

**Congregation Council Meeting Minutes
August 12, 2008**

Members Present: Sandi Edgemon, Norene Erlandson, Mot Hedges, Carl Imhoff, Bob Thompson, Mark Underwood

Ex-Officio Members: Pastor Martens, Debbie Hardman

Absent / Excused: Alan Hagensen, Dave Wunschel

Topic	Findings and Discussion	Conclusions, Recommendations, and Motions	Follow-up Actions
Approval of July 8 & 13 Minutes		MSP – Approval of July 8 minutes. MSP – Approval of July 13 minutes.	
Pastor’s Report – Pastor Martens			Pastor Martens – Set a lunch meeting with the Executive Committee, Pastor Martens, and Pastor Helga Jansons to discuss her survey work for a local mission church.
Old Business			
<p>a) Treasurer’s Report – Debbie Hardman</p> <p>Status of treasurer job transition;</p> <p>Guidance regarding the need for approved financial procedures (per Audit Report in June);</p> <p>Guidance on budget process leading up to October Congregational Meeting.</p>	<p>Debbie H. has transitioned to treasurer. She presented monthly graphs of attendance, income, and expenses for 2006, 2007, and 2008.</p> <p>The Audit Committee and Debbie H. recommended the Council approve financial procedures.</p> <p>It is difficult for staff to run payroll since the time reporting period ends on the same day as payroll checks are cut. Debbie H. will recommend a solution to the Council.</p> <p>Debbie H. discussed that RLC has a large percentage of stock holdings which comes with a certain amount of risk. Carl asked Debbie H. to provide an overview to the Council in January.</p> <p>Pastor Martens said the Council’s budget development</p>		<p>Debbie H. – In January 2009 conduct a Council portfolio review of RLC’s stocks and present information on percentage of stock holdings from other churches our size.</p> <p>Debbie H. – Present financial procedures and revised payroll recommendations to the Council in Dec. 2008.</p> <p>Carl – Get from Debbie S. current salaries and ELCA 2009 recommended salary increases. Discuss 2008’s budget and the full salary budget.</p> <p>Carl – Set an Executive Committee meeting to draft the salary portion of the 2009 budget.</p> <p>Pastor Martens - Email the 2008 & 2009 budget to Council Members.</p> <p>Council Members – Review and compare the</p>

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	responsibilities are 1) to make sure the staff-recommended draft budget is in line with the long range and ministry plans and 2) to establish the budget for staff salaries, benevolences, the architect, and other things that we believe need to be funded.		2009 Ministry Plan with the proposed budget. Sandi - Set Council meeting in mid-August to discuss the 2009 proposed budget.
b) Status of draft Associate Pastor Position Description – Mark Underwood	Mark presented the modifications he and Alan developed. Pastor asked that the Council think about RLC ministry area needs and other staff capabilities in relation to the Associate Pastor's roles, responsibilities, and attributes.		Carl – Schedule a facilitated discussion on RLC's ministry area needs and other staff capabilities in relation the Associate Pastor's roles, responsibilities, and attributes. The expected results are an updated Associate Pastor's position description and recommendations for changes to other staff ministry area responsibilities.
c) Status of draft summary of roles/interfaces of Site Development Task Force, Adjacent Properties Task Force, and Building Finance Committee – Bob Thompson	Bob and the Council discussed the expected outcome. Bob will complete the draft.		
d) Financial support for RLC members the Salter Family		MSP via email: The Council authorizes RLC (Debbie Stankovich or Debbie Hardman) to open a fund and solicit donations from RLC members to meet the family's financial needs. The family's need and requests for donations will be communicated during church service announcements, the Grapevine, and other appropriate communication	

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		methods.	
e) Interim Associate Pastor Job Offer		MSP via email: We as a Council approve a) offering the applicant the Interim Position and b) affirm that Council President Carl Imhoff may begin negotiations with the applicant on a salary package.	Carl – Work with Debbie S. to extend an offer to the applicant.
Adjournment		Next Congregation Council Meeting: Mid-Aug. Time and location TBD. Sept. Council meeting is Sept. 9 in the Friendship Rm.	

