

**Meeting Minutes**  
**Emanuel's Lutheran Church Council**  
**Tuesday, September 1, 2020**  
**6:30pm | Zoom.com**

- I. Call to Order, *Susan Y.*
- II. Attendance, *Hazel D.*
  - a. Present: *Susan Yeatts, Keith Vinyard, Steve Anderson, Ron Schneider, Lindsay May, Linda Salt, Sarah Kent, Allan Bode, Pastor Marcus Bigott, Pastor Kelsie Theiss, Emily Prochnow*
  - b. Absent: *Caroline Bower, Hazel Dalton*
- III. Prayer & Devotion, *Pastor Marcus*
- IV. Approval of the Agenda, *Susan Y.*
  - Motion made by: Steve Anderson*
  - Seconded: Ron Schneider*
  - Approved by voice vote*
- V. Approval of the Minutes: August 4, *Susan Y.*
  - Motion made by: Pastor Marcus*
  - Seconded: Linda Salt*
  - Approved by voice vote*
- VI. Approval of the Consent Agenda, *Susan Y.*
  - Motion made by: Steve Anderson*
  - Seconded: Keith Vinyard*
  - Approved by voice vote*
    - a. Staff Reports
    - b. Informational Updates:
      - i. G4 Plumbing: Installation of the brass, cut-off valves
        - 1. Garry Miller is the Project Manager on this project
        - 2. Installation took place Friday, August 29<sup>th</sup>
          - a. Incorrect valve was shipped for final repair, will install ASAP
      - ii. 2<sup>nd</sup> Floor Corridor Improvements
        - 1. Intumescent paint applied to walls and ceiling
        - 2. Doors and windows removed for installation of new equipment
          - a. Ernie Belscher enlisted to navigate expanding door frames
            - i. Will advise Property Stewards
      - iii. DRH Solutions/Window World
        - 1. Executive Council approved a \$3,250 expenditure to repair cracked masonry around the new windows, namely in the Fellowship Hall and Tower, August 13, 2020
          - a. Allan Bode is the Project Manager on this project
      - iv. Sturm Enterprises, LLC: Roof Repair/Leak Identification
        - 1. Joe Kane and Garry Miller met with Jeff and team to identify issues
          - a. Jeff and team removed additional slate tiles to expose paper underneath, laid additional waterproofing, and ordered shingles to replace
            - i. Will coordinate with Joe K. on installation of shingles
            - ii. Roof is dried in with "HardieBacker" style coverings

VII. Old Business

- a. Financial Update: Church and Day School, *Keith V.*

- i. Denise to provide statements via email

**Discussion:** Credits in the statements are due to corrections. Offerings are below budget currently. We are at 4% below budgeted revenue, but also at 14% below budgeted expenditures. We are currently okay financially because of PPP, but the next few months we will likely have shortfalls. Regarding question from a congregation member about the expenses for the 2<sup>nd</sup> floor renovations for the Day School, expenses for building renovations are out of the budget Major Repairs/ Replacement and are being split 50-50 with the Day School.

Financial statements were sent to individual council via email because the meeting date was on September 1<sup>st</sup> and the books were not closed for August. The statements were approved by email vote.

VIII. New Business

- a. Staff Reports' Action & Conversation

No action required. Pastor Marcus has a proposal of members for task forces. He will be speaking to those members in the near future.

- b. Recommendation of Renovation Plan: Phase 1 Building Task Force, *PM*

- i. The Task Force recommends the attached renovation plan as a unified renovation plan for the education & office wing bathrooms, Fellowship Hall, and FH Kitchen

No action required. The 40 page recommendation document was provided for Council to read. Pastor Marcus asked that we read the document over the next month prior to the October meeting. The plan would be presented to the congregation for a vote at the annual meeting in December followed by a Spring 2021 capital campaign. This project could be broken into phases: restrooms, kitchen, fellowship hall

- c. Recommendation and Potential Action: 2<sup>nd</sup> Floor Renovation Quotes, *PM*

- i. Dumas Hardware – Fire Rated Doors and Windows: \$7,986
  - ii. Texas Air Products – Fire Dampers for A/C System: \$1,468
  - iii. Automatic Fire Protection – Alarm System Integration: \$3,320

- 1. All costs are being split with the Day School

- a. This includes the previously purchased paint and accompanying supplies

**Discussion:** Additional labor will be required to build the frames for windows and fire doors. A proposal will be sent via email.

