

OSLC Church Council Meeting

November 17, 2018, 8:00 am

Council members present: Laura Adeli, Graham Brenna, Robyn Carlson, Susan Miller, Steve Spayer, Glenn Wishnew, Mark Witt

Attendees: Pr. John Gerike, Rick Lebeck, Pr. Emily Wiles, Pr. Brian Wise, Jim Harms

Recorder: Graham Brenna

I. Opening Prayer/Devotion

Susan shared thoughts on what it means to be thankful for what we have. Thinking about people who have lost loved ones, the people in California who have lost their homes due to the wildfires and everyone else in need is on our minds. Thanksgiving focuses our attention on God, rather than our circumstances. It reminds us that we are not alone. God is with us, he loves us. Gratitude demonstrates our trust in the lord and our willingness to surrender our lives to him.

II. Action Items

a. Approval of October 2018 Council Meeting Minutes

Motion: Graham

Second: Glenn

Passed

b. Approval of new members

Motion: Laura

Second: Robyn

Passed

III. Discussion Topics

a. Property Project Updates: Jim Harms

Jim took us thorough a history of why we decided to fix the bell tower. Since the inside of the bell tower is concrete, it would expand and contract when water would get in there. Causing water to get into the interior sanctuary. One of the upper areas of the bell tower appears to have not been filled in with proper rebar and concrete. There were even old beer bottles in there. Since brick and mortar are porous, water would get into the inner part of the bell tower and rusted the rebar and deteriorated the concrete blocks behind the brick. If this continued without intervention, the bell tower literally could have fallen down. So, our timing was good. Where we did our initial structural tests, before the scaffolding, was only up to 8ft up on the bell tower. That area was the most structurally sound part of the tower. The farther up we went, the less structural integrity existed.

There was an issue with the way the electrical cable was installed to connect the organ to the bell. There was also an issue with the way the lightning rod was installed. We also don't know the internal construction of the piers. We are hoping that a steel beam exists inside but we're not going to take it apart to find out. We know that there is rebar in there. We are going to chip away the concrete and we're going to treat it.

The bell was installed ~1980 even though the bell tower was manufactured in ~1963. The bell itself was constructed in 1921. We don't know where the bell was between 1921 and 1980. The mechanism that holds the bell is two metal plates which are rusted. We are going to be able to treat that. Getting back to the electrical wiring... We wish they hadn't wired it

this way, but since they did, we're leaving it this way. We may run conduit from the pier down to the base of the bell tower just in case we need to re-wire in the future.

As we patch the beam, we're coating it with a material that is impervious to water. We believe the "fix" is worth decades.

We have the permits needed to fulfill the renovation of the structure. Since we're not changing the wiring, we don't believe we need to get further approvals.

In some areas, new brick is being used which matches the old brick. New rebar is being put into the bell tower. The mortar they're using is intended to allow a certain degree of expanding and contracting. We're tuckpointing the south wall for aesthetic purposes. We're tuckpointing the other areas of the wall where necessary.

At the base of the bell tower, we put a moisture diversion behind the brick, against the new CMU to push water away from the base of the bell tower should it get inside again.

The good news is that we're almost done. They've completed all of the brick work. They're in the process of doing the tuckpointing. The challenges are now weather and temperature. For a 24hr period we shouldn't be going below 32 degrees so that moisture doesn't freeze within it. They're able to mix mortar with hot water which allows them to proceed with the tuckpointing through last week. They still need to finish the remediation of the piers for the bell. They're also going to pressure wash the structure and then treat it with a water impervious material.

RRJ has been a partner in this project. Tuesday mornings they do an inspection of what was done, they right up a report that is bonded between all three parties. They resolve all issues identified each week or put plans in place to do so. When Harling is done, we'll have the organization who is providing the new lightning protection before the scaffolding is taken down. We believe the scaffolding will come off sometime during the week of December 3rd. The lightning protection is all new. It's a copper wire that will go down and into a solid copper wire which gets buried into the ground.

Switching topics to the roofs...

