

Approved on June 27th

Zion Lutheran Church Minot
Church Council Meeting
May 23, 2023 5:30 PM

- Meeting called to order by President John Butgereit at 6:33 PM
- Check in and Devotion. Pastor Elaine shared some of the experiences and resources she received at the Festival of Homiletics she had just attended.
- In attendance at this meeting: John Butgereit, John Thompson, Kristi Asendorf, Rich Jensen, Sherry Broderick, Erica Atkinson, Melissa Helgeson, Pastor Elaine Sveet, Pastor Natasha Woitzel-Kolles, and Chris Torgeson.
- The agenda was reviewed. A motion was made by Kristi Asendorf to approve the agenda. Erica Atkinson seconded the motion. Motion carried.
- Chris Torgeson was recognized as a visitor at this meeting.
- The Secretary's minutes from the April 18th meeting. In the report on the decision on lawn fertilizing bids, the information needs to include we accepted the Silver Package presented by Mr. Lawn. Information was added to the section on approving the quarterly transfer of building costs. It includes Accounts 701, 702, 704-712, and is in the amount of \$14,386.70. The date of the next meeting was amended to be May 23rd. Motion to approve with corrections by Erica Atkinson, second by Kristi Asendorf. Motion carried.
- Pastor's Reports.
 - Pastor Elaine's report was written. She hopes to focus on pastoral care visitation this summer. There was a lot of admin work to finish up the education year and planning for upcoming weddings. Something of interest to the council was the publication of the third bible study she has written, and she passed around a copy of books it was included in. The council asked if there was a way to share this news as a celebration to the congregation. We will use social media as an announcement and possibly use this in a study or in a sermon series.
 - Pastor Natasha's report was written. A couple highlights included baptisms and funerals and a wedding. Things coming up include summer worship, with a theme of "saved from clichés". Synod assembly is upcoming June 3rd and 4th. Worship that weekend will be led by Kortni Plorin, assisted by Joel Hernes. The bishop has made a video that will be the message that morning. The music director job is in process to fill. A job description will be sent to the Personnel Committee. She will bring Congregational Renewal Opportunities to the next meeting. In June, Pastor Natasha will have Systems Academy.
- Faith Formation Reports – a written report was submitted.
 - Attended Holy Listening.
 - Chris has been very busy with Outdoor Enhancement work right now.

- VBS is upcoming in July
- Committee Reports.
 - Building and Grounds Committee submitted a written report. We want to include the support staff involved on that committee: Eric Burckhard and Jen Barta. An outdoor cleanup night has been scheduled for May 24th with volunteers solicited along with involvement by the Boy Scouts, Cub Scouts, and the Order of the Arrow. A couple of concerns
 - Heat pump for the sanctuary
 - Upright freezer in the kitchen stopped working
 - Personnel Committee. Had their first meeting. Luke Schaefer will be the chair of this group. They approved a mission statement and submitted that to the church council for their approval.
 - Reconciled in Christ Committee. The group has been reassembled and will be led by Melody Sundbakken. For this committee, the Zion staff involvement is strictly theological and resource support. There will be meetings where staff is not present. In time, they will start some conversations about inclusion.
- Treasurer's Report. Erica Atkinson went over the reports and noted some areas where the numbers looked high for being a third of the way through the year. It can be the timing of a purchase or an annual expense paid in the first quarter. Insurance also went up, and the heating/cooling billing was higher than expected due to a long winter and also the inefficiency of the current heating/cooling system. Income is down from a year ago, but not out of line based on averages from the last several years. Offering is not covering the costs of operation so we are still using funds from the interest on the building fund to help cover the costs. It's important for us as a congregation to be able to support this ministry. There was a motion by Rich Jensen to accept the Treasurer's Report. It was seconded by John Thompson. Motion carried.
- Old Business
 - Trust Committee representative Kent Kirkhammer will be here in June.
 - Safety and Security Update. The people to install the new software and cameras will be here in the next few days. The only camera that will not be installed is by the southwest entrance due to the pending bids and installation of an awning on that door.
 - Outdoor Enhancement Update. Since the special meeting of the Council, bids came in from Ralph's Plumbing for the installation of plumbing for the water needed for the water feature and for a future outdoor kitchen. The bid is for \$3,200. This is within the budget set for the work being done this year. Motion by Kristi Asendorf to approve this contract and sign it. Second by Sherry Broderick. Motion passed.

