



## Council Minutes

April 16, 2024

Attendees – Tracey Rentner, Susan Metzger, Renee Reis, Rev. Jeremy Serrano, Anessa Hileman, Scott Etzel, Mike Henry, Sue Hertless, Greg Buchholz

Excused: Julie Kim

Meeting call to order at 7:02 by Renee Reis

Opening Prayer by Rev. Jeremy Serrano

Recognitions: Sue Hertless – Richard for fixing the posts where the banners are placed at the driveway entrance; Karen Hastings-Flegel for the wonderful baptism and music at the April 13 service. Rev. Jeremy Serrano – Kathy Reis and Nancy Judge for cleaning the church; Kathy Reis, Renee Reis, and Nancy Judge for decorating for Easter.

Correspondence: None

Old Business:

Motion made to accept meeting minutes as corrected. Motion seconded. No discussion. Motion carried.

New Business:

Finance: Checking account is down as compared to last year. Discussion to draw down from investment account to be discussed at May 8 Finance Committee meeting. Discussion regarding pulpit supply procedures, cost, reimbursement. Discussion regarding concerns of operating the budget from a scarcity vs. abundance perspective. These concerns will be revisited at next meeting when the budget for 2025 will be discussed. Evangelism budget discussed as to how it is to be allotted. Reminder that fundraising expenses are to be taken out of profits.

Social Ministry: None

Holding Hands Montessori(HHM) Pre-School: Counsel has been retained to review lease. HHM to take possession of basement area May 1, 2024.

Evangelism – Worship & Music: Motion made to ask Karen Hastings-Flegel to play at services every other month at the same rate at current organist. Motion seconded. Discussion: None. Motion carried. Swedeborg reached out to Good Shepherd for a joint event. Motion made to hold a joint event between Good Shepherd Lutheran Church and Swedeborg Group for fun, food, games, and fellowship. Motion seconded. Discussion: None. Motion carried.

Other: Action Review Items spreadsheet available for council members to review and update. Councilperson of the Day (COD) schedule up in Google Docs. Extra bathroom supplies are stored in the church closet in Fellowship Hall.

Motion made to adjourn meeting. Motion seconded. Discussion: None. Motion carried.

Meeting adjourned at 8:29pm

Reports Attached: Social Ministry Report, Property Report, February Profit Loss Statement & Balance Sheet

Respectfully submitted,  
Tracey Rentner  
Council Secretary





**Date: 4/10/2024**

**Team: Social Ministry**

**Name: Scott Etzel**

## **SOCIAL MINISTRY REPORT (March 2024)**

### **SPECIAL RECOGNITIONS:**

Dana Deniston for her efforts to shepherd "Jose" to a better life.

### **PAST EVENTS/ ACCOMPLISHMENTS:**

#### **Friends Feeding Friends (FFF) summary for March 2024 (provided by Dana Deniston)**

With our church kitchen renovations beginning in March, FFF started distributing groceries through our church office. We are doing our best to still provide most of the food that we did previously. This month, we helped a total of 4,241 people with food.

Instead of cooking for the shelter this month, we provided Costco pizzas which was a huge treat for the clients. We likely won't be able to cook again until the kitchen is completed since we have to adhere to strict food safety standards.

For furnishings, we helped supply items for 4 households. One of the households was for a single Mom with a 5 month old baby. This case was special and we were able to provide furniture, kitchen supplies, lamps, linens, and baby gear. The young mother was very grateful for everything because she had nothing when she transitioned to housing.

We thank everyone for your continued support, especially our fantastic volunteers who work so hard to help feed our needy neighbors in our community. It takes a village!

- Current church financial liabilities designated for FFF in Balance Sheet are:
  - \$20,821.13 – FFF Building Fund (as of January 31, 2024)
  - \$35,194.30 – FFF Fund (as of February 29, 2024)
  - \$4,203.70 - FFF Debit Card (8614) balance (as of February 29, 2024)

#### **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 (7th and 21st).

#### **Holding Hands Montessori Preschool Project**

- Selected C&H Plumbing to install new water heater in the Sanctuary building. Same contractor who is doing kitchen remodel project. Waiting for them to start work on water heater installation.
- Sent list of lease review comments and questions to preschool principals. Waiting for revised lease.
- Selected legal counsel with experience and specialization in leases, and Renee Reis (as church council president) signed letter of engagement for assistance with preschool lease.
- Moved furnishings and materials out of hallway in church sanctuary basement to prepare for preschool. Moved piano from choir practice room into robing room to prepare for preschool.

