

Holy Trinity Lutheran Church

March 16, 2015

CHURCH COUNCIL MEETING MINUTES

NEXT REGULAR MEETING: Monday, April 20, 2015

Devotions: Kari Refreshments: Kari

Present: Council members: Jay Carlson, Ingrid Rasmussen, Sara Jensen, Laura Bolstad, Kari Kleven, Melanie Townsend, Theresa Rian, Linda McMahon, Sean Gosiewski, Cliff Brown, Gerry Werth, Josh Becker, Jeff Olsen Biebighauser. Visitors: Vicki Mann, Lynda Nordholm.

Absent: Gerry Berglin and Dave Krig.

Call to Order: Sara Jensen called the meeting to order at 7:10.

Devotions: Linda shared reflections from recent experiences seeing the play *Bottom* about sex trafficking and attending a conference at Gustavus Adolphus college called *Hidden in plain sight: recognizing and rejecting rape culture*. She read part of a poem by Guante, a hip hop artist, two-time National Poetry Slam champion, activist, educator and writer. The last line of the poem was “*While her silence will always mean no, mine will mean yes.*”

Sara spoke a few minutes about the importance of council members reading the meeting documents and thinking through issues before coming to council so that we can have fruitful discussions and make thoughtful decisions. She led us in a short exercise to demonstrate the “fast brain vs. slow brain.”

Check in: Members shared important events from the past month.

Minutes: After correcting a few clerical errors, a motion was made and seconded to approve both the Annual Meeting Minutes and the February, 2015 minutes. Motion carried.

Reports:

Lead Pastor

- New Members will get copies of the Abuse Prevention and Child Protection Policy. There will be another training upcoming and all staff and other who works with youth
- May 10 Ray Makeever will be here to do a concert/hymn sing with the youth and others are invited. Ann Schrooten is helping to arrange this.
- The sound system being installed.

Associate Pastor

- New members completed Gift Inventories. Next step is a one-on-one conversation with a staff member or ministry leader who pairs well with their interests. If anyone hears of a current member who is feeling disconnected at HT please let Ingrid know and we could offer this inventory as a way to help them connect. Suggestion was made that we could have the inventories available in the community room.
- Almost 50 people participated in Kinship Dinners last weekend, which brought together new and current members. About 70% of new member households attended.
- A few small groups are in the works – a book group and racial justice/intercultural groups.

Treasurer

- Overall we're in good shape. Our budget is higher but income is staying on target with expenses. Some expenses came in as higher than budgeted but are related to timing of when certain expenses need to be paid. Question about The Lutheran line of the budget; we received a refund when some people left.
- Average weekly attendance has been 207, compared to 194 last year.

A motion was made and seconded to accept the financial report. Motion carried.

Vice President: No report.

Secretary:

- Kari has snacks and devotions for April.

President:

- There will be a congregational meeting regarding the new bylaws this Sunday immediately after the 11:00 service.
- Update on new council members: There was an e-mail vote and the council unanimously approved Dave Krig for a one year term.
- The Executive Committee discussed tonight the issue of whether to continue to look for additional council members if the bylaw changes are passed on Sunday and we are not required to add additional members. The Executive Committee recommends that we leave the council as it is. The Council expressed agreement with this recommendation.
- The Executive Committee also considered requests from the Property Committee for funding from the 40% fund and recommends that Council approve the following requests:
 - replacing 150 of the wooden chairs with the newer chairs for about \$7,000.
 - paying for this year's wind source subscription at a cost of \$800. Going forward this will be budgeted item.
- Council discussed this issue. There was a question about what the 40% fund is so it was clarified as follows: Large estate gifts (over \$25,000) given to the church that are undesignated are divided in the following way. 50% goes into the endowment. 10% is given outside the church. 40% is to be spent within the congregation to further the mission of Holy Trinity and should be allocated within two years if possible. The Executive Committee of the Council is charged with making recommendations about spending the 40% fund and bringing them to the council for approval.

A motion was made and seconded to approve the Executive Committee's recommendation to fund the requests from the Property Committee through the 40% fund. Motion carried.

Committee and task force Reports:

The Council discussed various news from the Committees, including:

- Gerry Werth expressed thanks for the new bike racks!
- Cliff Brown shared that Fare for All has changed the time to 3:30 – 5:30 and participation has been increasing.
- Sean G updated on the Creation Care Team and the Wind Campaign which starts on 4/12.