We know we have issues in the roofs over the fellowship center and narthex. We had a roofing contractor come in and fix some of the leaks and other leaks we left. The reason is because we are intending to recover that section of the roof with a new liner. We had an infrared assessment done on the roof. Roof K has some issues only along the edges. The property committee went out and got a *Raw Order of Magnitude Bid* to replace both roofs. The estimate for the lower roof is ~\$100k and the estimate for the upper roof is ~\$70k. The lower roof has a steel piece in it which can rust after years of weather. We're going to go through the process of getting the process started to repair the lower roof next summer, pending congregational approval.

There are HVAC systems sitting on top of Roof K which would need to come off when we do the roof replacement. We're looking at the possibility of either repairing the HVAC systems or replacing them. It might be that the coils on the air handlers simply need to be replaced

as they're leaking on both the upper and the lower level. Freon becomes illegal in 2020 and it is becoming very expensive. So, we're looking at what alternatives can be used.

The property committee is working to put together a 5-year plan by January 2019. It won't be complete by that time, but they'll have the major issues on the Our Saviour's campus addressed at that time. This will help us put together a plan to have reserve funds appropriately sized. This would help us to start to fund the reserves through the operating budget.

We're going to be re-keying the doors using a key-card system. We're going to have a combination of fobs and cards which will work with the doors. All of the locking mechanisms on the exterior doors will be replaced. Kelly is going to pay, using Children's Center money, to replace the locking mechanisms of the children's center interior doors. This will be \$13,812. Installation timeframe is between December and January. \$1020 annual maintenance fee.

Bob Turnquist has an inventory of his DIY team's skills and abilities.

The property committee has an internal policy that requires anything over \$4-5k requires written quotes. Then they go out for 3 bids. Every contract they do includes a contract recap.

b. Worship & Arts Director

The nominating committee is going to be 6 - 8 individuals, including one high school student. Glenn, Steve, Robyn, and Pastors are going to be meeting with people who would like to be on the nominating committee. The goal is to have recommendations on the committee to the council on December 4th.

c. Council Committee Assignments for 2019

With two people rolling off of council, now would be an appropriate time to talk about shuffling liaisons around. We'll need someone for memorial committee and property committee. This will take place in December's Council meeting.

d. OSLC Policy Statements

Discussion on how we, as a congregation, respond to ELCA Social Statements. When the ELCA comes out with a Social Statement our assumption is that the wider congregation may not always be aware. We talked about making these social statements known to the congregation on a quarterly basis. Simply stating what the ELCA has said on the topics without our own interpretation.

<https://elca.org/faith/faith-and-society/social-statements>

We're not looking to create division but generate discussion.

V. Generative

Discussion around how we look at staff and how do we consider when it is appropriate to add to staff. Whether it's pastoral, professional etc. One thought is that you consider adding staff when you're not able to achieve your objectives with your current structure. There would be an accountability piece, a level of professionalism that we would want and a financial piece to

consider. Steve would like us to think about the dialogue we use when we're asked about this topic, so we have a common response. The financial piece is that typically in churches, salaries are in the 50% range of the budget. We're now getting down to that range.

Also, how do we get people to care about spiritual calls. With Pastor Al retiring, have we exhausted the lay-led groups involvement like Stephen Ministries in this space before we look at replacing that role.

VI. Committee Reports

a. Finance

October financial results... envelope giving was down \$14k from budget. Debt reduction was up \$48k from budget. Operating overall was up \$40k vs. budget. Children's Center was pretty much flat YTD. Envelope giving overall, we are down \$31k. There were two big gifts from last year in September which didn't happen this year in September. One of them happened in October and we're still waiting for the other one to happen. We're net +\$76k vs. budget.

For November, (as of November 14th) we're at \$46k envelop giving but we didn't have the benefit of the 15th automatic giving withdrawal in that figure.

The finance committee reviewed a draft of a written presentation to the congregation for January. Focused on non-operations giving and reserves. operations giving and reserves. Broader discussion around how to provide people with comfort that if they give a large gift, that it's being used in ways that are appropriate and within the wishes of the families. We talked about how we can be transparent with the congregation about where money is sitting and how it can be used appropriately.