#### **American Red Cross Blood Drives**

**Date: 4/10/2024**

**Team: Social Ministry**

**Name: Scott Etzel**

Dates for American Red Cross Blood Drives at Good Shepherd in 2024 are planned as follows;

- Thursday, June 13<sup>th</sup>
- Thursday, August 22<sup>nd</sup>
- Thursday, October 10<sup>th</sup>
- Thursday, December 12<sup>th</sup>

**Diablo Valley Literacy Council (DVLC)**

- DVLC has plans to conduct Spring training follow-up & certification on Saturday, April 13<sup>th</sup> at Good Shepherd.

**UPCOMING EVENTS/GOALS:**

- Finalize lease with preschool.
- Install new water heater in Sanctuary building.
- Begin work on improvements to Sanctuary basement necessary for preschool.
- Lutheran Lobby Day (Wednesday, May 15<sup>th</sup>) in Sacramento. [More info.](#)

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

- Preschool moved in and classes start August 1st 2024.

**CONCERNS:** [Any concerns for the upcoming months]

- Address fire department fire and life safety code issues in Sanctuary basement.
- FFF: Temporary loss of kitchen use by FFF while it is remodeled in early 2024. This includes daily food distribution during week (if not moved by then) as well as cooking for shelter meals once per month on Saturdays.
- 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 was made in clearing access lanes in the main room on second floor of office building in Spring of 2022.

**OTHER COMMENTS:** [Any other comments]

- None

**COUNCIL ACTION ITEMS:**

- Possible vote to approve lease for preschool if ready by council meeting date/time.



**Date: 04/16/24**

**Team: PROPERTY**

**Name: MIKE HENRY**

### **SPECIAL RECOGNITIONS:**

Everyone who takes care of the numerous pesky property issues that, while not major items, important nonetheless to ensure the safety and appearance of the Church campus. A number of congregation members, council members and Pastor are constant contributors to this task and the Property Committee appreciates your efforts.

### **PAST EVENTS/ ACCOMPLISHMENTS:**

### **UPCOMING EVENTS/GOALS:**

Kitchen Remodel stalled by sewer permit requirement (unforeseen condition required before inspection of plumbing and subsequent concrete/flooring install). This has been resolved and the project will move forward at this time.

C&H Plumbing has been given notice to proceed with the installation of a new Hot Water Heater for the Sanctuary. C&H Plumbing had the lowest of (4) Bids received by Scott. This will be the most cost-effective way to provide the hot water needed in the Pre-School space.

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

Updated info from last report ANTICIPATE KITCHEN COMPLETION NO LATER THAN 5/30/24

**CONCERNS:** [Any concerns for the upcoming months]

PG&E bill(s) showing increase to electrical use @Fellowship Hall/ Classrooms was determined by Property Committee to be the result of Use-Group activities. A concern was presented to Property Committee that the findings are not the result of the Use-Groups however, so an application has been submitted to PG&E to evaluate the Electrical Meter servicing the Hall and CR's for possible defects and/or recordings. Property is working on this and will share PG&E's response as soon as possible.

The unhoused person frequenting the campus and donating his time and effort by painting and providing minor site repairs is appreciated yet concerning E.g.

- Liability (possible injury during his donated activities)

- Traffic / Parking / Pedestrian control during painting of parking lot, curbs, walkways etc.
- Unplanned/non-approved upgrades to site or building (E.g. painting of the lower exterior sanctuary doors)
- Empty/1/2 used paint containers and tools left in planter areas @ lower Sanctuary.
- Material origin used to provide donated services?

