

Trinity Congregation Council Minutes

July 15, 2025

Present: Kevin Brown, John Burbank, Ellen Dovre, Robin Drout, Greg Helgeson, Arla Prestin, Mary Schoenknecht, Jacqueline Strayer, Michelle Zumwalt, Craig Olsen, Pastor Tom Westcott, Lynn Buske (5:30 p.m.)

Absent: Henry Butler, Karla Halloin, Chris Lindahl, Pat Mertens, John Schroedl, Pastor Patrick Patterson (on sabbatical)

- 1) Call to Order:** President Kevin Brown called the meeting to order at 5:03 p.m.
- 2) Devotion:** Jacque Strayer provided an opening devotion.
- 3) Approval of June Council Minutes:** The June Council minutes were approved as written.
- 4) Approval of June Financial Report:** Craig Olsen reviewed the June financial results. With the help of the congregation, we were able end the fiscal year with a deficit of only \$4,864 after beginning the month with a deficit of \$23,335. There was discussion as to how we might encourage those who gave additional contributions in June (and last December) to give those amounts as part of their regular monthly giving. This would help with the budgeting process. No specific conclusions were drawn as there are likely a variety of factors influencing when members make their donations. A question was asked about why the Ministry Support (Account #5005) budget was not fully spent in the 2024-25 fiscal year. Craig will check into this a report back to the Council. The June financial report was approved as presented.
- 5) Pastors Reports:** There were no questions or comments on Pastor Tom's written report for the month.
- 6) Staff and Committee Reports:** There were no questions or comments on the written staff and committee reports for the month.
- 7) Old Business**
 - a) FriendFest / FriendFest Volunteer Coordinator:**
 - 1) General:** Combined Sunday worship service will begin at 9:00 a.m. FriendFest hours will be 10:00 a.m. to 2:00 p.m. A 40x60 tent, 30-8 ft tables, and 300 chairs have been rented from A-1 Rental.
 - 2) Food:** The Food Committee reported that we anticipate two food trucks will be at FriendFest. In order to obtain the food trucks, we have guaranteed that each truck will have at least \$1,000 of sales. Beer, soft drinks, and ice cream will also be available. Kevin Brown will apply for the needed City beer license by August 11. A dessert auction is planned to take place at 12:00 Noon.

- 3) **Games and Activities:** The Games and Activities Committee submitted a written summary of proposed activities. Games will be rented through Wisconsin Fun Factory which is owned by Trinity members. We have been offered a discount price of \$1,000 for the games we have selected. A motion was made, seconded, and approved to spend \$1,000 for this purpose. Gagaball, pickleball, and cornhole tournaments are also planned. Acoustic music and vocals will be provided by Paul Bonstrom under the tent (donated by a Trinity member). Greg Helgeson will prepare a layout of the FriendFest site and circulate it to Council members for their information and comment.
 - 4) **Volunteers:** Michelle Zumwalt has volunteered to act as the FriendFest Volunteer Coordinator. Information on needed volunteers should be submitted to her.
 - 5) **Publicity:** A FriendFest poster is in preparation. Publicity for the event will continue in Trinity's newsletters, weekly announcement sheets, and e-mail blasts.
 - 6) **Budget:** A request was made for the Council to receive a budget summary for the Friendfest event showing planned expenses and funds to be used. Each committee should submit expense information to a Pastor Tom so that this summary can be prepared.
- b) Church Directory:** There has been strong interest in the directory. The July photography dates went well. Two days of photography are planned for August and five days in September. There were a few no-shows for the July photography. These individuals will be contacted by phone to reschedule if possible.
- c) Nominating Committee:** The Nominating Committee is continuing its work to nominate candidates for the Council, Personnel Committee, and Nominating Committee elections to be held at the Annual Meeting. The Endowment Trust will forward its candidates for the Endowment Board of Trustees.
- d) Personnel Updates:**
- 1) **Children, Youth, and Family Ministry Director:** Interviews were held and Katie Conner has accepted the position as our new CYF Director. Katie is currently our communications coordinator, but has previous CYF experience. She will begin her new position August 1.
 - 2) **Communications Coordinator:** Wendy Jaenke, who started recently as our part time front office assistant, will have her position increased to full time and will take over the communications coordinator duties. She will continue to be at the front desk and will answer the phone and greet people as they come into the office.
 - 3) **Worship and Music Coordinator:** We are looking for a worship and music coordinator to work with the various worship and music leaders we already have in place. This person will also work with the worship presentation slides and video/sound booth volunteers (previously part of the communications coordinator position). Leadership for the 9:45 a.m. Praise Team needs to be identified.
 - 4) **Noah's Ark Preschool Teacher:** We are still looking to fill a Monday-Friday morning position for the next school year.

e) Rental Property – Projects/Bids: JDM Construction & Remodeling, Eleva, has been hired to perform the repairs needed prior to re-renting the rental property at 1402 E. Lexington Blvd. JDM provided an initial competitive bid for the kitchen, flooring, painting, and front step work. After an on-site review of the house, the rental committee determined that several other updates would be highly desirable for re-renting the property, including replacing interior doors, light fixtures, electrical wall plates, and adding attic insulation. Tub surround panels were removed in the first floor bathroom and the walls were determined to be in good shape with only a small quantity of mold. New tub surround panels will be installed and the vanity in the bathroom will be replaced. We have contracted with JDM for \$47,347 of work. This is close to the spending limit, but the rental committee felt this was a good price for the scope of work. JDM has indicated it can perform this work in August and they expect the project to take two to three weeks. Loan papers with Nicolet Bank for this work were signed earlier this week. Information on the project will be communicated to the congregation as the work is performed.

f) Annual Reports – due to Dawn July 28 (sooner if possible)

8) New Business

a) None

9) Closing Prayer: Michelle Zumwalt provided a closing prayer.

10) Adjournment: The meeting was adjourned at 6:10 p.m.

Respectively submitted,

Robin Drout
Secretary