



## **Council Meeting – January 15, 2019**

COUNCIL MEMBERS PRESENT: Monty Euston, Laurie Bruckbauer, Paula Eismann, Janice Pendergast, Mike Rutkosky, Robb Winchell, Deborah Anderson, Pastor Nina Body. Quorum Established.

Absent: Tammy Funk

Guests: Dave Anderson, Kevin Davis

Called to order at 7:00 PM

Pastor Nina opened in prayer

Audit Committee Report- Kevin and Dave

Audit from the previous year revealed multiple issues were noticed, however this year records look much better. Improvements include implementation of a payroll service. Preschool Audits also show improvements. Overall Much improved compared to last year, and previous issues are now in order. Recommendations: 1) Continue to positively track income and expenses and 2) have the audit team conduct the Pre-school Audit at the end of the schools' fiscal year so as to provide more timely feedback.

Transition Team Update-

Three Fireside chats have occurred. The fourth had to be cancelled but questionnaires are available for people to fill out to provide input. Marci Reid is meeting with high school and confirmation students for their opinions. On Tuesday the team will begin integrating the information. The team will continue to keep the congregation informed on a weekly basis.

### **Secretary's Report**

December's meeting minutes were presented. Additions were made regarding the refugee sponsorship. Dates were corrected.

Motion: Accept December's Council Meeting Minutes as amended. MSP

### **Treasurer's Report**

Income for December was \$43,672 and expenses were \$28,896. The General Fund balance is \$13,552

Resolution 1: The Finance Team recommends approval of the report for December 2018, including: Profit and Loss Budget Performance for December 2018, and the Balance Sheet previous month comparison December 2018.

Resolution 2: The Finance Team recommends that the benevolence giving shall be paid for the month of December, but paid in January (from December Receipts). The total sum on \$4367, representing a full 10% of giving, shall be dispersed as 6% local giving (\$2620) and 4% Synod Giving (\$1747).

Motion to approve Resolution 1 as above. MSP

Motion to approve Resolution 2 as above. MSP

Joint Council/Finance/Stewardship meeting scheduled for January 9, 2019. There is currently not a pressing issue for Finance and Stewardship.

Motion: Postpone the Joint Council/Finance/Stewardship meeting to a date to be determined in February. MSP

Finance Committee Motions brought to Council for approval:

1. Motion to accept Personnel Committee's recommendation to increase Michela Hammond's hours from 28 to 32 weekly, beginning January 1, 2019 - MSP
2. Motion to provide 2% raises to Douglas Wright, Dani Lemieux, Leslie Noborikawa and Ardell RaZor beginning January 1, 2019 - MSP
3. Motion to provide a 2% raise to Michela Hammond on March 12, 2019 her one-year anniversary – MSP
4. Motion to provide minimum wage increase to \$12.00/hour to Deb beginning January 1, 2019  
Discussion: This is Mandatory per Washington state WACS and does not need to be approved.
5. Motion to follow Synod guidelines for salary raise to Terri Heckroth beginning January 1, 2019 – MSP
6. Motion to not to contribute to the Family Medical Leave Tax for our employees (Creator Lutheran is exempt from participating – MSP
7. Motion to decide on a monthly basis whether to pay benevolences until the general fund reaches \$30,000, at that point benevolence could be paid automatically – MSP
8. Motion to submit Mission support form to synod reflecting FY 2018-19 budgeted, synod benevolences and FY 2017-18 actual. Discussion: Mike will follow up on giving to synod.

### **Pastors Report**

There are concerns re: staff job descriptions and duties. Pastor is requesting updated job descriptions.

Creator Cares Team: Pastor would like a sending ceremony for the team on a monthly basis during the service to highlight the team and pray for those members who are unable to attend regular services.

This Sunday (1/20/19) there will be a guest preacher and adult education on Circle of Friends. Will need payment for pulpit supply and adult education

Pastor Nina will be talking with Finance committee re: Michela's retirement contributions and personnel.

Pastor Nina will be going to Italy 3/5-3/19. She will be gone for 2 Sundays, and will miss Ash Wednesday.

Pastor Kim has been invited to preside over Margaret Michaud's Memorial.

Pastor Nina requests Funeral and Wedding Policies to be updated.

During the Celebration Congregation Meeting on January 27<sup>th</sup>, the congregation needs to elect 1 male and 1 female to attend the Synod Assembly.

Re: and e-mail received about the 12<sup>th</sup> Night get together, Pastor Nina will talk with Lisa Wire.

### **Ministry Team reports and requests -**

Roof Repair Update:

There is still a leak in the roof. Douglas is starting with insurance to make a claim. There are 2 contractors that have been contacted. One quote is for \$2,900 to complete the roof repair. Recommendation from the Property Committee is to go with D&C Roofing.

Annual Congregation Meeting:

This year is the 40<sup>th</sup> Anniversary of Creator Lutheran Church. Mike is working on announcements. They are in the bulletin and have been emailed and are in the newsletter. There will also be announcements during the service.

The Annual Parochial report will be created by the office, Pastor Nina will communicate with Michela.

Each committee will have the option of submitting /announcing their report

There will be a Powerpoint presentation to outline and highlight the activities in the church.

There will be a request for new people to join committees and for volunteers.

Set-up will begin at 8:30

Management of Communications Report-

The Creator Cares meeting is in 2 weeks. Pastor Nina will help with Communion kits

### **New Business**

Memorial Committee Formation: Laurie distributed the Memorial Policy. Committee members will be named by the Council

Parking Lot: Still in negotiations with a company who would like to rent some spaces of our lot during the weekdays

Alarm: The alarm responder list is out of date. Monty will communicate with Doug to update. During the outage there were no emergency exit lights in the preschool wing, Monty will direct this to the property committee.

Laurie closed in prayer.

Meeting Adjourned 8:35 PM

Respectfully Submitted:  
Robb Winchell  
Secretary