We did receive a notice that we're included in an estate plan. This happens periodically. It's good that we have a distribution policy that states we know how to handle that.

The Cape and Krause review did review the file yesterday. We're hoping we get some draft statements in the next 10 days. When they did their last audit in 2013, they did an audit of accounting controls. One of those reviews was on the account process which takes place on Monday mornings. The recommendation was to move this process to Sunday and to not include a staff member in the process. So that we don't have the same person counting the money who is entering the process. We would buy a safe, put it in the robing room and bolt it to the floor. Money would go in there instead of being brought to the bank. The recommendation is that we would inform Jennifer of the process change by end of November.

Sam Petras is leading the effort to shop for benefits. Sam was able to get a quote through our broker through BCBS for \$81k (instead of the \$84k we pay for UHC) today and it might actually be "better coverage". Since we're under 50 employees, BCBS tends to stay away from organizations of our size. So, they cost may go up to \$90k. So, this is still in process.

There is additional money in an Eagle's Wings account (\$37k) and the use of those funds was for a trip that was funded by operating. The finance committee voted to appropriate this money towards debt-reduction.

Glenn motions to move \$37k from the Eagle's Wings account and apply it to principle debt.
Laura seconds
Passed

Jim Bono and Kari Saba are working on a plan to appropriate our capital reserve funds in a way that allows us to properly plan for and fund our property needs as well as our debt needs.

Annually, during the budgeting process, operations gives \$51k to missions. There has been some discussions recently that missions has enough money in its reserves to fund one year. This will be discussed at the next MBC meeting on November 26th. Discussion around transparency in how mission money is spent throughout the year.

We talked about when would we share *final* results of the stewardship pledging. Rick indicated that we should wait for December 31st due to contributor's fiscal year ending. So we would discuss the outcoming and communications at the January council meeting.

Discussion around what dollar amount is appropriate to leave in youth accounts for trips. Certain trips are self-funded. We're funding the program costs this year for the spring mission trip which is approximately \$600pp. We're going to start distributing money after events like Buds, Suds, and Grub and the Youth Auction instead of holding it in a like-named account. These are *events* that are *fundraisers*, not accounts. In the same way as MEGA Garage Sale is an *event* which funds other initiatives.

We want to get the staff involved in the budget process earlier.

Because we have \$46k extra in October, the finance committee voted to pay an additional \$50k in debt principle.

Motion to accept this recommendation: Susan

Second: Laura

Passed

Finance committee has updated their charge document regarding roles and responsibility. The role of budget forecasting is now being split between Jim Bono and Kari Saba as they have more time than Markus since Jim and Kari are retired.

They're going to have a role who will work with the staff on a monthly basis to review the process and utilize the tools appropriately. Robyn indicated she would be interested in this piece; however, she would be giving up missions treasurer function. Succession planning needs to take place.

b. HR

No update

c. Property

Sign update: We have a preference with Harm and Krause. There's a significant cost difference between them and Doyle so they're going to look at what they change (value-

engineer) to cut costs a bit. They're hoping to have new plans proposed by next week which Mark Witt will bring back for review.

The team has talked about how we raise up big projects to the congregations. As we're able to plan more for the future, the annual meeting seems like the appropriate place for this. We've talked about having a couple projects which the congregation can make donations towards over a period of time. Once they're funded, the project would move forward.

d. Mission & Benevolence - Distributions

We had a large donation of \$110,500 from a private donor designated the Center for Christian Education in Slovakia. We went through the process shared with council in September. Since the amount is over the \$75k threshold, we have made plans publish the fact that the transfer took place in weekly connections. The money was transferred to the CCE on November 5, 2018. This will happen again in December.

e. Memorial

No update

f. Endowments - Distributions

We're planning to give \$1,500 to Dan Beirne, \$1,500 to Sarah Swindall and \$2,500 to missions for a total of \$5,500 disbursed before the end of the year.

Susan motions for up to \$3,000 be distributed to congregation seminary students and \$2,500 to missions.

Glenn seconds

Passed

g. Stewardship

h. Christian Ed

We are going to recalibrate how we're posting the open position of Children's Ministry Coordinator.

Meeting Adjourned: 10:20am