

September 16 CC Meeting

Date: September, 16, 2025

Time: 6:30

Location: OSLC Conference Room

Attendees (Legend: P-Present, R-Remote, A-Absent):

P Pr. Leland Armbright

P Pr. Susie Modrow

P Deb Morris

P Dwight Benoy

R Eric Peterson

P Kelly Marquard

P Kerry Gustafson

P Lauri Pudwill

R Marianne Erlien

P Sarah Ward

Schedule

1. **Call to Order** (2m)
 - Welcome and official opening of the meeting by the presiding chair.
 2. **Devotions** (4m)
 - A brief moment of reflection and inspiration to center our time together (**Kelly**)
 3. **Consent Agenda** (8m)
 - Review and approval of pre-distributed reports and routine items for efficiency, which are available to the council on the Sunday prior to our Tuesday council meeting. We will have a single motion to approve/second for all items in the consent agenda.
 - i. Previous Month's Minutes (August 2025)
 - ii. This Month's Agenda (September 2025)
 - iii. Ministry Team Reports
 - iv. Pastoral Reports (also in Ministry Team Reports folder)
 - **Motion to approve:** Sarah
 - **Second:** Kelly
 4. **Consent Exceptions:** Address any items pulled from the consent agenda for further discussion. (10m)
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4. **Financial Report** (20m)

- **Prior Month Review:** A summary of last month's financial activities and key highlights. (10m)
 - I. Financials
 - 1. Motion to approve: Lauri
 - 2. Second: Kelly
- **Loan or Other Financial Details:** Discuss any new loan details or additional financial matters requiring attention. (10m)
- **Financial Review:**
 - i. Link to Folder: [2025 Financial Review](#)
 - ii. Status of recommendations from the financial review team
 - 1. Outstanding Checks. Christine has resolved over 50% so far and will continue to work through remaining checks.
 - 2. Dedicated Funds - do our by-laws allow borrowing? Yes, with notification to the congregation for transparency (council recommendation)
 - 3. 75th Anniversary Funds reconciliation - [Kerry created & updates each month](#)
 - 4. MIF Loan reconciliation - [Kerry created & updates each month](#)
 - 5. A reconciliation spreadsheet and procedure followed for all major fundraisers. *Council should decide what is major.* **Decision:** We agreed that this should be done for fundraising that is earmarked for a specific purpose (not just the general fund). This money would be in a dedicated account.
 - 6. Since staff is paid bi-weekly, every 11 years or so there will be an extra pay period. In theory, salary could be accrued each year in anticipation of this expense. If not accrued, budgeted salaries will need to be adjusted in those years.
 - 7. Recommend that leadership review and possibly update individual spending limits as some seem high. Danielle's limit can be reduced per PS, others should remain as is. **Decision:** Council decided to leave all other limits as is.
 - 8. Supervisory positions are not currently reviewing and approving subordinate payment voucher requests or credit card receipts. This review and approval process should be implemented. Employees should then obtain pre-approval for purchases over those established limits. Per PL and PS, review and approval is now in place. Pres and VP of council should have oversight for PL receipts/reimbursements on a monthly basis.
- **Financial Health of our Church** - Ahead of our budget review.
 - i. Schedule a special council session to delve into this topic more deeply **Tuesday Sept 23, 7PM-8:30PM. With zoom option for anyone who needs to join remotely. Kerry and Deb to put together an agenda.**

- ii. Discuss inviting past council presidents to get their insights? Discussed this option, agreed that it is premature at this time to bring other voices into the discussion. May revisit this after the agenda is firmed up.
- **Flow Fund Update.** Currently \$20K (of \$25K)
- **Offering Counters Update.** Fully staffed for both services. 8 teams, so people only have to do this once/month.

5. **Council Working Groups** (10m)

- Updates and insights from working groups with council oversight on their recent efforts and plans.
 - i. Know your congregation (Lauri, Marianne, Jeff). Waiting to hear back from Jeff.
 - ii. Marketing and Social Media (Deb, Kelly, Eric, PL, Beth, Donna, Sierra)
 - iii. Noah's Ark (Kerry, Shanna, Karen, Christine). Worker's comp and liability (plus umbrella) policies sent to NA today, with request for any updates by EOD today to Brad (insurance agent). OSLC is paying for 50% of Noah's Ark cost through end of December 2025. Lack of lease agreement exposes OSLC to some potential risk.
 - iv. Finance/Stewardship (Kerry, Pat Mann, Kris Cafferty). Kerry to connect with Pat and Kris re: moving forward with stewardship, in collaboration with PL.

