

Immanuel Lutheran Church

Congregation Council Meeting Minutes

Regular Session – August 21, 2019

Attendees: Pastor John, Betsy Canino, Laina Crowthers, Larre Nelson, Heather Johnson, Veeta Ewan, Rachel Stuen, Mark Shelton, Skip Mann, Kerrie Puglia, Dick Pearson, Jane Robinson

The **meeting was opened** in prayer led by Pastor John @ 7:04 PM.

The Minutes from the July Council Meeting were read aloud by Laina and presented for approval. There was no feedback for edits received, Skip motioned to approve the July Minutes as presented – Laina 2nd the motion and all voted in favor – **the July Minutes were approved.**

Committee Review - tabled until September Meeting

Pastor's Report: Pastor John presented his monthly update which included topics such as: his intended vacation 8/25 through 8/31 as well as another planned for 11/11 through 11/17, Forward Leadership update for 2.0 program, announcement of attendance at the Synod's Convocation and details of payment requirements, etc.

One item listed on his report, but with no details provided are the topics of CORI and Safe Church and their procedures & policies as related to Immanuel. He has begun to realize that Immanuel does not seem to have an actual policy in place that can be located dictating how often CORI's should be run, or by whom. In researching other churches, the ELCA, and the State Department he has found that there is no particular amount of time actually specified in those resources – in fact the State Department Representative he spoke with states that each church can handle the process in the manner it feels is best. This led to the discussion on how the Council felt Immanuel's should be handled. The discussions presented some overwhelming agreement on certain topics – it should only be handled by a very small number of people that can be trusted in highest confidence. The people suggested by Council were Pastor, Gillian to input information as it comes in, and it was decided that the process of writing the policy and implementing the items within it should be bestowed upon the Mutual Ministry Team, as they are already entrusted to handle sensitive situations within the church in a confidential and low key manner. Pastor John plans to speak with Susan Keough on Thursday regarding this suggestion. The next agreed upon topic by Council was that once the policy has been written and documented it needs to be shared openly with the Congregation so all members are made aware of what the guidelines are and exactly who is to be privy to the information contained in the reports so there will be less risk of confidential information being inappropriately or erroneously shared.

** Please find his full report attached at the end of the Minutes for review.

Treasurer's Report: Larre presented his report noting that income is very close to plan for the year, and expenses are still a bit higher than planned due to the unexpected housing issues that have come up.

Year to date we are just under \$6,000 in the loss column budget wise – with this very much so to do with the lack of rent from the parsonage and the additional housing cost for the Pastor due to the delay in the tenants leaving.

The new recorder for the Sunday Sermons has been installed and it is working well, this was as previously stated approximately \$300.

MIF Loan is still sitting in wait – there have still been no bills submitted, other than the Porta-Potties with the cost of approximately \$800/month.

The Audit Committee is finishing up on the latest audit and according to Dick they are about 3 to 4 weeks away from completion. O'Bryan Rock has been comparing the statements sent out to members to the actual pledges and has found a few discrepancies – she is trying to track those down, but it is taking longer than she expected as some of the members have moved away.

The Medical Insurance payments for Pastor John are due on 9/1/19, so that will be another expense seen beginning the month of September.

Also in September a transfer from the Memorial Fund to the Piano Fund will be recorded, as the Finance Committee authorized the donation from the member for it to be moved and recorded to offset the deficit for that repair. (\$950.00)

Still no news on the small claims court date against the former tenant, Betsy will follow up with Dan Campbell to see about getting an update and inquiring about any additional steps or documentation that may be needed.

Financial Secretary's Report: As of now we are just a tad ahead on the monthly giving – the summer doldrums have receded and the giving has caught back up to what was pledged. The Capitol Campaign Funds are also still coming in strong & steady.

Old Business:

- 1) New members to be recognized at the Sept 15th Home Coming Sunday Service: Kelsey Greene, Sarah Ingle, and Stephen Holzemer.
- 2) Bob & Miriam Sendling have volunteered to take over the Prayer Chain Ministry from Laurie Henderson.
- 3) Sarah Ingle has volunteered become the new Chair of SERVE relieving Sandy Mann of that position.
- 4) Yvonne Naranjo has volunteered to assist with the New Member Committee providing that an actual Chair Person be appointed (that is not her).

