

Trinity Lutheran Church
Council Meeting Minutes
October 21, 2021

Mission: Trinity Lutheran is a place to gather, refresh the faithful, and reach out with word and service to all others through the Holy Gospel
Guiding Principles

1. *God is Father, Son, and Holy Spirit*
2. *Preach and teach the Good News to everyone*
3. *Witness your faith through actions and words*
4. *Accept and welcome all people*

Goals during Pandemic:

1. *Worship Weekly*
2. *Financial Stability*
3. *Communication and Connectedness*
4. *Plan for Safe Return*

- I.) **Call to Order** – The meeting was called to order at 6:59 pm by Sarah Henthorn. **Present:** Jerry Armbrust, Sandy Blom, Tom Friddle, Sarah Henthorn, Lloyd Kellar, Pastor Meggan Manlove, Carl Radke, and Penelope Smith. Also in attendance were Karissa Armbrust and Tami Robinson. A quorum (7) was met. Absent: Mwajuma Dusabe, Amanda Hanson, Patrick Kelly and Caitlin McHugh.
- II.) **Opening Devotions** – Pastor Meggan led devotions on Chapter 6 of The Mission Table.
- III.) **Approve October Agenda (amended)** – The agenda was amended. Jerry moved that the amended agenda be approved; Sarah seconded; motion carried.
- IV.) **Approve September Minutes** – Jerry moved that the September minutes be approved; Pastor Meggan seconded; motion carried.
- V.) **Review and Approve Treasurer’s Reports** – Lloyd explained where discrepancies had been identified for July and August, plus a few more in September, but these have not yet been posted correctly into reports. For this reason, approval of the July, August and September financials will need to be deferred until the November meeting. There is some concern with the office computer since both Peggy Miller and Karissa Armbrust have noticed it is running slowly and some financial items ended up not posting as had been presumed. Having the computer “tuned up” was discussed.
- VI.) **Pastor and Team Reports** – Pastor noted that both the Rostered Leader conference and Bishop’s Convocation were cancelled; she will attend the Lutheran Outdoor Ministry conference in November. Jerry said Mutual Ministry team supports this decision. Related to property, the sprinkler system has been blown out.
- VII.) **Trinity New Hope** – Carl noted that Avenues for Hope fundraiser will occur in December; Jerry said 3 units are currently being turned, keeping Steve VanAtter busy.
- VIII.) **Goals during Pandemic** – Reviewed the COVID Task Force report. Recommendation is that Soup Suppers be held on 12/1, 12/8 and 12/15 if there is sufficient willingness of

people to host. These will start at 6:30 pm, and we will not advertise them externally. The Koinonia Room will be opened up to promote better spacing; people will act as servers. The Longest Night service on 12/21 will be held outdoors with a fire. Christmas Eve will have two services, with sign ups. The sanctuary will be open from 5:00 – 7:00 pm for Epiphany, with stations to walk through.

IX.) **Old Business**

- a. **Audit Committee** – Tami Robinson presented the highlights of the Final Audit Committee Report for year 2020 and answered questions. Recommendations included to purchase the most recent version of QuickBooks; to set up parallel bank accounts or lines so 2022 can be a fresh “restart” while allowing the current accounts/lines to clear outstanding transactions; to have a Council member review and sign the checks at least monthly; to rewrite the SOPs; and to hold the audit yearly. She noted that, through the 2020 audit, the committee identified \$52,277.32 in discrepancies and was able to reconcile all but \$853.76 of those, perhaps because those occurred prior to 2020. Tami pointed out that, according to C13.03 of the church constitution, the Audit Committee is elected by Council; this is not done by the congregation at the annual meeting in January.
- b. **2022 Budget** - Penelope reported that over \$95,000 had been pledged for 2022 as of last count. Karissa noted that through the end of the third quarter of 2021, Trinity has received more than \$20,000 giving over what had been pledged. Sarah will get the budget Excel from Kim Mills. Liaisons were asked to submit their committees’ 2022 requests to Sarah as soon as possible.
- c. **Offering Counters** – Sandy will count with Mwajuma on 10/24.

X.) **New Business**

a. **Treasurer Transition** – Peggy Miller will write checks through the end of October. Starting November 1, Karissa will write checks and prepare the statements, with Lloyd signing the checks through 12/31/2021. During January and early February 2022, Sarah will sign the checks and review the work twice a month. In February, new officers will be elected with new signature cards for the credit union completed. Karissa will start training Kristina Radke as the new Financial Secretary. Most Treasurer tasks can be done evenings/weekends; however, taking Noisy Offering coin to the credit union is a daytime task; Jerry and Penelope will make sure that gets done during 2021.

b. **Advent and Christmas** – start the conversation. See VIII above.

c. COVID Task Force role – This team has outlined the parameters that should be used for decision-making regarding indoor and outdoor gatherings and use of the building. Future decisions could be made by Council using those guidelines, with the Task Force in an advisor capacity.

d. Council Meeting Time – Jerry’s schedule is due to change, with him working swing shift Wednesday – Saturday and available for evening meetings on Mondays and Tuesdays only. Council will explore which day of the week works best for members. Meanwhile, Council will meet on November 18 and December 16.

XI.) **Lord’s Prayer**

XII.) **Adjournment** – Sarah moved the meeting be adjourned; Jerry seconded; motion carried. The meeting was adjourned at 8:07 pm.