

**Congregation Council Meeting Minutes
October 7, 2008**

Members Present: Sandi Edgemon, Norene Erlandson, Alan Hagensen, Carl Imhoff, Bob Thompson, Mark Underwood, Dave Wunschel,

Ex-Officio Members: Pastor Martens, Debbie Hardman

Guest: John Cagle, Debbie Stankovich

Absent / Excused: Mot Hedges

Topic	Findings, Discussion, Conclusions, and Motions	Follow-up Actions
Old Business		
Approval of 2009 RLC Budget	See notes below. MSP - The Council approved the 2009 RLC Budget via email.	
New Business		
a) Adjacent Properties Task Force Update – John Cagle	John Cagle provided the findings and recommendations for adjacent properties use. See the summary attached to these minutes.	Debbie S. – Tell the Task Force to proceed with the \$750 in winterization. This will be funded by the 2008 budget. Debbie S. – Email Sandi the Task Force’s summary handout.
b) Financial Update – Debbie Hardman	Debbie H. provided the financial update and options for cutting costs the remainder of 2008. RLC has a projected end-of-year deficit of \$10K as of the end Sept. Staff have been asked to curb their spending although most are at or under budget. The Council agreed to not do the Christmas postcard mailing unless the Good News Media Ministry will fund it. This will eliminate \$4.0 – 4.5K in cost. The Council discussed additional options to reduce expenses through the end of 2008.	Debbie S. - Ask Good News Media Ministry if it will fund the Christmas postcard (\$4.0 – 4.5K). Debbie H. and Carl - Develop the message for mailbox fliers, the Grapevine, and the Oct. 19 Q&A meeting to communicate the projected deficit to the congregation. Debbie H., Carl, and Debbie S. – Develop a handout on RLC’s financial status and distribute to members’ mailboxes quarterly with their financial statements. Pastor Martens – Develop a message about the 2008 budget deficit for the Prayer emails.

Topic	Findings, Discussion, Conclusions, and Motions	Follow-up Actions
		Debbie S. – Develop a list of resources for members who might need credit or personal counseling or other assistance due to the current economic climate.
c) Annual Meeting Planning	The Council discussed the agenda and discussion items for the Oct. 19 and Annual meetings.	<p>Pastor Martens – Email the ministry plan presentation to Carl.</p> <p>Carl, Bob, Sandi – Develop the Oct. 19 & Annual Meeting presentations.</p> <p>All – Email to Sandi three key messages and questions members might ask.</p> <p>Sandi - Assemble and redistribute this info to the Council by COB Sat., Oct. 11.</p>
d) Donation to Outdoor Ministries & Materials for Men's Ministries	<p>Russ Warren asked that the Council establish a fund to allow his donation be sent to Outdoor Ministries and a thank you for the information the staff shared with him about effective activity-based men's ministries. In addition, he requested approval for the Men's Ministries participants be allowed to purchase a resource book.</p> <p>The Council requested additional information about the Outdoor Ministries organization and the book Russ wants to distribute.</p> <p>Council members expressed their gratitude for Russ' leadership in the Men's Ministries area.</p>	Pastor Martens – Meet with Russ to learn more about Outdoor Ministries and the Men's Ministries books he wants to use.
Congregation Council Nominees	The Nominating Committee will nominate the following members at the Annual Meeting: Mot Hedges, Val Bettinson, and Lori Lieske for Members-at-Large and Sandi Edgemon, Secretary.	
Nominating Committee members	Karen Clark and Norene Erlandson agreed to serve on the Nominating Committee. Pam Hedges and Pamela Warren are not able to serve at this time.	Mark – Contact Alta Lambie and Jeff Dagle to see if they are willing to serve on the Nominating Committee. Communicate their decision to Debbie S. and the Council ASAP.
Pastor's Report –	Pastor Martens provided his regular update.	

Topic	Findings, Discussion, Conclusions, and Motions	Follow-up Actions
Pastor Martens		
Adjournment	Next Congregation Council Meeting is Nov. 11 in the Friendship Room.	

Council Approval of 2009 Ministry Plan and Budget - Mark motioned to approve the 2009 RLC Budget as presented by Carl for \$886,435, a 5.7% increase over the 2008 budget. Bob seconded the motion. Debbie H. amended the motion to reflect a \$880,922, a 5% increase over the 2008 budget. The change is due to

- 1) Zeroing the Facility Manager's salary since Loren will volunteer time in 2009.
- 2) Making the interim pastor's salary 2/3 of the year and the associate pastor's salary 1/3 of the year.

The Council approved the amended motion with five members in favor and none opposed.