5) Dual Sunday Services will begin once again on Sept 22nd - The Faith Formation Committee has met and agreed upon an all ages based bible study and crafts hour in between the services to be held outside weather permitting until the construction phase has been completed.

New Business: Building Renovation Update provided by Kerrie: The summary of the reports attached at the end of the Minutes document some unexpected developments in the Building project and the costs associated with each. The discussion at hand for Council at this meeting revolved around ways to offset or reduce the financial impact of the unexpected costs and the decision on how and/or when to present the information to the Congregation.

Discussions included suggestions such as:

- A) Removing line items to reduce the initially approved costs to help offset the overages – such as: reducing the number of HVAC Units from 3 to 2, or removal of the expandable partitions. The mindset here was the overwhelming feeling that the Congregation was very specific it it's want to have all the items included at the time of voting on the budget for the project and that removing items may not be the best course of action, without Congregational approval.
- B) Opting to use the cash currently being held in the Trust Fund account to offset the overage rather than to pay down some of the principle loan balance, as was the original plan. This would have lowered the monthly mortgage payment at the completion of the construction phase. The mindset here is that another potential fund raising effort could be made later in the process in hopes to regain some of that capitol and possibly be able to then use that towards the reduction of the balance.

The financial summary as of now is: \$500,000 Loan Amount

\$120,000 Capitol Campaign Fund Account Balance

\$50,000 Trust Fund Available Balance = Total \$670,000 Available

The Finance Committee met on Sunday 8/18/19 to discuss the situation and it was their recommendation to Council to increase the budget for the project from the approved amount of \$531,807 to the now needed \$564,348 to account for and incorporate the unanticipated expenses that have arisen.

Council has decided, after much discussion, to agree with the recommendation from the Finance Committee – however it is agreed that it will not be presented to the Congregation until we have real numbers to provide them based on the actual estimates that have yet to come in. According to Kerrie they are expected in within the next week or two. She has also stated though that she needs to have an authorization to give the contractor the go ahead to get the estimates based on the new building plan.

Kerrie was told to give the go ahead to the contractor so as to get the updated estimates in as soon as possible, she was also told to have him hold off (temporarily) on ordering the partitions until the Congregation could be informed and given a chance to speak on that. She will reach out to him on Thursday and relay the information.

At the moment a potential Congregational Meeting is being planned for September 29, 2019 to present the members with the updated change orders and the actual estimates received in by then.

Larre then proposed that **Council accept the Finance Committees recommendation to increase the construction budget from \$531,807 to \$564,348** to incorporate the unaccounted for expenses that have come up – **subject to Congregational approval based on the updated change orders and the estimates received**. Laina 2nd the motion and it was brought to vote – all members voting in favor. The **motion was passed** and plans will begin to arrange the Congregational Meeting once the estimates have come in.

Also mentioned in this update was that the **new date for the project to be completed** based on the additional work and earlier delays is now the **beginning of November**, not mid October as was hoped for last month.

Kerrie also presented an update on the playground equipment, letting us know that the stability poles have now been fully dug out and just need to be transported here, but they are fully intact and ready to go.

Good and Welfare:

Happy Birthday(s) to Larre and Heather.

Rachel's cousin is now listed as being in clinical remission. He is undergoing his final round of chemo and will be headed home following recuperation from that.

Veeta is healing well from her knee surgery – slow and steady, but coming along.

The **next Council Meeting** will be held September 18, 2019 @ 7:00 PM

Skip made the motion to adjourn the meeting at 8:53 PM and Kerrie 2nd the motion, all voted in favor and the **meeting was adjourned**.

** Please find attached on the next pages the Pastor's Report, as well as the Construction Update for review and official documentation.

