:

- Stephanie - Youth and Family/CDC
- Bill Smith - Worship - Saddlebrooke
- Tim Bauer - Art by Heart
- Steve Poag – Property and Safer Campus

Others will consider involvement moving forward as we learn more about the committee structure and support of ministries.

Craig moved and Tim seconded that we adjourn to a closed meeting/executive session to address the Pastor's Housing Allowance. Motion approved. Congregational guests were asked to and thanks for their attendance.

Housing Allowance

Craig moved that we approve the housing allowances as included in the budget for Pastor Tim Nybrotten and Pastor Al Jensen. The dollar amounts were verbally discussed and will be placed in their employee files. Stephanie seconded. The motion passed.

The meeting closed with a prayer by Pastor Tim. Meeting was adjourned at 8:14. The next meeting is on Tuesday, February 18th at 7pm in Luther's Lair.