

Lutheran Church of the Incarnation Council Meeting Minutes

April 11, 2023 @ 7:00pm in LCI Library

Council Member Roster: Carol Huegli (2023), Ed Green (2023), Jeff de Ropp (2023), Karl Larson (2024), Bob Kerr (2025), Jenny Fortuna (2025), Vern Holmes (2025), Pr. Dan Smith

A. Introduction: Carol

B. Council Action Item:

Action: Approve funding to outsource financial (Treasurer) tasks beginning May 1 (attached). Motion made by Jeff de Ropp, seconded by Bob Kerr, and approved 7-0-0.

C. Opening Prayer & Study: Pastor Dan

Council read through and reflected upon "The Walk to Emmaus" Luke 24:13-35.

Encouraged to welcome/invite the stranger in response to all the new faces at Easter.

Discussion about friendship folders, visitor cards, and reaching out to new comers as a priority.

D. Pastor's Report:

See attached. Discussion about the upcoming Internship retreat and Synod Assembly.

We need to send members of the church in Sept to vote for the new Bishop.

E. Approval of March Council meeting minutes: Jeff de Ropp

Motion to approve minutes presented by Carol, seconded by Bob Kerr, and approved 7-0-0. Minutes will be posted to the website.

F. March Financial Report: Karl - push to May Council meeting.

G. President's Report: Carol

1) March 18 Council Retreat: action item review

2) Carol Huegli, Lindsey Burns, and Jenny Fortuna to meet and compose job description for recruiting new Learning Committee Chair in time to start planning Rally Day in Sept. Present job description to Council to show support of intent.

3) Council Slate: (2)ONE year terms - Karen Slabaugh and Ralph Holderbein; and (3) THREE year terms - Kenny Doss, Tim Paulson, and Kathryn Schnaible.

4) Congregational Voting Meeting: Sunday April 30 @ 11:15; followed by Executive Committee vote.

5) Carol will be absent May 9. Jeff to lead the meeting in her place.

6) Carol asked for someone to lead the "Volunteer Appreciation" planning. Discussion of building a culture around thanking volunteers so that more people will want to keep volunteering! Bob Kerr offered to bring dessert.

H. Committee and other Reports

1) Social Justice (attached)

Motion for Council Meeting 4-11-23

Motion: Approve hiring of a bookkeeper effective May 1,2023 at a rate of no more than \$750/month. Delay hiring of 2nd office admin to no earlier than August 1, 2023 to support in part the funds necessary to take this action.

Background:

We have not been able to identify anyone who wants to assume the full duties (see attachment for complete list) of the volunteer Treasurer position. Accordingly, we have obtained quotes from several bookkeepers/accounting firms in Yolo County for outsourcing most/all of the “Treasurer” duties listed on the attachment. Going forward the LCI Treasurer will be in the role of a liaison between the Council and the external bookkeeper, including preparing the necessary reports for Council and Congregational communications.

Financial effects:

The Council and congregation approved a 2023 budget of \$314,726.88 which included \$13,000 for a as yet unfilled 2nd office administrator. Since then we have taken these budget actions:

- a. Increased Synod giving from \$9,500 to \$17,325 or 5.5% of anticipated general funds income. This is an increase of \$7,825 (approved by Council 3/14/23).
- b. Approved hiring an intern at the rate of \$1,000/mo beginning August 1 for a total 2023 commitment of \$5,000 (approved by Council 3/14/23).
- c. Proposed: hiring a bookkeeper at \$750/mo beginning May 1 resulting in a 2023 commitment of \$5,250.

The sum of commitments a through c is \$18,075 for the remainder of 2023:

	increase to Synod	7,825.00
	increase due to intern (5 months)	5,000.00
	bookkeeper (7 mo)	5,250.00
	TOTAL	18,075.00
	Original Budget	314,726.88
	New Budget	332,801.88
	Increase	18,075.00
	% increase	5.7
	Triggers Vote	5.0

The LCI Constitution stipulates a budget increase over 5% requires a congregational vote:

LCI Constitution, section C12.05.C:“The Congregation Council... may incur obligations of more than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting.”

However, given the recruitment delay of the 2nd office admin, the Executive Committee recommends that the start date of this position be no sooner than Aug 1; and that we redirect the resulting savings for January—July to cover in part the budget increase.


With this adjustment:

	increase	18,075.00
no 2nd office admin till 8/1		-7,583.00
	actual increase	10,492.00

Comparing old and new/revised budget we have:

Original Budget	314,726.88
New Budget	325,218.88
Increase	10,492.00
% increase	3.3
Triggers Vote	5.0

Result: no Congregational vote required. The Council action will be reported to the Congregation through email in April and verbally at the April 30 Voting Meeting. The bookkeeper may be discontinued by the Council at any time that LCI has a Treasurer that will fulfill all necessary duties.



Selection of LCI Bookkeeper

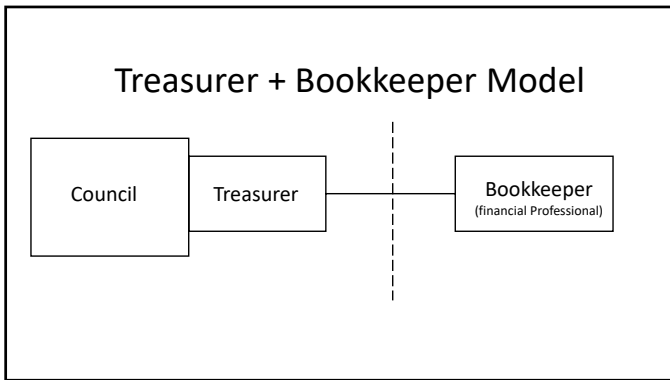
March 2023

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Bookkeeper vs. Treasurer

- Kathryn Schnaible has agree to be LCI Treasurer for a fixed, limited term (such as one year)
- **BUT** with the Treasurer in the role of a liaison/supervisor to the professional out-sourced bookkeeper.
- So most/all of the work on the Treasurer position description still gets outsourced!