**OTHER COMMENTS:** [Any other comments]

**COUNCIL ACTION ITEMS:**

**Budgeted Financial Statement for Period 2 - February**

**GSLC Income Statement**

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
<b>REVENUE</b>					
5 Contributions-Cash/Check/	\$7,677.09	\$9,000.00	\$14,582.08	\$18,000.00	\$115,000.00
<b>CONTRIBUTIONS</b>	<b>\$7,677.09</b>	<b>\$9,000.00</b>	<b>\$14,582.08</b>	<b>\$18,000.00</b>	<b>\$115,000.00</b>
15 Cell Tower Rental Income	\$10,009.76	\$6,413.00	\$18,322.74	\$12,826.00	\$76,955.00
16 Facilities use income	\$461.00	\$667.00	\$1,266.03	\$1,334.00	\$8,000.00
20 Interest/Dividend income	\$0.00	\$2,083.00	\$0.00	\$4,166.00	\$25,000.00
<b>OTHER INCOME</b>	<b>\$10,470.76</b>	<b>\$9,163.00</b>	<b>\$19,588.77</b>	<b>\$18,326.00</b>	<b>\$109,955.00</b>
<b>TOTAL REVENUE</b>	<b>\$18,147.85</b>	<b>\$18,163.00</b>	<b>\$34,170.85</b>	<b>\$36,326.00</b>	<b>\$224,955.00</b>
<b>EXPENSES</b>					
23 Licenses & Taxes	\$290.00	\$67.00	\$754.00	\$134.00	\$800.00
25 Altar Guild	\$0.00	\$17.00	\$0.00	\$34.00	\$200.00
26 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$62.00	\$375.00
27 Supplies	\$0.00	\$75.00	\$0.00	\$150.00	\$900.00
<b>WORSHIP</b>	<b>\$290.00</b>	<b>\$190.00</b>	<b>\$754.00</b>	<b>\$380.00</b>	<b>\$2,275.00</b>
<b>PERSONNEL EXPENSES</b>					
30 Salaries & Wages	\$7,076.50	\$6,826.00	\$13,692.50	\$13,652.00	\$81,918.00
31 Payroll Taxes	\$122.91	\$104.00	\$226.69	\$208.00	\$1,245.00
33 Employer Retirement Cont	\$1,553.17	\$767.00	\$1,553.17	\$1,534.00	\$9,200.00
38 Housing Allowance	\$250.00	\$250.00	\$500.00	\$500.00	\$3,000.00
39 Pastor Social Security Off	\$416.66	\$417.00	\$833.40	\$834.00	\$5,000.00
40 Supply Pastor	\$0.00	\$146.00	\$0.00	\$292.00	\$1,750.00
<b>Compensation</b>	<b>\$9,419.24</b>	<b>\$8,510.00</b>	<b>\$16,805.76</b>	<b>\$17,020.00</b>	<b>\$102,113.00</b>
42 Insurance	\$155.32	\$125.00	\$155.32	\$250.00	\$1,500.00
43 Workers Comp Insurance	\$0.00	\$75.00	\$0.00	\$150.00	\$895.00
44 Employer Provided Housi	\$833.32	\$417.00	\$833.32	\$834.00	\$5,000.00
<b>Benefits &amp; Insurance</b>	<b>\$988.64</b>	<b>\$617.00</b>	<b>\$988.64</b>	<b>\$1,234.00</b>	<b>\$7,395.00</b>
45 Literature and Study Mater	\$0.00	\$17.00	\$0.00	\$34.00	\$200.00
49 Continuing Education	\$1,000.00	\$83.00	\$1,000.00	\$166.00	\$1,000.00
50 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$34.00	\$200.00
51 Auto Expense Reimbursen	\$0.00	\$25.00	\$0.00	\$50.00	\$300.00
<b>TOTAL PERSONNEL EXI</b>	<b>\$11,407.88</b>	<b>\$9,269.00</b>	<b>\$18,794.40</b>	<b>\$18,538.00</b>	<b>\$111,208.00</b>
<b>CONGREGATION</b>					
54 Education, Seminar & Con	\$0.00	\$83.00	\$0.00	\$166.00	\$1,000.00
56 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$300.00	\$1,800.00
<b>TOTAL CONGREGATIO</b>	<b>\$0.00</b>	<b>\$233.00</b>	<b>\$0.00</b>	<b>\$466.00</b>	<b>\$2,800.00</b>

