



Council Minutes

April 17, 2023

Attendees: Rev Jeremy Serrano, Greg Buchholz, Sue Hertless, Mike Henry, Renee Reis, Scott Etzel, Anessa Hileman, Tracey Rentner

Meeting Called to Order at 7:03p by Renee Reis

Recognitions: Kathy Reis, Renee Reis, Nancy Judge and Scott Etzel for decorating church for Easter, Mike Henry and Jamie Rodemsky for cleaning up Nave; Scott Etzel and Carmen preparing for Easter Breakfast; Josielynn Fassl for assistance in helping clean up after Easter Brunch; thanks to those who prepped for Holy Week (Vicki Swiglewski, Nancy Judge, Becky and Monica Berg)

Correspondence: None

Growing and Evangelizing Our New Way Forward – Spiritual Gifts Inventory to assess strengths and weaknesses among Council members; Results can be used to guide ministry opportunities; Strengthens relationships with Council members; Council members are to complete Spiritual Gifts Inventory by May meeting; Marks of Discipleship - self assessment to be a part of ongoing discussion over the next 6 months, end goal is to make us more comfortable.

Old Business:

February amended minutes and March minutes to be approved online

New Business:

Committee Action Items:

Evangelism – El Salvador Scholarship Fund – Monies to be returned were sent to El Salvador in January 2023 and used to fund 4 scholarships. Options for reimbursement and alternate ways to get monies to El Salvador are detailed in April Evangelism Report. Due to changes in laws 501(c)(3) church council members need to be fingerprinted. Sue Hertless to complete check request for monies to be wired to El Salvador. Upcoming regional synod conference May 13 session titled 3 Ways A Small Church Can be Effective (Zoom 9-11a) Mike Henry to attend and report at June council meeting.

Fellowship – Council to plan some social events this summer

Property / Long Range Planning – AAA Fire Protection- Cylinder inspection due in October; Janitorial Service- ongoing concerns, review contract regarding scope of duties and allow current janitor to remedy deficiencies; Ongoing conversation regarding Capital v Property expense allocations between Property/Long Range and Finance for future planning; Termite inspection of parsonage; Flagpole renovations include straightening pole and ability to fly multiple flags, proposal to be discussed via email or May meeting.

Stewardship – None

Social Ministry – None

Worship and Music – None

Finance – Transition ongoing between old and new bookkeeper; Expect financial reports by mid year; Minimum wage increase effective to organizations regardless of size which means that the sound tech salary needs to be increased, differential is less than \$300 between old salary and new salary; Motion made to increase sound tech salary retroactive to January 1, 2023 to meet California minimum wage laws, Motion seconded, Discussion- overspend in 2023 to carry revised pay into 2024 budget, Motion passed.

Motion made to adjourn meeting, Motion seconded, motion carried.

Meeting adjourned at 9:37pm by Renee Reis

Respectfully submitted,

Tracey Rentner, Council Secretary



Date: 04/17/23

Team: Property

Name: MIKE HENRY

SPECIAL RECOGNITIONS:

Everyone who helps keep the campus clean by picking up trash and debris.

PAST EVENTS/ ACCOMPLISHMENTS:

Kitchen Hood & Fire Suppression System Servicing Completed by AAA Fire Protection

DISH Equipment Upgrades completed

Flagpole inspection completed and re-rigging work/flag install scheduled for May.

Cleaning tools supplied for Facility Use Groups

T-Mobile Lease Agreement addendum approved for next (4) 5 year periods with standard rate increases per original contract.

UPCOMING EVENTS/GOALS:

*Hydrostatic Test of Cylinders for Kitchen Hood Fire Suppression System \$1,108.87
By October 2023.

*Inspection of Hood & Fire Suppression System

*Paint existing Good Shepherd sign versus replacement considerations

*Parsonage steps/deck replacement

*Parsonage rain gutter repair/replacement

*Parsonage window replacement

*Clean ceiling fans/lights @ FH

*Repair/replace broken exterior light pole circuit

*Replace American Flag @ Flag Pole

*Thermostat replacements – facility wide

*Flood/Spot Light replacement in Sanctuary/Pulpit scheduled for 4/30/23 after service

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

Develop plan for discussion/task assignment/funding ideas/approvals for campus wide alterations or space use expansion for generating cost savings/income
(See initial list submitted by Scott for baseline)

CONCERNS: [Any concerns for the upcoming months]

Janitorial service issues and recommendations for resolve.

Immediate action for termite infestation at Parsonage. Termite company is scheduled to provide estimate on Thursday 4/20. Work needs to be approved and completed well before the next council meeting in May to avoid further damage.

Kitchen remodel delayed due to equipment availability issues. Plumbing Contractor searching for alternates but having difficulty finding replacements with required dimensions.

Payment for AAA Fire Protection services @ \$1,093.54 (See Invoice)

OTHER COMMENTS: [Any other comments]

Re: Weekly Bulletin addition addressing need for more people willing to assist with property concerns / maintenance.

