

Hope Lutheran Church Council Meeting Minutes
April 27, 2019

Present: Erika Blakeman, Peter Clark, Lindy Harvey, Gerry Owen, Pastor Terry Richardson, Randi Turner, Fred Wilke

Excused: Jan Nilsson, Gary Schenk, Harry Sommerfeld

1. Opening and prayer
2. Adopt agenda

Motion to adopt the agenda with the following corrections: change the next council meeting date to read May 25 and to cover item 10. March, 2019 Treasurer's Report immediately after the adoption of the previous month's minutes/s/c.

3. Previous minutes of March 16, 2019

Motion to adopt the minutes/s/c.

4. Pastor's Report

Pastor Terry presented his report and then handed out a paper published by the ELCIC on the ELCIC Structure to further enhance council's understanding of the Lutheran Church.

Motion to accept the report/s/c.

5. Executive Report

- a. Cilaire Fund - seeking clarification from our treasurer John.
- b. Witness and Mission Outreach appeal - to be covered by Erika's report to council.
- c. Chair repairs - Jan will continue to repair chairs that need welding. Property committee will need to look after other repairs and replacement of seats and backs.

6. Correspondence - none received.

7. Old Business

- a. User Group Update

To condition 9 in the Application & Agreement For Use of Building form that user groups fill out, Erika would like to add the agreed fee/donation amount. She also suggested that there be a periodic review of the rates. A list of fees received from the user groups was circulated. The intention is to make space available and the amount of the fees is based on what the user groups can afford. There is no set fee.

Motion to amend condition 9 to read: 9. Donations in the amount of _____ (according to the policy schedule), in advance for one time use, monthly in advance/arrears for continuing use/s/c.

- b. Policy Book printing

The policy books have been printed and delivered. Linda will distribute the books to council this Sunday.

- c. Sign. Gerry and Fred continue their work to repair the top and bottom of the sign. The cost is approximately \$1,000. Fred passed around a diagram of the proposed version of the finished sign.

8. Committee Reports

- a. Continual Learning: Randi Turner. Emailed and attached.
- b. Worship: Peter Clark. Emailed and attached.

- c. Property: Harry Sommerfeld. Emailed and attached.
- d. Fellowship/Membership: Linda Harvey. Emailed and attached.
- e. Finance/Stewardship: Fred Wilke. Emailed and attached.
- f. Witness/Mission: Erika Blakeman. Emailed and attached.
- g. Mutual Ministry/Mission Renewal: Linda Harvey. Oral report given in motion.

Motion to accept reports as presented/s/c with the following questions/clarifications: Linda corrected that in the Property report the mowers will not be moved to shed 4 as per our insurance agreement. Fred asked for time to speak with the congregation to recruit more counters to help with counting in May. Linda reported for Mutual Ministry/Mission Renewal that a. they had a final congregational meeting, b. the committee will have a CTEL skype call to talk about the results, and c. Peter Clark will be the new liaison. Pastor Terry reminded council about the Synod Conversation to meet at Hope on Saturday, May 4th. Peter added to his Worship report that the Men's chorus sang at the Easter Sunday service. Peter also corrected the date that Communion Setting 4 would start to read May 5, not June 9, as printed. Erika brought our attention to the request for an emergency appeal for Mozambique in the Witness and Mission report/s/c.

- 9. March, 2019 Treasurer's Report
John attended the meeting and discussed:
 - a. Cilaire funds. These funds are expected to be disbursed in May. He asked for a signed acknowledgement that they would abide by the terms and conditions outlined by the City. John and Gerry will draft a letter to this effect and have Carolyn Iles, as contact person, deliver it to them.
 - b. Transition to new treasurer. John detailed the many tasks that he does in the role of church treasurer. In an attempt to find a replacement, we discussed the possibility of dividing the tasks into smaller positions so that the overall role would not be so daunting. John agreed to make a list of these tasks. Also discussed the possibility of hiring an outside service and of using an alternate accounting software. John shared the annual license cost of Sage 50, the program he currently uses: it has increased in cost from \$584 in 2017-18 to \$872 in 2019-20 (both before taxes). Gerry suggested that he, Jan and John meet to discuss the treasurer job description and potentially divide the position into several smaller positions.
- 10. New Business
 - a. Specified donations question - AGM
 - b. New Councillors - liaisons between Council and Committees. Add Randi Turner for Continual Learning, Fred Wilke for Finance/Stewardship and Peter Clark for Mutual Ministry/Mission Renewal. Pastor Terry will provide the church secretary with an updated list of council members and liaisons to be printed and posted on the bulletin board.
 - c. New Councillors - signing of Confidentiality form. Forms are being distributed and signed as required.

- d. Endorsement re donations for next year's envelopes. The deadline for adding information to the offering envelopes was January. Gerry will work on the wording and pass it to Joan to submit for next year's envelopes.
 - e. Planning any changes to accounting system. See March 2019 Treasurer's Report in para 9.b. above.
 - f. Recruit new treasurer. See March 2019 Treasurer's Report in para 9.b. above.
11. **Next Meetings: Executive: TBA**
Council: Saturday, May 25, 2019 @ 9:30 am
12. Closing Prayer

Action:

- 1. Harry - to arrange the repair, other than welding, and replacement of chair backs.
- 2. Erika - to work with church secretary to amend the Application & Agreement for Use of Building form as per her motion. See 7. Old Business a. User Group Update above.
- 3. Linda - to distribute new Policy Books to council members.
- 4. Fred and Gerry - to continue their fine work on the sign.
- 5. Fred - to speak to the congregation to recruit more counters.
- 6. John and Gerry - to draft a letter to the Cilaire Community Group to ensure that they abide by the terms and conditions outlined by the City. Then to give the letter to Carolyn Iles to pass to the group.
- 7. John, Jan and Gerry - to meet to discuss the treasurer job description and divide the position into several smaller positions.
- 8. New councillors - to sign and hand in the confidentiality forms if not already done so.
- 9. Gerry - to work on the wording for next year's offering envelopes and pass it to Joan to be submitted to the printers.