- New Business
 - Memorial Gardens Grief Ministry. Right now, we have two flower fundraisers that Trust oversees. We could use the proceeds from that to do outdoor flowers at the church, both flower beds and planters. This group would take on the two flower fundraisers and would also include volunteers to help plant and tend the memory gardens. The Building and Grounds Committee has supported this idea. Now we need to assemble people to make this happen.
 - Building Savings Account Funds. Currently, CD interest rates are attractive, and we have approximately \$250,000 in the savings account. Jen Barta recommends we purchase a 6-month CD for \$100,000. Erica Atkinson made a motion to purchase this CD for \$100,000 for 6 months at a rate of 4.04% (annual); and to include the council president, vice president and treasurer as signers. A second was made by Kristi Asendorf. Motion carried.
 - Financial Update. The staff looked at our best practices regarding finances in the church, specifically the processes involving the handling of money as income and in paying bills. It's important to not leave anyone in a position where they are vulnerable to be tempted or their work to be questioned, as well as protecting the church. Zion has several processes in place already, but some of them need to either be improved or further defined. We need to look at the number of signers on checks (having two signers on all checks). With offering, to have an annual training for all ushers as to the process used to count money and where to put the money and the report. The ELCA recommends a professional audit done at least once every three years.
 - Edward Jones investment account. We need to add signers to this account. Now there is only one individual on this account. It's recommended we have at least two. Discussion on who to include. Kristi Asendorf made a motion to add the current council president John Butgereit, vice president Melissa Helgeson, and treasurer Erica Atkinson as signers on this account. Second to this motion by John Thompson. Motion carried.
 - More on financial best practices. Jen prepared a report of possible vulnerable accounts and noted there were ministry groups within this church that had its own checking accounts. Bank statements were being sent to individuals in these groups. We need to have the bank statements from these groups mailed to the church and we can provide a copy of the statement to the group. And we had two PayPal Accounts that were rarely used, one for LYO and one for Zion. Both have been recently deleted. Also, we need to have a list of who has access to the safe in the office. A question was asked about how the combination on the safe could be changed. It was changed in the past by a local locksmith. Along with this, a discussion on the building and office keys and to whom they were

issued. Staff will look into the cost of changing the combination on the safe and possibly door locks; and bring it to the next meeting; as well as who has what access to the online financial accounts. Also, to review who is a signer on all accounts. Kristi Asendorf made a motion to update the signers on the First Western Bank and Trust General Account, Savings Account, and the Building Savings Account to include the current council president John Butgereit, vice president Melissa Helgeson, and treasurer Erica Atkinson; and to have staff prepare a report on the above items for the council meeting. Second by John Thompson. Motion carried.

- Personnel Committee – Melissa noted the written report as submitted was accurate and she had nothing further to add. She asked for approval of the committee mission statement. It's not necessary for the council to approve this committee's mission statement. The committee has the ability to put together salary packages as long as it is within the current budget.
- More Outdoor Enhancement – Chris and the committee have been working with the owner of the property directly west of our property to us to have an Encroachment Agreement so we can put a fence along a line and to mow an area (we already mow). It's now not a straight line. We will be updated on this progress.
- The next meeting will be June 20, 2023 at 6:30 PM
- Motion to adjourn this meeting by Melissa Helgeson. Second by Erica Atkinson. Motion carried. Meeting was adjourned at 8:14 PM
- Meeting closed with the Lord's Prayer.

Submitted by Rich Jensen
Church Council Secretary