Respectfully Submitted,
Heather Johnson – Congregation Council Secretary

PASTOR'S REPORT
August 2019

1. I am planning a week's vacation the week of August 25th thru 31st. I was unable to find coverage so I will be working on that Sunday, presiding and preaching.
2. The Forward Leaders team met on July 24. We completed the necessary paperwork to enroll in Forward 2.0.
3. We will be doing a new liturgy starting in September 15 and continuing through October 20. The liturgy is "A Liturgy for Earthkeeping." It is a very timely liturgy that confronts the reality of climate change from the standpoint of creation. I hope it will be a powerful, prayerful experience for all.
4. Homecoming Sunday will be held September 15. I am working with Sandy Mann and the Hospitality team to arrange food for the picnic. We will have lawn games prior to the picnic.
5. I will be attending the New England Synod's Convocation from November 18 thru 20, The cost of the Convocation is \$475. Needs to be paid by September 9.
6. A second week of vacation is planned for the week of November 11-17. I will be in New Orleans on a school reunion. I will need to get coverage for that Sunday, November 17.
7. CORI reports and Safe Church.
8. Work on the parsonage has begun! Sandy and Skip Mann have worked diligently on painting and could use extra hands to help. Do you like to paint? Can you stabilize a toilet? These are the attractive jobs that still have to get done, along with clean up. Any volunteers would be appreciated!
9. Hospital and home visits continued through the month.

Kerrie Puglia

From: DAVID CHIRICO <chiricoconstruction@cox.net>
Sent: Tuesday, August 20, 2019 8:43 AM
To: Kerrie Puglia
Cc: psatas@architecturainc.com
Subject: Church Update-Meeting 8-16-19 Recap

Kerrie,

After fridays meeting 8-16-19 these items were discussed that impeded our framing work.

Proposed Changes-Framing Work/Plumbing

#1-In-between rooms #6 & #7 the existing wall will need to be removed and then reframed deeper in room #6 due to the positioning of the LVL's. Also there was an existing water line in the ceiling that will have to be relocated due to it being in the way of the LVL framing for the mechanical unit..

#2-On the roof there are five roof vents that are within 10' of the new roof mech units, In order to meet code the existing vents will need to be extended higher. We believe that extending them higher will be less expensive then either relocating the vents or moving our framing work that was already approved by the engineer.

#3-In room # 3 there is a roof drain in the way of installing the LVL's for the mech support, this cast iron drain needs to be relocated and the existing roof reworked for pitch.

Electrical Items:

#A-Within the existing panel my electrician has been trying to find new 208-3 phase breakers to accommodate the 4 new mechanical units. As of now nobody has these breakers in left over inventory. It was discussed in putting a sub panel off the main existing panel that would be the sole use for the new mechanical units.

#B-Fire alarm change will be submitted to architect

I am working on having these prices over to the architect by Thursday morning for his review, so that we can continue with our frame work once items #1 & #3 are approved.

Note: it was approved by Paul to make a slight change in framing materials for the window framing in order to help make things line up, by using a 2x4 instead of a 2x6.

Immanuel Lutheran Church, Attleboro, MA
Education Wing Renovation - Revised Budget

Description	Original Budget (3/17/19)	Revised Budget (8/17/19)	Difference
General Contractor's Bid	\$ 450,057.00	\$ 450,057.00	\$ -
CO #1 Dispose of Safe	\$ -	\$ 2,475.00	\$ 2,475.00
Coordination Changes Estimate	\$ -	\$ 20,000.00	\$ 20,000.00
Fire Alarm (Allowance)	\$ 5,000.00	\$ 40,000.00	\$ 35,000.00
Exterior Door (Allowance)	\$ 2,000.00	\$ 2,000.00	\$ -
Masonry Repointing	\$ 500.00	\$ 500.00	\$ -
Owner Contingency	\$ 25,000.00	\$ -	\$ (25,000.00)
Architect/Design Cost	\$ 35,000.00	\$ 35,000.00	\$ -
Office Trailer Trucking	\$ 750.00	\$ 750.00	\$ -
Office Trailer Utilities	\$ 500.00	\$ 1,080.00	\$ 580.00
Temp Toilets	\$ 3,500.00	\$ 5,500.00	\$ 2,000.00
Storage Trailer	\$ 6,500.00	\$ 6,460.00	\$ (40.00)
Dumpster for Moving Day	\$ 500.00	\$ 526.00	\$ 26.00
Testing & Inspection	\$ 2,500.00	\$ -	\$ (2,500.00) Not needed
TOTALS	\$ 531,807.00	\$ 564,348.00	\$ 32,541.00