**Salem Lutheran Church Council Meeting Minutes, Thursday, May 11, 2023 – 6:30 pm**

President Shannon Bruhns called the meeting to order.

Members present: Marci Adeogun, Shannon Bruhns, Doug Bruhns, Laura Gardner, Sue Langerud, Mary Peterson, Cindy Haugsdal, Pastor Joel Guttormson.

Absent: Dan Rice, Mike Swenson

The council presented Pastor Joel with a gift of Corinthian chimes in honor of his retirement.

Pastor Joel led us in devotion and prayer.

**Secretary’s Report:** April Minutes were available for review. There were no additions or corrections.

Laura moved to accept the minutes, seconded by Mary. All approved.

Communication and correspondence – Anonymous donation of $50 will be deposited in the general fund; Request from Lake Mills FFA chapter to support free T-shirts for students with purchase of ad to be displayed on the shirts, pricing was reviewed and Mary moved to donate $50 to LM FFA Chapter, seconded by Doug, all approved ; Offer for a speaker from the organization, Food for the Poor, to preach and educate members regarding this organization and seek support – following discussion, decided to table and not pursue at this time.

**Treasurer’s Report:** Doug provided a written and verbal report.

Total income for April 2023 $24,594.84

Total Expenses for April 2023 $23,216.98 (Income less expense $1,377.86)

Checking account balance (4/30/2023) $44,275.47

FTSB/Tuckpointing account balance $127,554

CD’s at FTSB (4/30/2023) Reserves $26,014.17 – CD renewed at 4%/Ness Estate CD came due and $3,230.02 (total value) was deposited into the general fund as part of the annual draw (total each year is approx $7000). This account is now closed.

CD at MBT (4/30/2023) Ness Estate $52,215.45 (Balance of annual draw will take place when this CD matures)

**Financial Secretary’s report:** Laura provided a written report

2023 YTD total offerings (5/1/2023) $68,291

2022 YTD total offerings (5/1/2022) $67,773

Marci moved to accept Treasurer and Financial reports, seconded by Mary. All approved.

**Board Reports**

**Board of Worship and Music:**  Mary provided a written and verbal report: Reviewed Faith Statement night and Confirmation and plans for Baccalaureate on 5/17 and Graduation on 5/21; Brady Kurtz will provide special music on Mothers Day; Reviewed Pulpit supply and special music for the summer and the possibility of having an outdoor service this summer. Pulpit supply is purposefully being sought through the synod so that we can offer communion every other Sunday.

**Board of Life & Growth:** Sue provided a written and verbal report: We are back to the beginning of the alphabet with prayers for persons/families of Salem; Farewell for Pastor Joel will be 5/14 at 10:00 am in the Fellowship Hall.

**Board of Stewardship and Social Ministry:** Dan provided a written report and Doug provided a verbal report: The BarBQ luncheon held to celebrate and thank the congregation for generosity was successful; at this event, Dan reminded the congregation to keep in mind the importance of continued giving over the summer months and Doug discussed with the congregation methods of giving that could provide some additional tax benefits to them and to the church; looking at the boards role in promoting future giving for capital projects.

**Board of Property and Management:** Mike was absent but provided information regarding a bid for Capital Project phase 2/Steeple repair – see under new business.

**Board of Youth:** Marci provided a written and verbal report: Reviewed youth events that have taken place including confirmation of 6 students on 5/7, Spring Clean up day was cancelled due to weather and a scavenger hunt took place instead; students were given VBS registration forms on 5/7 and the Board of youth will be making a $200 donation to One In Christ to help with VBS expenses (consistent with previous years); Salem seniors will be recognized and given a gift on 5/21; planning a potluck picnic at Oakwood Park on 8/6; planning an activity for incoming confirmation students in August.