**Motion:** Accept bids for work listed for a total of \$12,774 to be split with the day school 50-50 and coming from the Major Repairs/Replacement budget for a cost to the church of \$6,387.

Motion made by: Steve Anderson

Seconded: Ron Schneider

Approved by voice vote

The proposal for additional labor was sent out via email for a maximum of \$2,000 and was approved by council members by email.

- d. Nominations Committee: 2021 Council Members, *Susan*

- i. Continuing: Caroline Bower (2<sup>nd</sup> Year, 1<sup>st</sup> Term), Lindsay May (2<sup>nd</sup> Year, 1<sup>st</sup> Term), Emily Prochnow (2<sup>nd</sup> Year, 1<sup>st</sup> Term), Linda Salt (2<sup>nd</sup> Year, 1<sup>st</sup> Term), Susan Yeatts (2<sup>nd</sup> Year, 2<sup>nd</sup> Term)

- ii. Potential Re-election: Allan Bode (1<sup>st</sup> Year, 2<sup>nd</sup> Term), Ron Schneider (1<sup>st</sup> Year, 2<sup>nd</sup> Term), Keith Vinyard (1<sup>st</sup> Year, 2<sup>nd</sup> Term)

- iii. Rolling Off: Steve Anderson, Hazel Dalton, Sarah Kent

- iv. To Fill: 1 Youth Position

No action needed. Steve Anderson and Sarah Kent will bring suggestions for nominations. Susan Yeatts will work on suggestions for Hazel Dalton.

- e. Revisit Current Return to Church Policy, *PM*

- i. Recommendation for Consideration: Offer once a month, in-person worship, the last Sunday of September, October, and November all outdoors

**Discussion:** Pastor Marcus suggested that we have outdoor worship on the lawn on September 27, October 25, and November 29. People will need to bring their own lawn chairs. There is no new guidance from the Synod about church reopening. If it rains, the outdoor service will not be held. Also, the pastors and Tom Engler are discussing how to handle the Advent and Christmas season services.

**Motion:** Hold outdoor services on the last Sunday of the month in September, October, and November based on declining positivity rates for COVID-19 and rescind the 28 days of declining cases of COVID-19 that were in the Return to Church Policy in favor of using declining positivity rates for the benchmark.

Motion made by: Linda Salt

Seconded: Lindsay May

Approved by voice vote

- f. Reconsider Council Meeting Date, *Susan*

- i. Move Council meetings to 2<sup>nd</sup> Tuesday of the month beginning October 13<sup>th</sup>, 6:30pm

- 1. This will allow a non-rushed closing of the books and reading of staff/additional documents before a meeting

**Motion:** Move council meetings to the 2<sup>nd</sup> Tuesday of the month from now on to allow for time to close the books and for reading of staff reports and additional documents.

Motion made by: Keith Vinyard

Seconded: Allan Bode

Approved by Voice Vote

- g. Any additional questions, comments, or concerns?

Repairs to windows will be complete by the end of next week. *Allan Bode*

Portico will have to be voted on next month to meet the Portico deadline. *Susan Yeatts*

- IX. Closing Prayer, *Pastor Kelsie*

- X. Adjournment, *Susan Y.*

Motion made by: Pastor Marcus

Seconded: Susan Yeatts

Approved

- XI. *Parking Lot*

- a. *ELCA Internship Congregation – 2021*

- b. *Stewardship & Capital Campaigns – 2020-2021*

- c. Portico Health Insurance Decisions