

**Holy Trinity Lutheran Church**  
**August 20, 2015**  
**CHURCH COUNCIL MEETING MINUTES**  
**Holy Trinity Lutheran Church**  
**Monday August 17, 2015**  
**Executive Committee meets at 6:00 pm**  
**Council meets at 7:00 pm**

**NEXT REGULAR MEETING:** Monday, September 21, 2015 at 7pm.

**Council members Present** Jay Carlson, Ingrid Rasmussen, Sara Jensen, Josh Becker, Laura Bolstad Cliff Brown, Theresa Rian, Gerry Werth, Jeff Olsen Biebighauser, Melanie Townsend, Linda McMahon

**Absent:** Kari Kleven, David Krig; Sean Gosiewski; Gerry Berglin

**Call to Order:** Sara Jensen called the meeting to order at 7:05 pm.

**Devotions:** Sara Jensen focused on the giver, the receiver and the gift in relationship to communion. She observed that the act of giving cannot occur without all three parts.

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

**Minutes:** Jay noted that Heather Mitchell and Bryan Kuzel's baby is now Josef Frances rather than Henry as noted in the minutes. A motion was made and seconded to approve the July, 2015 minutes. Motion carried.

**Reports:**

**Lead Pastor – Jay Carlson**

- a. The staff retreat in July was great with brainstorming. Jay is grateful for the very gifted and faithful staff at HTLC.
- b. There was an article about Exodus Lending in the Star Trib yesterday, and the phones were very busy today. The timing for our financial gift was helpful.
- c. They have not found a good match for Stephanie Sulzbach's position, but there is a good opportunity to work with InterServe. They often cover transitional positions for 20 hours a week; they will help us plan for the future working with the congregation. A minimum six-month requirement is in the contract, and then it is on a month-to-month basis. Their first priority is to keep the programs in place running smoothly. Kay Buzza will continue with Godly Play, which begins 9/13. We do need additional Sunday School teachers for 2nd to 5th grades.
- d. Jay reported that we need to revisit our agreement with the Swahili congregation which was designed as an initial agreement. They now have ELCA approval, so this is a good time to revise this document.
- e. Jay plans to take a class at Luther Seminary next week.

### **Associate Pastor – Ingrid Rasmussen**

- a. The “Jim Crow” planning session went well. There will be a prayer service at 7:00 pm this Wednesday at HTLC. The theme is “Open our Hearts.” We all need to open our hearts in different ways. One of the tasks for predominantly white congregations is to examine white privilege. Three different sessions using Paul Kivel’s book “Uprooting Racism: How White People Can Work for Racial Justice” will begin soon. Group leaders have been identified, and the small-group meetings will be scheduled at different times of the day to promote participation.
- b. Open Streets was a wild success. They discussed Fare for All with many, decorated some bikes and distributed 1200 ears of corn. One of the things Ingrid has pondered is in regard to the frequent bad press regarding churches. We need to do more positive things like this.

### **Treasurer - Laura Bolstad**

We are in the “summer slump” dipping into the red for the first time this year. This is fairly typical for the church cycle. Attendance is 208 this month. Special appeals are doing well. It was moved and seconded that we accept the Treasurer’s report.

### **Secretary Linda McMahon for Kari Kleven**

Cliff has snacks next month and Josh has devotions.

### **Vice President – Josh Becker**

His new business will be discussed later in the meeting.

### **President- Sara Jensen**

Her new business will be discussed later in the meeting.

### **Committee and task force reports**

- a. Design Team – Deb Sodt and Rob England joined us to present the progress of the Design Team.
- b. New Drawings were presented for the reconstruction project. The Loggia will be reduced with gardens and benches and a freestanding portion near the street and room between for parking bikes. The door will now face 31st Street with an improved grading to allow for easier access.
- c. Reductions in cost were achieved by reducing the Loggia and eliminating the Fire wall movement. There are also some cost savings in revising the plans for the second exit from the Bartsch room.
- d. **Revised Timeline:** An RFP went out to four contractors today. The selection of the four firms was based on recommendations from Miller Dunwiddie, Dawn Wiczorek and Randy Newberg. All four firms will do a walk-through on August 21. The GMP due 11/9 is the Guaranteed Maximum Price. The final vote on the project will be at the Congregational Meeting tentatively planned for 11/22. The congregation needs to vote to authorize any preconstruction invoices that will not be part of the GMP presented. The Design Team will discuss when the Congregation will see the drawings.
- e. Review of RFP – Deb covered the details of the RFP that went out today. One detail was a maximum fee for the project. Also, some special language was inserted regarding the “fair wages and hiring practices” of each company. The Design Team will discuss environmental

- concerns in the interview process with the contractors. Gerry Werth also mentioned the expectation for accessibility during the construction process on the only accessible entrance.
- f. Council Approval- Rob asked if it was necessary for the Council to approve the reduction in the Design element. It was moved to approve the actions and direction of the Design Team to move forward with the timeline as presented. The motion carried.
  - g. Congregational Meetings: We will need to sign a second contract with Miller Dunwiddie on September 28. The congregation will be asked to vote on this at the Congregational Meeting on 9/27. A motion was made to call a Congregational Meeting on September 27th in which we will recommend to the congregation that they approve the next phase payment not to exceed \$37,000 to Miller Dunwiddie to get to Construction Documents and a Guaranteed Maximum Price. The motion was approved.
  - h. It was moved and seconded that we task the Design Team in consultation with Miller-Dunwiddie with presenting a recommendation for a contractor to us at the next Church Council meeting. The motion was approved.
  - i. It was moved and seconded that we task Vicki with sending out RFPS for a surveyor to do a site survey. Without further discussion, it was approved.
  - j. We also need to do a lead and asbestos test. Vicki already has a bid for \$2,265 to do the entire building. MOTION: It was moved that we approve contracting with TR Environmental Consulting for building environmental survey of the entire building not to exceed \$2265. Funding will be obtained from the 40% Endowment Fund The motion was approved.

#### **Fundraising Team –**

- a. Josh noted that the Fundraising Team is very grateful to the Design Team for their efforts to this point.
- b. The Fundraising Team has designed an “Opening Doors” campaign. There will be a pamphlet designed to support these efforts. They hope to get to 60% from our lead donors. The pledges would be designed to donate in 2016, 2017, and 2018. Donations in 2015 are also welcomed. They suggest doing a series of small tours to demonstrate to donors how this will impact all. They want to distribute Pledge Cards at the November Congregational Meeting. They want to target those donors who may be in the \$15,000 to \$100,000 donation category. Josh indicated that they will indicate the percentage of the project total that has been pledged as we proceed with Congregational Meetings. They would like to present these cards to the Leadership group and the Design Team as well as to lead donors.
- c. We need to task the Financial Stewardship group to determine where the \$37,000 “advance work” funding will come from. It was moved and seconded that we task the Financial Stewardship Committee to look at funding sources for the up to \$37,000 payment. The motion was approved.

#### **Unfinished business**

The Communications Survey discussion was tabled again – This was discussed at the Staff Retreat.

#### **New Business**

**Special Appeals Process** – Financial Stewardship presented a new Special Appeals process. The Executive Committee discussed adding a clause regarding the notification of approved and appeals not approved and that the Financial Stewardship Committee will be responsible

for that. A motion was made to ask the Financial Stewardship committee to approve the new special appeals process with the addition that financial stewardship would respond to a yes or no approval with explanation. The motion was seconded and approved.

The meeting adjourned shortly before 9:00 p.m.

Next regular meeting: September 21, 2015

Respectfully submitted,  
Linda McMahan for Kari Kleven