ADJACENT PROPERTIES COMMITTEE
Presentation Summary

PARKING OPTION ONE

- Demolish or remove one H house, two B houses, and a garage
- Develop a engineered, paved parking lot of 100 additional spaces
- Estimated cost, including cost of buildings and land is \$726,000
- Estimated cost per parking space of \$7,260
- No cost recovery vehicle provided

PARKING OPTION TWO

- Demolish or remove one garage and the Stevens B house
- Develop a engineered, paved parking lot of 62 additional spaces
- Estimated cost, including cost of buildings and land is \$225,000
- Estimated cost per parking space of \$3,548
- Cost recovery vehicle of three rental units from the Kimball B house and the H house

PARKING OPTION THREE

- Demolish or remove the garage
- Develop a engineered, paved parking lot of 33 additional spaces
- Estimated cost is \$100,000
- Estimated cost per parking space of \$3,030
- Cost recovery vehicle of five rental units from the Kimball B house, Stevens B house, and the H house

PARKING OPTION FOUR

- Demolish or remove the garage
- Develop a engineered, graveled parking lot of 33 additional spaces
- Estimated cost is \$17,500
- Estimated cost per parking space of \$530
- Cost recovery vehicle of five rental units from the Kimball B house, Stevens B house, and the H house

PARKING OPTION FIVE

- Demolish or remove the garage
- Develop a park/overflow parking area of 33 additional spaces
- Estimated cost is \$10,750
- Estimated cost per parking space of \$325
- Cost recovery vehicle of five rental units from the Kimball B house, Stevens B house, and the H house

COMMITTEE RECOMMENDATIONS

- Take immediate action to protect properties and neighborhood relations
- Remove garage behind Kimball Street houses
- Convert rear yards of Kimball Street houses into a grassed park/overflow parking area
- Renovate, maintain, and rent properties for cost recovery
- Develop a long-range plan to purchase, rent recover costs, and donate land to RLC

FUNDING REQUEST

- \$750.00 - Winterizing and cleanup of purchased properties.
- \$750.00 - Research/Legal corporation formation
- \$10,750.00 – Parking option 5
- \$30,000.00 – Cleanup and repair of rental properties for rental

Action Items

Action	Responsible Individual	Due Date	Status
Ask Pam Hedges if she is willing to serve on the Nominating Committee	Mot	10/14/08	Done
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	Closed – No longer needed
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	
Follow-up with the additional person identified as a potential member of the Task Force.	Mot	8/12/08	Closed – No longer needed
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	Done
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	
Obtain an estimate for the three phases of the	Carl	9/19/08	Closed – No longer

Action	Responsible Individual	Due Date	Status
architectural process – 1) Interview, 2) Preliminary Design, and 3) Final Design.			needed for the 2009 Budget development.
Write letter to accompany the Ministry Plan and 2009 Proposed Budget.	Carl	9/19/08	Done.
Reserve the Friendship Room for the Oct. – Dec. meetings	Sandi	9/19/08	Done.
Work with Debbie S. to draft an agenda and publish a meeting notice in the Oct. Preview (the requirement is a notice 3 weeks prior to the meeting).	Pastor Martens	9/26/08	Done.
Tell the Adjacent Properties Task Force to proceed with the \$750 in winterization. This will be funded by the 2008 budget.	Debbie S.	10/8/08	
Email Sandi the Task Force's summary handout.	Debbie S.	10/10/08	
Email the ministry plan presentation to Carl.	Pastor Martens	10/10/08	
Email to Sandi three key messages and questions members might ask.	All	10/10/08	
Meet with Russ Warren to learn more about Outdoor Ministries and the Men's Ministries books he wants to use.	Pastor Martens	10/10/08	
Contact Alta Lambie and Jeff Dagle to see if they are willing to serve on the Nominating Committee. Communicate their decision to Debbie S. and the Council ASAP.	Mark	10/10/08	
Assemble and redistribute Council key messages and questions to the Council by COB Sat., Oct. 11.	Sandi	10/11/08	
Present financial procedures to the Council.	Debbie H.	10/14/08	Done
Ask Jon Page and Karen Clark if they are willing to serve.	Mark	10/14/08	Done
Ask Pamela Warren to serve on the Audit Committee.	Mot	10/14/08	Done
Email the draft procedures to the Council members.	Debbie H.	10/14/08	Done
Develop the message for mailbox fliers, the Grapevine, and the Oct. 19 Q&A meeting to communicate the projected deficit to the congregation.	Debbie H. & Carl	10/15/08	
Develop the Oct. 19 & Annual Meeting presentations.	Carl, Bob, Sandi	10/15/08	
Develop a message about the 2008 budget deficit for the Prayer emails.	Pastor Martens	10/17/08	
Present a summary of financial recovery for the 2008 year at the Oct. 19 information session.	Debbie H.	10/19/08	Done
Develop a list of resources for members who might need credit or personal counseling or other assistance due to the current economic climate.	Debbie S.	10/24/08	
Ask Good News Media Ministry if they will fund the Christmas postcard (\$4.0 – 4.5K).	Debbie S.	11/11/08	

Action	Responsible Individual	Due Date	Status
Present revised payroll recommendations to the Council.	Debbie H.	12/9/08	
Develop a handout on RLC's financial status and distribute to members' mailboxes quarterly with their financial statements.	Debbie H., Carl, and Debbie S.	End of each quarter	
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	
Conduct a portfolio review of RLC's stocks and present information on percentage of stock holdings from other churches of RLC's size.	Debbie H.	1/13/09	

Agenda Items for Future Council Meetings

Nov. – Debbie H. to present financial procedures recommendations to the Council.

Nov. – Respond to the Adjacent Properties Task Force recommendations.

Dec. – Debbie H. to present 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 - Identify potential call committee members.

TBD – Finalize call committee members. Congregation will vote on the call committee at Annual Meeting.

TBD – Annual review of bylaws & continuing resolutions.

TBD – Finalize Assoc. Pastor skills and responsibilities. Discuss staff configuration.

TBD – Retreat planning for Nov.

TBD - Provide recommendations on appointments to the Deaf Ministry and Preschool Task Forces.