COUNCIL ACTION ITEMS:

Approve payment of \$1,093.54 to AAA Fire Protection noted above

Approve Estimate from AAA Fire Protection Hydro Test Cylinders for \$1,108.87



Date: 4/11/2023

Team: Social Ministry

Name: Scott Etzel

SPECIAL RECOGNITIONS:

Dana Deniston and the FFF volunteers – For ongoing service to the community with Friends Feeding Friends programs distributing food, clothing, and furnishings to those in need.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for March 2023

- Helped provide food for 4,239 people (3921 with groceries, and 318 with hot meals).
- Provided furnishings for 9 households. One household was furnished for a Mom and two young children who had fled a domestic violence situation and were homeless when found by the CORE team. They were expedited into housing for their safety.
- Distributed additional items to pantry clients such as pet food, sanitizing wipes, Easter egg dying kits, clothing, calendars, devotionals, household items, craft kits, grooming supplies, and books.
- For the Concord shelter, provided Ensure, cold drinks, grooming supplies, clothing, and hand sanitizer, in addition to the meals.
- FFF appreciates all donations of food and other items!! With help from the community, we are able to help more of our neighbors in need. Thank you!!!
- Current church financial liabilities designated for FFF in Balance Sheet as of **December 31, 2022** are:
 - \$22,821.13 – FFF Building (fund)
 - \$32,295.35 - Designated Special Purpose (DSP).

Senior Food Program

- GSLC partnered with the Food Bank of Contra Costa and Solano Counties to provide free groceries to seniors age 55 or older on the first and third Thursdays in March (March 2nd and 16th).

American Red Cross Blood Drives

Have confirmed the following dates for American Red Cross Blood Drives at Good Shepherd;

- Thursday, June 8th
- Thursday, October 12th
- Thursday, December 14th

UPCOMING EVENTS/GOALS:

- May 4th: LSS Big Day of Giving (Big DOG) Art Show.
- May 17th: LOPP-CA Lobby Day

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

- FFF food distribution move from Fellowship Hall/kitchen into spare office in Fellowship Hall (2023).

CONCERNS: [Any concerns for the upcoming months]

Date: 4/11/2023

Team: Social Ministry

Name: Scott Etzel

- FFF: Temporary loss of kitchen use by FFF while it is remodeled in 2023. This includes daily food distribution during week as well as cooking for shelter meals once per month on Saturdays.
- FFF: Budget to pay for expenses to remodel office in Fellowship Hall in order to accomodate FFF food distribution.
- FFF: Storage of household goods and furnishings in Luther Hall, and in some rooms on second floor of office building over capacity preventing access in the event of an emergency such as a fire or electrical issue. Note: Significant progress made in clearing access lanes in main room on second floor of office building in Spring of 2022.

OTHER COMMENTS: [Any other comments]

UPDATE: Dana Deniston (FFF) reports that the Food Bank has determined that they will not support a request to distribute fresh produce weekly at GSLC at this time due to an existing weekly distribution at Saint Bonaventure Catholic Church located at 5562 Clayton Road in Concord (3.1 miles from GSLC).

COUNCIL ACTION ITEMS:

- None



Date: 04/17/23

Team: Finance

Name: Anessa Hileman

SPECIAL RECOGNITIONS:

Special thanks to our counters, Sue Hertless and Betty Jacobsen. Much appreciation for our Saint Matthew Lutheran Church colleagues Kathy Frattini, bookkeeper and Brandi Klintworth, CPA volunteer for ensuring we have an accurate beginning balance sheet at 12/31/22.

PAST EVENTS/ ACCOMPLISHMENTS:

- Bookkeeping services/systems transition continued through the month of March. We are very grateful for the partnership and expertise of our Saint Matthew Lutheran Church colleagues.
- Closed 12/31/22 in Shelby (Saint Matthew bookkeeping system)
- Finalized the chart of accounts in Shelby
- Posted January and February 2023 in Shelby
- Payroll processed for GSLC through March, quarterly reports submitted to fed and state

UPCOMING EVENTS/GOALS:

- Generate financial statements for Finance/Council review

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

- Treasurer will provide a financial update to the congregation on a quarterly basis
- Establish the Endowment Fund Committee, responsible for initiating requests for distribution of funds and for investment of funds.

CONCERNS: [Any concerns for the upcoming months]

- Once financial statements are generated, Finance Committee to provide recommendations to Council on the following:
 - Re-visit Pastor's compensation to make up for the shortfall in accordance with the minimum synod guidelines
 - Consider expense to replace current janitorial service with an independent contractor for \$600 per month. Our 2023 budget for janitorial services is \$3,660 + \$600 for supplies.
- Define criteria for capital improvement versus property expenses

OTHER COMMENTS: [Any other comments]

- Once financial statements are generated, we will have a more accurate picture of our financial position.
- It is important for Council (individual committees) to communicate with Finance. We are establishing regular processing procedures for reimbursement requests or vendor checks.

COUNCIL ACTION ITEMS:

- Increase Sound Technician salary due to CA minimum wage increased to \$15.50 per hour, effective 1/1/23. We are currently paying \$13.00 per hour. The annual increase will be \$260 (from \$1352 to \$1612 per year).