

Lutheran Church of the Incarnation Council Meeting Minutes

March 12, 2024, 7:00 pm

Council Member Roster: Tim Paulson (2026), Vern Holmes (2025), Kathryn Schnaible (2026), Jenny Fortuna (2025), ~~Karl Larson (2024), Bob Kerr (2025)~~, Kenny Doss (2026), Ralph Holderbein (2024), Karen Slabaugh (2024), Pr. Dan Smith, and Rob Williamson

A. Introduction: Tim

B. Opening Prayer & Devotion: Pastor Dan

C. Faith Story: Karen

D. Pastor's Report: Pastor Dan (attached)

E. Approval of February Council meeting minutes: Jenny (attached)

Motion Jenny; Tim 2nd; Vote 9-0-0. Jenny to send to Lindsey to post to the website.

F. President's Report: Tim

- 1) The problem tree in the Applegate playground area has been removed. Unfortunately, the basketball hoop was damaged in the process. The tree company will reimburse for a replacement hoop.
- 2) Ralph Holderbein repaired the illuminated cross on the sanctuary tower.
- 3) John Huegli & Ralph came up with a temporary solution for the roof/window leak on the sanctuary. They will pursue a more permanent solution, but if it doesn't work, then we will hire out the work.

G. Council Action Items:

- 1) Pastor Dan & Tim to create Nominating Committee for three new 3-year-term Council Members to begin June 1.
- 2) Council & Pillar Chair Retreat - To Do List (attached).
Karen Slabaugh to work with Lindsey to create name tags and where to hang them.
Council consensus to bring back the black Friendship Register to record attendance and gather guest contact information.
- 3) Vern Holmes & Rob Williamson to compose a job description for an Office Assistant / WebMaster / Social Media / Communications Chair in preparation for the 2025 Budget.

H. Committee Reports:

- 1) February Financial Report (attached): Motion Tim; Ralph 2nd; VOTE 9-0-0.
- 2) Social Justice Report (verbal): Gaza Peace March (Mar 23); Movie (Apr 12); Book Study (Apr 21)
- 3) Finance Committee (Kathryn Schnaible / Marcia Holmes / Paul Kolarik): To request budget needs / expenses from Pillar Chairs & Committee Chairs by end of April for 2025 Budget preparation.

J. Other Business:

- 1) Reimbursement Request Procedures Envelope & Forms can be found in the Treasurer's Inbox.
- 2) Kathryn to purchase two Luther Rose decals for the sanctuary glass doors.

Next Executive Council Meeting = April 2 at 6pm

Jenny to send out Agenda = April 7

Next Council Meeting = April 9 at 7pm

Pastor's Report to Council

Lutheran Church of the Incarnation

Pastor Dan Smith

March 12, 2024

Action Items:

None

Information Items:

- I have been busy planning for Holy Week and Easter with worship planners from LCI and Davis Lutheran, and it is basically complete. We are hosting our first ever Easter Vigil this year, and special attention has gone into planning and preparing it. It will include the baptism of Finn Larson. As a reminder, here is the schedule:
 - Palm Sunday (Mar. 24): 10:00am worship, screening of "Bonhoeffer" at 11:30am
 - Maundy Thursday (Mar. 28): 12 noon (LCI), 7:00pm (DLC);
 - Good Friday (Mar. 29): Stations of the Cross at DLC (11am-1pm); Tenebrae worship with prayer around the cross at 7pm (LCI)
 - Easter Vigil (Mar. 30): 7pm at LCI.
 - Easter Sunday worship (Mar. 31): 8:30 and 10:00am, with Easter breakfast at 9:00am and Easter Egg Hunt at 9:30am.
- We still need volunteers for Holy Week – talk to Abajh Singh if you can help. Thanks.
- Membership review meetings have completed – thanks to all who helped out calling people from our roster who have not been with us recently in worship. It has made a difference.
- Membership Class has been postponed until the Easter season, likely Wednesday evenings starting in April. We did not have critical mass for Lent (an already busy season), and there are a lot of new faces to potentially include. I look to welcome new members on or about Pentecost Sunday (May 19).
- I am working with Karen Slinkard/Worship & Music on storage behind the altar for items related to altar care (cloths, supplies, etc.).

Specific needs:

- * - identified leadership - new chair - for Property
 - Kevin Grayson? - Tim P. / Pr. Dan
- operationally: budget process - start earlier?
- * - convene a finance committee - all officers responsible
 - Kathryn S. for \$, stewardship, Columbarium, etc.
- * - webmaster / social media - next Council mtg.
- * - increase attendance - worship, programs - Tim / Vern
- * - name tags! - create them? - quilters?
 - Karen Slabaugh / Carol H.
- * - bulletin board - Lindsey & staff
- * - visitor cards / sign-in sheet - Pr. Dan
 - "invite a friend Sunday"?

Goal 1: how? - newspaper - Davis & Woodland

- physical location

- ~~also~~

- job description brochure - Vern & Rob

- infrastructure of data collection - Karl L.

