

Trinity Lutheran Church
Executive Council Minutes
August 8, 2016

The meeting was called to order at 7:10 pm by Cheri Carsten and opened with a prayer led by Paul Jackson.

Quorum was established. Present at the meeting were Cheri Carsten, Paul Jackson, Linda Gold, Vicki Akin, JoLynn Baral, and Pam Clavir.

Minutes of the July 11, 2016 meeting were distributed to Board Members and Chairs by email prior to the meeting. A motion to approve the minutes was made and seconded. The motion passed. The minutes will be posted to the church website.

Reports:

Treasurer The current Balance Sheet as of July 31, 2016 and the overall Profit & Loss Budget vs Actual Statement for July 2016 (expenditures only) and break-out Profit and Loss Statements (expenditures only) were distributed by email prior to the meeting. Vicki said that the budget numbers are not yet available. She will meet with Debi Roethemeyer to input the budget information. The bills are now current thanks to the congregation for the extra offerings in July to assist with cash flow. After review, a motion to approve the July financial reports was made and seconded. The motion passed.

Board Reports

The Board of Elders and Spiritual Ministries

Cheri reported on the August meeting:

1. The DCE job description is finalized. The Elders will interview, issue a call, and plan to fill the part-time, salaried position by Sept. 1st. The position will start at 20 hours per week and be supervised by Pastor Hafeman. Evaluations will be done by Pastor Hafeman, an Elder, and a BOCE member.
2. Positive feedback was received from the questionnaires regarding the summer service and the continuation of that service for next year.
3. The Elders reviewed the available Concordia health plans for the employees.

The Board of Financial and Stewardship Ministries

1. Cheri provided the board with an offerings report for review.
2. Vicki is still working on the year-end financial reports that will be sent out and reviewed by the Council.

The Board of Property Ministries

Cheri reported on the July meeting:

1. Current and upcoming projects were reviewed. Major cleaning has been completed and the laundry room is nearly finished at the school.
2. The City of Greeley is okay with the set-up of the new K-8 playground equipment in the pit.
3. The property insurance policy is updated and renewed and includes coverage for legal issues and liability. The premium is paid.

The Board of Education Ministries

JoLynn reported on the August meeting:

1. The Parent-Student handbook was approved and distributed.
2. The BOCE budget was reviewed; a part-time aide is still needed for kindergarten-1st grade classroom.
3. The open gym program has begun.
4. A new PE teacher has been hired.
5. The pre-school is at maximum capacity and an afternoon aide has been hired.
6. The Board is evaluating Next Ad agency services before the renewal date in Feb. 2017.
7. The Picker's Paradise fundraiser was a huge success raising \$1,698.67 from pork chops, bake sales, and spot rentals.
8. Back to School night is August 16th at 6:00 pm.
9. More Sunday school teachers are needed.

Old Business:

The Boards need to update and then publish their five-year plans. Paul Jackson will assist the Property Board in preparing their plan.

New Business:

1. The Employee Handbook prepared by Pam Clavir will be finalized, reviewed, and approved by the Council. The Handbook includes State and Federal rules and a grievance policy.
2. After review, a motion to approve the cover letter for the Employee Handbook was made and seconded. The motion passed.
3. After review, a motion to approve the new Concordia Health Plan for employees was made and seconded. The motion passed. Trinity will establish and contribute to a Health Savings Account to assist employees with higher deductibles. Contract to be signed by Sept. 2nd.
4. A motion to approve the postponement of the next Council meeting until Sept. 19th was made and seconded. The motion passed.

There being no further business to come before the Board, the meeting adjourned at 8:05 pm. The meeting closed with a prayer led by Paul Jackson. The next meeting of the Executive Council will be held on September 19th at 7:00 p.m.