**Budgeted Financial Statement for Period 2 - February**

**GSLC Income Statement**

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
<b>ADMINISTRATION</b>					
60 Maintenance & Repairs	\$453.05	\$308.00	\$758.66	\$616.00	\$3,700.00
61 Outside Services	\$160.00	\$0.00	\$160.00	\$0.00	\$0.00
62 Bookkeeping Services	\$900.00	\$900.00	\$1,800.00	\$1,800.00	\$10,800.00
63 Organist	\$0.00	\$250.00	\$250.00	\$500.00	\$3,000.00
64 Postage and Shipping	\$0.00	\$6.00	\$0.00	\$12.00	\$75.00
65 Supplies	\$215.55	\$42.00	\$526.00	\$84.00	\$500.00
67 Evangelism	\$0.00	\$167.00	\$0.00	\$334.00	\$2,000.00
68 Technology	\$85.00	\$167.00	\$170.00	\$334.00	\$2,000.00
69 Banking Activities	\$14.55	\$15.00	\$35.15	\$30.00	\$175.00
<b>TOTAL ADMINISTRATION</b>	<b>\$1,828.15</b>	<b>\$1,855.00</b>	<b>\$3,699.81</b>	<b>\$3,710.00</b>	<b>\$22,250.00</b>
<b>PLANT OCCUPANCY</b>					
71 Insurance	\$0.00	\$0.00	\$10,276.04	\$9,190.00	\$9,190.00
72 Licenses & Taxes	\$0.00	\$542.00	\$0.00	\$1,084.00	\$6,500.00
75 Gardening	\$545.00	\$545.00	\$1,090.00	\$1,090.00	\$6,540.00
76 Janitorial	\$330.00	\$330.00	\$660.00	\$660.00	\$3,960.00
77 Supplies	\$27.67	\$58.00	\$125.57	\$116.00	\$700.00
78 Property Committee	\$912.23	\$699.00	\$1,336.84	\$1,397.00	\$8,382.00
82 Utilities-Fire Alarm	\$0.00	\$30.00	\$60.00	\$60.00	\$360.00
83 Utilities-Gas & Electric	\$2,894.47	\$2,916.67	\$5,729.37	\$5,833.30	\$35,000.00
84 Utilities-Telephone&Intern	\$149.40	\$149.17	\$298.80	\$298.30	\$1,790.00
85 Utilities-Garbage	\$679.30	\$641.67	\$1,320.20	\$1,283.30	\$7,700.00
86 Utilities-Water	\$0.00	\$525.00	\$1,077.86	\$1,050.00	\$6,300.00
<b>Utilities</b>	<b>\$3,723.17</b>	<b>\$4,262.51</b>	<b>\$8,486.23</b>	<b>\$8,524.90</b>	<b>\$51,150.00</b>
<b>TOTAL PLANT OCCUPANCY</b>	<b>\$5,538.07</b>	<b>\$6,436.51</b>	<b>\$21,974.68</b>	<b>\$22,061.90</b>	<b>\$86,422.00</b>
<b>PLANT, OCCUPANCY &amp; UTILITIES</b>	<b>\$7,366.22</b>	<b>\$8,291.51</b>	<b>\$25,674.49</b>	<b>\$25,771.90</b>	<b>\$108,672.00</b>
<b>TOTAL EXPENSES</b>	<b>\$19,064.10</b>	<b>\$17,983.51</b>	<b>\$45,222.89</b>	<b>\$45,155.90</b>	<b>\$224,955.00</b>
<b>REVENUES OVER (UNDER)</b>	<b>(\$916.25)</b>	<b>\$179.49</b>	<b>(\$11,052.04)</b>	<b>(\$8,829.90)</b>	<b>\$0.00</b>
108 Community Christmas Dinner	\$0.00	\$0.00	\$3.20	\$0.00	\$0.00
109 Fellowship Committee	\$639.00	\$0.00	\$718.00	\$0.00	\$0.00
110 El Salvador School Scholarship	\$782.00	\$0.00	\$1,557.00	\$0.00	\$0.00
114 Resurrection Church, El Salvador	\$248.67	\$0.00	\$670.10	\$0.00	\$0.00
118 Friend Feeding Friends	\$1,483.00	\$0.00	\$4,629.00	\$0.00	\$0.00
123 Capital Improvements	\$260.00	\$0.00	\$477.00	\$0.00	\$0.00
124 Youth	\$3,342.87	\$0.00	\$3,792.87	\$0.00	\$0.00
<b>Restricted Contributions</b>	<b>\$6,755.54</b>	<b>\$0.00</b>	<b>\$11,847.17</b>	<b>\$0.00</b>	<b>\$0.00</b>
128 El Salvador Scholarships	\$0.00	\$0.00	(\$15,045.00)	\$0.00	\$0.00
130 Friend Feeding Friends	(\$2,429.51)	\$0.00	(\$5,379.15)	\$0.00	\$0.00
136 Flowers	\$0.00	\$0.00	(\$172.09)	\$0.00	\$0.00
137 Fellowship Committee	(\$31.34)	\$0.00	(\$98.34)	\$0.00	\$0.00
141 Youth	(\$5,490.32)	\$0.00	(\$8,156.88)	\$0.00	\$0.00
<b>Restricted Expenses</b>	<b>(\$7,951.17)</b>	<b>\$0.00</b>	<b>(\$28,851.46)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RESTRICTED ACCOUNTS</b>	<b>(\$1,195.63)</b>	<b>\$0.00</b>	<b>(\$17,004.29)</b>	<b>\$0.00</b>	<b>\$0.00</b>
148 Unrealized Gains/Losses	\$13,553.54	\$0.00	\$15,100.72	\$0.00	\$0.00
<b>NET INCOME</b>	<b>\$11,441.66</b>	<b>\$179.49</b>	<b>(\$12,955.61)</b>	<b>(\$8,829.90)</b>	<b>\$0.00</b>