Unfinished Business:

a. *Synod Assembly.*

Melanie Townsend was planning on going but now is not able to. Sara Jensen will attend.

New Business

Building Task Force.

Recommendation from the Building Project Working Group to the Church Council

In response to what was heard during Holy Trinity's listening campaign, the Church Council appointed a building project working group consisting of Randy Nelson, Liz Blood, David Krig and Lynda Nordholm (chair), in addition to Pastor Jay Carlson and Pastor Ingrid Rasmussen. The working group was charged with identifying an architectural firm for the feasibility and design of remodeling, and to bring the name of the firm to the Church Council for recommendation to the congregation in 2015.

From a list of more than 35 Minnesota architectural firms that have experience with church buildings (provided by the ELCA's church building consultant), the working group identified about 20 to contact, including 2 firms the group self-identified. Following phone conversations with each firm, and taking a closer look at their composition and work experience, 6 firms were asked to participate in a walk through of the building with the working group. A Request for Proposal (RFP) was subsequently sent to each of those firms. After consideration of the proposals received, 4 firms were invited to interview with the working group. The interviews revealed 2 strong contenders, yet after deliberation, the group came to a consensus on 1 firm.

Therefore, the working group brings to the Church Council for recommendation to the congregation, the name of Miller Dunwiddie Architecture to design the building remodel.

Lynda Nordholm reported for the Building Task Force.

- Discussed the criteria used to pick an architectural firm: firm diversity (cross gender staff representation), people experienced with historical building, experience with similar projects as what we anticipate, good use of resources & LEED certified, proposed cost through the design process (note: there was not much difference in the costs proposed by the different firms), size of the firm (the looked for a 'just right size'), experience working with churches, understanding of an urban community and the ability to work with the city. In addition, one of the architectural planners on the team they chose lives in Longfellow.
- They used all of the above criteria in a systematic way, and then the intuitive sense of all group members was considered.
- Cost: \$16,625 for the design phase. Additional cost of \$3,000-\$4,000 for testing for hazardous materials. (This is NOT for abatement, just testing). We can either pay for testing just the area where the work will be done or the whole building.
- Question: Is this a Design only firm or a Design/Build firm? Answer: Neither. It is something in between, technically called "CM at Risk." The engineers are not part of the firm but they come into the process early and the design firm sticks around through the process. This process includes a maximum price.
- Question: Where will the money for this come from? Answer: The 40% fund. This is good because we have \$48,000 in that fund that should be spent as soon as possible.
- Question: When does the firm need to know? Answer: No particular timeline but good to let them know as soon as possible since we have not paid them for any of their work so far and they are prepared to start on the process as soon as we are ready.
- The Adult Forum on 3/29/1 (Palm Sunday) will be a report of the Building Task Force.
- The next step: the council will put together a "Design Team" to coordinate with the architectural firm and help them get needed input from the congregation as we move forward.

A motion was made and seconded that the council do the following things with regard to the building project: call a congregational meeting for 4/12/15 and recommend to the congregation that Holy Trinity contract with Miller Dunwiddie Architecture as recommended by the Building Team; approve the Executive Committee's proposal to

authorize funds up to \$16,625 out of the 40% endowment fund pending congregational approval of the firm. Motion carried.

Motion was made and seconded to authorize the requisition of bids for lead testing and removal of asbestos, to be sent to the executive committee. Voted and approved.

Discussion about the Design Team.

- They will work through the design development. This phase would likely be a couple of months, then a Capitol Appeal Team would form and take over. It would be easiest if most of the people on the team were available for daytime meetings.
- A suggestion was made that we ask the firm what kind of gifts they look for in a team and what size group they prefer.
- We want to make sure that there is a lot of input from people who use the building in many different ways, that mobility and energy issues are considered. We want people on the team with the ability to envision structural changes and to communicate well and share information between different groups in the congregation and the architects.
- We would like to be able to name a Design Team at the congregational meeting on 4/12 but this is most likely not possible.

Decision: The Building Task Force will talk with the firm about their ideas about what is needed in a design team, talk with each other to generate ideas of possible candidates and communicate with the Council by email. We will pay attention to who comes to the adult forum on 3/29 and expresses interest in this process. Council members will also think about possible candidates and could communicate their ideas through email. If a slate of candidates emerges we could decide to follow up with them before we meet again.

A motion was made and seconded to adjourn at 8:46 pm. Motion carried.

Next meeting: April 20, 2015.