**Pastor Report – Complete Pastor reports are available for review in the church office.**

**Lead Pastor’s Report:** Pastor Joel shared a verbal report. Additional topics discussed:

* Summer Feeding program continues to be at Salem this summer – continue to make arrangements with Pastor Ryan Henkel now taking the lead.
* Future of home communion kits – led a discussion of use of home kits for shut ins.
* Retirement letter was submitted to Bishop Jones and Salem on May 10, 2023.

Pastor Joel left the meeting at this time.

**Old Business:**

1. Constitution review and revision (Continued)
   1. Ongoing – no update.
2. Food Shelf update – Plans for the Food Shelf to move back to the Civic Center facility by the end of May have been delayed and the Food Shelf will need to remain at Salem longer. Salem continues to welcome the opportunity to be a community partner for the food shelf. Discussed temperature requirements in rooms where food is stored and strategies to maintain correct room temperatures. The food shelf staff has moved into half of room 2 (which has an air conditioner) and the food shelf will be purchasing a room air conditioner for room 8.
3. Call Committee Report – A potential Intentional Interim pastor, will be interviewed via video on Sunday, May 14 by Salem Executive council and 3 members of the call committee. Following this process, both Salem and the potential pastor will render a decision regarding his service as Intentional Interim pastor at Salem during our call process.

**New Business:**

1. Pastor Joel Retirement Update

* Retirement Letter/Notification effective 5/31/2023 was read by Shannon. Doug moved to accept the letter of retirement from Pastor Joel, seconded by Marci. All approved.
* Portico/Budget – Doug has taken care of cancelling healthcare insurance coverage for Pastor Joel effective May 31, 2023.

1. Capital Project Phase 2/Steeple Repair – Executive Council met earlier this evening to review a quote ($82,675.97) obtained by Mike Swenson from Young Construction of Iowa for Steeple repairs and with possible availability for this work to be done in July 2023. Discussion included how long the project will take and the timing of repairs related to the Tuckpointing contract Salem has scheduled this summer. Additional discussion took place regarding how Salem would pay for these repairs (50% due at signing the contract and the balance at completion). Options for covering the cost of this project/repairs include:

* Capital Project fundraising campaign from Salem members
* Enduring Gift Fund interest on principle funds - $11,000 of interest may be available if approved by the Enduring Gift Fund committee. It was clarified that only the interest can be used at the discretion of the Enduring Gift Fund committee members.
* Cemetery Board Loan at a low interest rate.

The executive council has recommended that Mike and the Board of Property and management get more detailed information on terms/dates when this work can be done, expected time frame for completing the project and how this project will coordinate with scheduled Tuckpointing project. Once these details are clear, the council could move forward with decisions regarding payment of the project and presenting the project to the congregation at a special congregational meeting for approval. The council recommends that we start with fundraising through a request for contributions from Salem members.

1. Administrative Assistant Compensation – Marci left the meeting during this discussion with council. Executive Council also discussedrevision of the administrative assistant job description to include additional compensation for illness, vacation and bereavement. Based on the current administrative assistant position being 36 hrs/week or 7.2 hours per day, Executive Council recommends adding accruement of 1.5 hours PTO (paid time off) for this position per pay period (24 pay periods per year) or 1 week (36 hours) of PTO per year, along with 3 days (7.2 hours/day) for bereavement following the death of an immediate family member. Executive council also recommended retroactive bereavement pay for 3 days (7.2 hours/day) for current administrative assistant, Marci Adeogun, for the recent time spent working in the week following her father’s death. Doug moved that the administrative assistant position be modified to include 3 days of bereavement pay and 1 week of vacation through PTO (2 hour minimum request) as stated/defined above and to provide retroactive bereavement for Marci Adeogun, seconded by Laura. All approved.
2. New members – None
3. Transfers/statistical adjustments – None
4. Next meeting will be held Thursday, June 8, 2023, at 6:30 pm in the Salem library.

Doug moved the meeting be adjourned, seconded by Mary. All approved. The meeting was adjourned.

We closed with the Lord’s Prayer.

Respectfully Submitted,

Cindy Haugsdal