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Contacted 15 Bookkeepers/accounting firms

- All based in Yolo County: Davis, Woodland, West Sac
- Five not taking new clients
- Two others expressed vague interest but never submitted quotes
- Seven have submitted quotes*

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Quotes:

Carbahal & Company (Sue Westwood)	620/mo (est.) plus \$1500/year = 745/mo
Davis CPA (Jennifer Wu)	1,670/mo
Graydon Ford Accounting	725/mo to start, evaluate after 3 mo
Spotlessbookkeeping (Lila Rosier)	75/hr for unknown hours
Ullrich Delevati (Mark Delevati)	1,500/mo

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Issue: Increase to the Budget

C12.05.C The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and **may incur obligations of more than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting.**

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Options:

- Congregational vote to approve budget increases
- Re-budget a portion of the funds for 2nd office position
- Amount originally allocated 13K
- If hiring delayed until August 1 five months of funding (5,417) is needed and 7,583 is released.

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Smaller increase to budget; no congregational vote needed

increase	18,075.00
no 2nd office admin till 8/1	-7,583.00
actual increase	10,492.00

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Increase	10,492.00
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Motion for Council Meeting 4-11-23 (exact wording presented elsewhere)

Approve hiring of a bookkeeper effective May 1 at a rate of no more than 750/month.

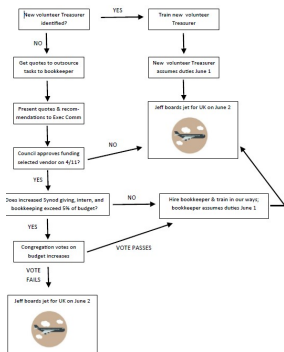
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Deadline

Need to have bookkeeper on the job by May 1 to allow one month overlap with Jeff.

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New Treasurer/Bookkeeper Flow Chart



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Closing Notes

- We will be paying “by the hour” – so keep it simple!
- Future Treasurer’s Reports (monthly and annual) will almost certainly look different – they will be the direct QuickBooks reports and not reworked into the “user-friendly” appearance we are used to.
- Jeff can provide ledger review until we are certain the bookkeeper is handling all duties correctly.

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2023—2024 LCI Council Nomination & Installation Timeline

Tuesday, April 4: Nominating Committee finalizes 2023-2026(5), 2023-2024(2) Slate

Tuesday, April 11: Carol shares Slate with Council

April 12 -- April 19: Carol to work with Lindsey to mail postcard announcing Voting Meeting to all members (to be mailed by 4/20).

Sunday, April 16 & 23: Carol to announce Voting meeting date at worship and include in bulletin announcements

Wednesday, April 19 & 26: Carol to include announcement of Voting meeting in Wednesday email.

Sunday, April 30: Congregation Voting Meeting (Pastor Dan & Carol) C13.02

Sunday, April 30: Council selects their officers (President, Vice President, and Secretary)

Sunday, May 21: Council Installation. (Pastor Dan) C12.02

Other May activities: Be sure to schedule first Executive Committee Meeting to plan June agenda. (Pastor Dan). Currently held on last Tuesday of the month but can change.

June 1: new Council begins responsibilities with officers in place

Tuesday, June 13: first new Council meeting

Social Justice Meeting

3/7/23

Participants: Jill VanZanten, Ellen Kolarik, Marvie Paulson, Vern Holmes (who excused himself from the meeting after completing the book group planning)

1. **Devotion:** Jill
2. **Book Group planning:** Next steps
 - a. Jill to ask Lindsey to keep Rising Out of Hatred blurb in Sunday bulletin March 12 & 19; then take a break.
 - b. Vern to give pulpit announcement March 12
 - c. Jill to give pulpit announcement March 19
 - d. Ellen contact people who said they were interested in book study in their Time & Talents survey
 - e. Jill to contact people who participated in summer Laila Ibrahim book study
3. **Advocacy:**
 - a. **Advocacy in Quarantine (LOPP):** Rather than doing an advocacy event monthly, Marvie will create an advocacy event when the LOPP reaches out with an issue. This will probably be a little less than monthly. Bread of Life is requesting a special offering of letters advocating for the renewal of the Farm Bill which funds SNAP. Marvie intends to lead this event 4/23/23.
4. **Serving the Homeless:** Given our small numbers and the ongoing needs of the Respite Center for items to manage in the cold weather, the group agreed to focus on this area for our service.

Plan:

 - a. Reach out to Lindsey to determine if we can do a regular Respite Center update regarding the most recent requests for special items in the Bulletin, Wednesday 3 Things and/or in the announcement.

- b. Ellen to bring the Respite Center collection bin back to the narthex.

5. **Responses to the Time and Talent Survey:** Ellen shared the table of individuals interested in Social Justice related topics that Vern had shared with her.

Plan:

- a. Jill will reach out to Cincy Okusako and Ellen will reach out to Lori Bodhiprasart regarding possible participation in the Social Justice Committee.
- b. Ellen to reach out to everyone expressing an interest in a book study.
- c. Ellen will send an email to all those interested in Green Faith topics asking if there are specific projects they would like to consider
- d. Ellen to send an email to those interested in Homelessness to determine if they would like to take a more active role in that area
- e. Marvie to reach out to the list interested in Advocacy and the LOPP

6. **Next Meeting:** 4/3/23 at 4 by Zoom