Action Items

Action	Responsible Individual	Due Date	Status
Identify recent task forces that can be resources for the Site Development Task Force.	Pastor Martens		Done
Review and compare the 2009 Ministry Plan with the proposed budget.	Council Members	At mid-Aug Council meeting	
Schedule a facilitated discussion on RLC's ministry area needs and other staff capabilities in relation the Associate Pastor's roles, responsibilities, and attributes. The expected results are an updated Associate Pastor's position description and recommendations for changes to other staff ministry area responsibilities.	Carl	TBD	
Provide the Site Development Task Force development information for forming effective teams.	Pastor Martens	6/25/08	Done
Schedule an initial meeting with John, Debbie S., and the Council. Request the Task Force explore possible acquisition of Stevens Playground on the corner of Stevens Dr. and Van Giesen.	Carl	7/8/08	
Send Debbie the approved minutes that are not posted on the web.	Sandi	7/9/08	Done
Communicate the Adjacent Properties Task Force work scope to John Cagel. Provide	Debbie	7/9/08	Done

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John input from the Council on the RLC members he identified to serve on the Task Force.			
Write a letter thanking Site Development Task Force Members for their willingness to serve and letting them know they will have their first meeting in the next few weeks.	Carl	7/11/08	
Review individual notes and forward thoughts to Alan and Mark for the Assoc. Pastor's position description	All	7/18/08	Done
Check the interim associate pastor applicant's references and if they are satisfactory, develop a resolution for Council to approve the appointment of this applicant.	Carl, Bob, and Sandi	7/18/08	Done
Meet with the two individuals Council identified for chairing the Site Development Task Force and recommend to the Council one for chairman.	Carl & Mark	7/22/08	
Contact the additional Building Finance Committee members identified.	Dave & Norene	8/12/08	Done
Draft a revised Associate Pastor position description.	Mark & Alan	8/12/08	Done
Follow-up with the additional person identified as a potential member of the Task Force.	Mot	8/12/08	
Work with Debbie S. to extend an offer to the interim associate pastor applicant.	Carl	8/15/08	
Set Council meeting in mid-August to discuss the 2009 proposed budget.	Sandi	8/15/08	
Email the 2008 & 2009 budget to Council Members.	Pastor Martens	8/15/08	
Draft an integrated description of roles, responsibilities, and desired outcomes of the Site Development Task Force, Adjacent Properties Task Force, and Building Finance Committee.	Bob	9/9/08	
Set a lunch meeting with the Executive Committee, Pastor Martens, and Pastor Helga Jansons to discuss her survey work for a local mission church.	Pastor Martens	9/9/08	
Get RLC current salaries and ELCA 2009 recommended salary increases from Debbie S. Develop the 2009 salary budget with Executive Committee.	Carl	9/9/08	
Present financial procedures and revised payroll recommendations to the Council.	Debbie Hardman	12/9/08	
Conduct a portfolio review of RLC's stocks and present information on percentage of stock holdings from other churches of RLC's size.	Debbie Hardman	1/13/09	

Agenda Items for Future Council Meetings

Aug. - Review 2009 proposed budget.

Sept. - Identify potential call committee members.

Oct. – Adjacent Properties Task Force results and recommendations.
Oct. – Finalize call committee members. Congregation will vote on the call committee at Annual Meeting.
Dec. – Debbie H. to present financial procedures and revised payroll recommendations to the Council.
Jan. – Debbie H. to present a portfolio review of RLC's stocks and information on percentage of stock holdings from other churches of RLC's size.
TBD – Annual review of bylaws & continuing resolutions.
TBD – Finalize Assoc. Pastor skills and responsibilities.
TBD – Retreat planning for Nov.
TBD – Decide on Communion at all services.
TBD – Discuss attendance trends. Deleting since exploring this is now a much lower Council priority.
TBD - Provide recommendations on appointments to the Deaf Ministry and Preschool Task Forces.