**Statement of Financial Position for Period 2 - February**  
**Company#: 2 Name: Good Shepherd Lutheran Church**  
**Fiscal Year Beginning 1/1/2024**

<u>Account</u>	<u>2/29/24</u>
Bank of America Checking (0287)	\$54,327.28
Bank of America Debit Card (8614)	<u>\$4,203.70</u>
<b>CASH</b>	\$58,530.98
Vanguard STAR Fund (0056)	\$155,357.43
Vanguard Wellington Fund (0521)	\$163,512.90
Valuation Adjustment (0056/0521)	<u>\$19,542.24</u>
<b>SECURITIES</b>	\$338,412.57
Vanguard Endowment MMF (2222)	\$38,069.49
Vanguard Endowment Well (2222)	\$57,373.83
Valuation Adjustment (2222)	<u>\$39,950.74</u>
<b>ENDOWMENT SECURITIES</b>	\$135,394.06
Deposits	<u>(\$11.00)</u>
<b>CURRENT ASSETS</b>	\$532,326.61
<b>TOTAL ASSETS</b>	<u>\$532,326.61</u>
Bank of America Visa (9201)	\$1,840.67
FICA (SS) Taxes Withheld	(\$0.02)
Medicare Taxes Withheld	\$0.05
Capital Expenditure Reserve	\$14,895.00
Deposits received	<u>\$1,357.00</u>
<b>CURRENT LIABILITIES</b>	\$18,092.70
<b>TOTAL LIABILITIES</b>	<u>\$18,092.70</u>
Capital Improve. & Maint. Fund	\$5,078.54
FFF Building Fund	\$28,312.83
Flowers Fund	\$147.70
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$3,658.58
Youth Fund	\$23,331.34
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$2,843.29
Resurrection Church Fund	\$6,397.78
Winter Nights Fund	\$768.89
Community Christmas Dinner Fund	\$0.00
Friends Feeding Friends Fund	\$35,194.30
Ebenezer Fund	<u>\$548.02</u>
<b>TEMPORARILY RESTRICTED</b>	\$117,961.06
General Fund Equity	<u>\$396,272.85</u>
<b>UNRESTRICTED</b>	<u>\$396,272.85</u>
<b>NET ASSETS</b>	<u>\$514,233.91</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$532,326.61</u>