6. **Old Business** (10m)

- Status update on MS Office update renewal. All done! Thank you Eric.
- Discussion with 75th anniversary group will happen *after* this council meeting. No actions are needed until after that discussion occurs.
- Review and approve JDs (Job Descriptions) and hiring process document.
 - i. The one [recommended addition](#) to the Hiring Process Document was accepted.
 - ii. All but the below feedback from the council was approved to incorporate into the JDs.
 - Supports a culture of welcome, connection, and inclusivity between generations for neurodivergence, lgbtqia+, etc. – Recommend this be revised to Champions equity and inclusion by creating welcoming spaces that bridge generations and honor the diversity of identities, sexualities and neurotypes. -approved by HR committee with add of 'sexualities'.
 - Director of Traditional Music:
 - Currently there are 3 separate parts of job of the Dir Traditional Music JD, collapse? HR committee recommends leaving this categorization on the 2 roles that currently have it.
 - Can we consistently identify a preference for "Professed Christian" that is applied to all job descriptions? HR recommends instead saying, "the incumbent has a working knowledge and practice of the ELCA and its theology".
 - *All proposed changes here from the HR committee are accepted by the council on 9/16/25 and are located [here](#).*
 - What items HR Committee work on have to be approved by Council? *Run by PL and PS, and they can determine if anything needs to be brought to the council for approval.*

- Motion to approve: Sarah
- Second: Marianne
- Sunday morning treats and other serving opportunities: Marianne to put together ideas for council to consider next month. Marianne to connect with ministry teams to fill out sign-ups for Sundays through end of October, and to create an updated “what you need to do” document for people to reference.
- Kerry suggested we update the time and talent categories, and to set up a coordinator for different Sunday hospitality and volunteer activities.

7. New Business (25m)

- Discussion and voting to fill vacant council position (Deb)
 - i. Constitution - upon a mid-year resignation, council owns finding someone to fill the position. Then, the new council members vote on a secretary.
 - ii. Council decided to put a message in Pulse & bulletin to reach out if interested in the vacant position.
- Review Giving Options from Sierra and choose 6 funds to feature (Deb)
 - i. **2025 General Fund <<< Always present, always first tile**
 - ii. 75th Anniversary Legacy Fund.
 - iii. All Church Day Camp. Spring/Summer
 - iv. Backpack/school supplies. Spring/Summer
 - v. Confirmation. Not really used; confirmation funds come via registrations.
 - vi. **Deacon’s Fund.** always
 - vii. **Endowment Fund.** always
 - viii. Funeral Fund. ?? do we need this at all?? Keep in main list but do not highlight.
 - ix. Missions: High School Mission Trip. Winter/Spring
 - x. Missions: Middle School Mission Trip. Winter/Spring
 - xi. **Missions: Guatemala. Seasonal (Fall)**
 - xii. Music Ministry. Not on the tiles
 - xiii. Offset Processing Fees. not on the tiles.
 - xiv. Missions: Tarkanfi (when Worknesh is visiting)
 - xv. The Connections Team. Not on the tiles, or only when they have an event.
 - xvi. World Hunger. ?? 30 day famine ?? Not on the tiles.
 - xvii. **Other Funds.** << links to full list.
 - xviii. *Deb and Sierra and PL and PS to pick last tile*
- Model Constitution updates - reconvene working group?
 - i. Consolidate audit committee and financial review team into a single entity.
 - ii. Deb and Bennett have additional updates noted on our current constitution
 - iii. Action: Ask working group to kick off this project
 - iv. **DECISION - NO. Wait until May 2026.**
- Rally Sunday Feedback
 - i. Really great seeing so many people in the church.
 - ii. Positive comments on the hybrid music format
 - iii. People stayed later at the activities (extra hour) than previous years.

- Spaghetti dinner, hosted by Scouts, for our annual meeting (PS)
 - i. Council approved this idea, serving spaghetti lunch after our annual meeting in February 2026.
 - Portico for benefits level selection (PL)
 - i. Selection needs to be made in the next 2 weeks. Options have changed. Select copy \$2K is closest to what we have had in the past. 2K is the individual out of pocket cost. PL, PS, and Nick are currently using this healthcare offering. PL working on the numbers with Christine. Council to vote via email once we have more details on the cost/budget impact.
 - Christmas Market Idea from Sierra (Deb). Approved by council for further exploration. No additional approval is needed if this does not impact budget or insurance/liabilities.
- 8. Congregation feedback (2m)**
- What have we heard from congregants this month?
 - i. Several mentioned they are concerned about financial situation. They want clarification that the council is looking into the finances.
- 9. Action Items**
- Request to ministry teams to have their reports in the folder by the Sunday prior to the council meeting
 - PL: add Create, Equip, Serve, and Grow to Ministry Team reports and ask Teams to identify where their ministry focus currently falls
 - Kerry; send a blurb to council for monthly updates re: MIF loan and spending activity (what has been purchased/installed)
 - Kerry to contact Christine about her involvement in the financial meeting on 9/23.
- 10. Affirmations (4m)**
- Vern for his time spent managing the last-minute HVAC install.
 - Beto for photography at Rally Sunday
 - Sierry for photography at Rally Sunday AND ... look at pastor reports for additional affirmations.
 - Bob and Jeanne Zaske for gardeners and their excellent example of service to our church and community in a variety of ways.
 - Chuck and Vern for helping Katia with the unexpected tire issues.
- 11. Motion to End:**
1. Motion to approve: Lauri
 2. Second: Leland (and Kerry)
- 12. Lord's Prayer (2m)**
- Closing our time together with a collective recitation of the Lord's Prayer.

Estimated meeting length: ~90 minutes

Reference Docs

Parking Lot:  CC Parking Lot

Devotion Schedule:  Council Devotions Schedule