

**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
May 19, 2020 - Zoom Meeting**

DECISIONS MADE:

1. **Custodial position is now an employee position rather than contract.**
2. **HSLC will give \$18,000 to Family Promise and \$18,000 to the Action Center from reserve funds.**
3. **HSLC will liquidate Independent Living Reserve and give the money to the Action Center.**
4. **HSLC will offer the lower level for July Family Promise host site and also August, if needed.**

ACTION ITEMS:

1. **Pastor Michael will contact Jen Kurtz, Pete Morris and Jim Freeman regarding next steps for the interview process for the Property Manager position.**
2. **Ask Pete his opinion of the Property Chair position.**
3. **Diane will get a team together for the organist position.**
4. **Pastor Courtney will notify Family Promise and the Action Center of HSLC's donation and ask if they'd like to use the money to raise additional funds.**
5. **The HSLC congregation will be given the opportunity to participate in a matching funds campaign for Family Promise and the Action Center.**
6. **Pastor Michael will contact potential members of the Restart Team to plan for our return to 9th and Kipling**

Present: Pastor Michael, Pastor Courtney, Judy Ekberg, Scott Ikenberry, Diane Klinkerfues, Kevin Klinkerfues, Jen Kurtz, Donna Madsen, Karen Novess, Sue Scott

Call to Order: The meeting was called to order by Diane Klinkerfues at 5:35pm

Opening Prayer: Pastor Courtney

Ongoing Business:

1. **Financial Report** - Scott Ikenberry
 - a. Update on giving - giving has continued on pace during the 6 weeks of quarantine
 - b. Payroll Protection Plan (PPP) Loan
 - i. Loan approved in second round - \$58,000 which includes payroll, utilities, interest on mortgage, and solar loan payment through June,2020
2. **Staff Report** -
 - a. Pastor Courtney - online Adult education time, focused on God in the midst of pandemic, 20 logged in, a few different from Bible study session; well received.

- b. Pastor Michael - There have been 2 deaths in the congregation unrelated to Covid19. Sharing concerns of significant needs for Family Promise and Action Center.
- c. Karen's Report - Graduation Recognition was Sunday, May 17, well received. Planning with Courtney ways to connect with youth through the summer. Columbarium renovation is in the planning phase. Helped create and distribute 275 packets to local nursing homes.
- d. Donna's Report - mailings on Thursdays, email sent on Fridays; helping with nursing home project.

3. Continuing Business

- a. Property Position
 - i. Update: We had three candidates
 - 1. #1 - Applicant did not leave contact information
 - 2. #2 - Was interested and qualified, but never got back to Diane when he realized it was an independent contractor job. He charges \$65/hr in his company. After discussion of workman's comp, there has been no communication from this candidate.
 - 3. #3 - Kevin Klinkerfues is the third applicant;
 - ii. Next steps - Create an interview team. ACTION ITEM: Pastor Michael will contact Jen Kurtz, Pete Morris, Jim Freeman about next steps for the interview process for Property Manager. Question: if applicant is a church member, what is the protocol for the property manager to be a voting member on council; Question: where has the position been advertised?
 - 1. We will keep the property chair (Pete Morris) who is not a member of council. ACTION ITEM: Talk to Pete about his opinion of the property chair position.
- b. Organist
 - i. Pastor Courtney has talked with her contact and has gathered information: traditional organist may not be interested in a contemporary service; check with other churches for salary range; one church combined organist with music director
 - ii. Organist interview team is Ron Skabo, Dave Gleason, Diane Klinkerfues, Pastor Michael
 - 1. Praise Team position? Should we do a two fold application?
 - iii. Job description is ready
- c. Custodial position:
 - i. Sub pay when custodian Larry is on vacation : \$20/hour
 - ii. Vacation time is based on employee manual (2 weeks at half-time)
 - iii. Additional cleaning required for return from Coronavirus
 - iv. DECISION: Motion carried to change custodial contract position to employee position
- d. Large Gift Policy - in progress

New Business:

1. Holy Shepherd Donation to Action Center and Family Promise
 - a. Possibly taken from some reserve accounts (more than \$36,000)
 - i. Special Gift Reserve (excluding Susan Gourley gift) \$32,135
 - ii. Lutheran Magazine Reserve - \$4,000
 - iii. Independent Living Reserve (mutual fund) - currently invested in Thrivent but could be liquidated: approximately \$3,200
 - b. Proposal is to split money between Family Promise and Jeffco Action
 - i. Should we invite members to add matching donations to what the church gives? Yes. ACTION ITEM: Congregation will be given the opportunity to participate in matching funds campaign
 - ii. Ask these organizations how they will use the funds
 - iii. DECISION: Motion carried: 1)\$18000 to Family Promise, \$18,000 to Action Center, using money from Special Gift Reserve and Lutheran Magazine Reserve; 2)once we liquidate mutual fund , 100% will go to ActionCenter with a matching fund opportunity for the congregation
 - iv. \$4000 is left in a reserve account for Family Promise
 - v. ACTION ITEM; Courtney will check with both organizations to see if they could use the money to raise additional funds
2. Family Promise static site (Pastor Courtney)

Family Promise is looking for static sites for families beginning July, with families staying at a single site for an entire month, without volunteers from the church; families would need 24/7 access since the day-site is not open. Family Promise would cover cleaning costs; meals would be provided by the weekly sponsor-congregation for their assigned week with food drop off.

 - a. DECISION: Motion carried: use Holy Shepherd lower level as the host site for the month of July and if needed the month of August. The rest if the building remains closed, however, Code mandates a second egress for emergency.
 - b. Will we need a battery-operated motion alarm on the door upstairs to main level? Plastic chain across stairs with “staff only” sign?
 - c. Family Promise staff will provide supervision.
 - d. A Family Promise client who tests positive for Covid19 would be moved to a hotel
3. COVID19 - Restart Team
 - a. Create team to discuss getting back to 9th and Kipling
 - i. Possible members: Diane (council representative), Larry (custodial representative), someone from Safety and Security, church member who is a medical provider, Pastor Michael and Pastor Courtney; provide updates to Council. ACTION ITEM: Pastor Michael will contact potential group members.
 - ii. Protocol for opening the building and how to be Church in the long term
4. Next meeting: June 16th

Closing Prayer: Pastor Michael

Adjournment: The meeting was adjourned at 7:32pm

Respectfully submitted,

Judy Ekberg, Secretary