Lutheran Church of the Incarnation

Profit and Loss

February 2024

	TOTAL
Income	
41000 Income	
41100 Offerings	4,252.64
Total 41000 Income	4,252.64
Total Income	\$4,252.64
GROSS PROFIT	\$4,252.64
Expenses	
61000 Worship	
61202 Music Licenses & Worship Supplies	210.00
Total 61000 Worship	210.00
62000 Witness	
62301 Pastor Outreach	36.62
Total 62000 Witness	36.62
64000 Learning	
64500 Sunday School	15.00
64551 Youth - LCI Activities	11.99
Total 64000 Learning	26.99
67000 Administration	
67700 Office Supplies & Equipment	574.22
67704 Bookkeeper	2,558.68
Total 67000 Administration	3,132.90
68000 Property General Maintenance	36.48
68750 General Maintenance & Supplies	0.00
68751 City Services	807.06
68754 Utilities - PG&E	816.16
68755 Utilities - Solar	350.00
68772 Mortgage (est 2015) Interest	1,997.26
Total 68000 Property General Maintenance	4,006.96
70000 Support Staff	
70721 Payroll Taxes	1,043.62
70722 Payroll Service Fees	59.00
Total 70000 Support Staff	1,102.62
71000 Pastors Compensation Package	
71900 Defined Compensation	
71902 Elective Deductions - FSA, Pension	910.28
Total 71900 Defined Compensation	910.28
71904 Benefits- Retirement	910.28
71906 Benefits- Disability	54.62

Lutheran Church of the Incarnation

Profit and Loss

February 2024

	TOTAL
71910 Benefits- Basic Group Life	36.41
Total 71000 Pastors Compensation Package	1,911.59
Total Expenses	\$10,427.68
NET OPERATING INCOME	\$ -6,175.04
Other Expenses	
SUSPENSE	265.65
Total Other Expenses	\$265.65
NET OTHER INCOME	\$ -265.65
NET INCOME	\$ -6,440.69

Lutheran Church of the Incarnation

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1 First Northern Bank	0.00
4 MM - First Northern Bank	69,324.81
8 First Northern Bank - operating	123,840.34
PayPal Account	0.00
Total Bank Accounts	\$193,165.15
Total Current Assets	\$193,165.15
Fixed Assets	
10000 Land	418,822.93
11000 Church Building	319,896.49
12000 Fellowship Hall	1,749,202.30
15000 Personal Property	60,154.11
Total Fixed Assets	\$2,548,075.83
TOTAL ASSETS	\$2,741,240.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,911.59
Total Accounts Payable	\$1,911.59
Other Current Liabilities	
20115 Special Benevolences	20.00
20602 Lutheran Magazine	0.00
20605A Fair Trade Coffee Project	0.00
24000 Payroll Liabilities	0.00
24502A Crossways	0.00
26650 Offering Envelopes	0.00
26652A Food & Faith	0.00
Total Other Current Liabilities	\$20.00
Total Current Liabilities	\$1,931.59
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	466,594.20
20775 Mortgage - Facility Renovation	162.47
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$466,756.67
Total Liabilities	\$468,688.26

Lutheran Church of the Incarnation

Balance Sheet

As of February 29, 2024

	TOTAL
Equity	
20117 Memorial Fund	0.00
20212 Sanctuary A/V project 2022	0.00
20213 Worship/Music Reserve	3,203.44
20214 Flower Fund	170.00
20301 Pastor's Discretionary Fund	3,347.92
20401 Emergency Fund	0.00
20402 Caregivers Fund	0.00
20500 Youth / Day Camp / Mt. Cross	4,276.03
20508 Day Camp Reserve Fund	0.00
20509 Nursery Supplies & Equipment	0.00
20551 Mission Trip Fund	4,213.01
20552 Youth	0.00
20614 Hospitality	1,361.36
20615 50th Anniversary	0.00
20759 Major Maintenance Reserve	78,361.10
20760 Columbarium Fund	38,554.58
20761 Columbarium Niche Purch-Exp	0.00
20771 Facilities Renovation	0.00
20776 Sanctuary Renovation	4,591.65
20777 Property Infrastructure Reserve	0.00
24150 Operating Reserve	0.00
24151 Endowment Fund	30,205.58
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,113,812.31
Net Income	-9,654.26
Total Equity	\$2,272,552.72
TOTAL LIABILITIES AND EQUITY	\$2,741,240.98



Reimbursement Request

Procedures

Getting started

1. Get permission: clear the expense with your committee head or pillar chair: they must sign off on it.
2. Determine what budget category your expense will come from and mark it on the form. See the below list.
3. Fill out the reimbursement request form, and get it signed off by the committee head or pillar chair.
- 4.
5. Make the purchase and gather the receipt. Be sure to save it, because we need that for accounting purposes.
6. Scan the receipt and reimbursement request form and e-mail to loidavis.treasurer@gmail.com, if you are able to do so and want a quick reimbursement.

If you are unable to do so, you may attach the receipt to the reimbursement request form and place it in the designated manila envelope. If you choose this method, you will not receive a reimbursement until the treasurer is able to get to it.

List of budget categories

61200 Worship/Altar Care

61202 Worship Resources

62300 Social Justice Committee

64500 Sunday School

64501 Confirmation Ministry

64505 Membership Classes

64502 Adult Education-Bible Studies

64551 Youth - LCI Activities

66652 Stewardship Development

65603 Congregational Events

67700 Office Supplies and Equipment

67701 Postage

67703 Social Media and Advertising

68000 Property Major Maintenance Fund Request

68750 General Maintenance/Supplies

70710 Substitute Musician

70711 Pulpit Supply/Guests

REIMBURSEMENT REQUEST

Name	Name	Budget Category	Department
Email	Email	Approved by	Approved by
Committee Name or Pillar Chair		Purpose	Purpose

EXPENSES

Signature _____ Date _____