

Tree of Life Church Council Minutes
Monday, November 16, 2020 6:30PM ZOOM Meeting

Members present: President Jack Zimmer, Vice-President Kevin Solberg, Treasurer Jim Lemaux, Financial Secretary Heidi Beckham, Secretary Susie Rust, Russell Bliese, Tom Gros, Larry Klotz, Peggy Little, Richard Schaper, Julie Timmins, Pastor Chris (joined later)

Visitors: Office Manager Jill Waldrop, Sandy McCarthy, Pat Rowe

A. President Zimmer called the meeting to order at 6:37 PM and opened with prayer.

B. Consent agenda

I. **Motion:** Adoption of agenda *.

II. **Motion:** Approval of minutes (October 19, 2020)

MOTION: Lemaux moved to accept the Consent Agenda; Timmins seconded. All were in favor and the **motion passed**.

C. Financial reports

I. Monthly Statements (October,2020)

Lemaux reported good revenue for October and no major issues with expenses, which were about \$6000 under budget for the month. Lemaux and Zimmer gave kudos to Waldrop for monitoring and paying bills in a timely manner.

Schaper reported that the most recent checkup on the AC was generally good, with the recommendation of replacing the coils for AC in the music room. Luxury Air did not charge for the diagnostic. Along with a recent additional donation for \$3000 towards the AC, we have the funds to do it.

MOTION: Schaper recommended that we replace the coils for AC in the music room, to be expensed out this 2020 calendar year. Solberg so moved and Lemaux seconded the motion. All were in favor and the **motion passed**.

Reports on the Dedicated Funds and Balance sheet were good.

II. Stimulus Package PPP Update on Grant

Lemaux reported that the appropriate loan forgiveness form for the \$39,700 has been submitted. By end of the year we should have reconciliation between the PPP Grant and regular accounting in our financial reports.

MOTION: Russ Bliese moved to accept the Treasurer's report; Klotz seconded. All were in favor and the **motion passed**.

III. 2019 Audit Update

Timmins updated the 2019 Audit report, with generally positive reviews overall. Timmins met with Zimmer and Lemaux to discuss any areas needing improvement. Lemaux added that he, Little, and Waldrop meet every Monday and approve bills to be paid.

Waldrop is in the process of drawing up a routine expense list, so that she herself will have tacit approval to pay those bills. Also, she will get her own TOL credit card so that

some of the bills can be paid electronically rather than by check (requiring authorized check signers). Zimmer reviewed the Audit for Treasurer's duties and practices as well as TOL Finance Policies. Lemaux will follow up with the policies as presented in our manual. It was advised that an audit should be more often than just once a year. Zimmer extended appreciation to Timmins for her good job.

MOTION: Little moved to accept and therefore approve the 2019 Audit as presented in original and follow-up document; Solberg seconded. All were in favor and the **motion passed**.

IV Budget 2021

Little reviewed the projected 2021 budget emailed to the Council. As the pandemic complicated 2020 financially as well as in other ways, revenue and expenses projected for 2021 were difficult to assess with confidence. Zimmer acknowledged that in the wake of uncertainty, we should still make assumptions on which to base the numbers. Discussion followed. Lemaux said that Lutherhill was going to have summer camp in 2021 and plans are already underway, which will be reflected in the Youth budget. For the possibility of either or both positions of Vicar and Youth Director, beginning in Summer/September, 2021, Council would like to have a line item for each at \$12,000. Continuing, Council reviewed and edited other line items. Little will send out a revised 2021 Budget proposal for further review.

Lemaux and Beckham updated the 2020 Stewardship Campaign results.

ACTION: Those who have not yet pledged will be contacted by phone.

D. Old Business

I. Covid Task Force Update

Solberg reported that Sunday services are open for in person worship, but are still requesting that attendees make reservations. Solberg gave kudos to the Sunday morning team for following Task Force guidelines that seem to be working well and keeping folks safe. The committee will meet Wednesday and are gathering volunteers to handle the 4 Christmas Eve services.

II. Nomination Committee Report:

Zimmer reported that Sandy McCarthy and Pat Rowe have agreed to their nominations to serve on the Council and voted on at the January 2021 congregational meeting. Klotz and Rust will complete their terms this year. Bliese will assume the position of Council secretary in January 2021.

III. Memorial Walk/prayer path update will be tabled until next month.

E. New Business.

I. Council calls feedback

Council members gave feedback on their congregational calls, some of which was forwarded on to Pastor Chris and/or President Zimmer as needed. Many of the congregation appreciated the personal outreach. Some had address/phone updates

and some had issues they wanted addressed. Zimmer suggested connecting with the congregation by phone might be helpful at least once a year.

II. Dedicated Funds for Bunny Stoutes

Lemaux suggested setting up a Dedicated Scholarship Fund for Bunny Stoutes, our Youth and Family Ministry Director, who is currently a student at Wartburg Seminary. The Fund should have a set time and purpose and if the monies are not spent, should revert to an Internship Fund. There is no money remaining in the Melissa Dockery Scholarship fund.

Pastor Chris reported that, according to Pat Voelz, there were no restrictions on the monetary donation from Jim Voelz. Council agreed that Jim Voelz was always supportive of educating pastors-to-be and helping Bunny would be a good way to honor his memory.

MOTION: Lemaux moved that TOL set up a Dedicated Scholarship Fund, with \$5000 from Jim Voelz's donation as seed money, for Bunny Stoutes. Beckham seconded. All were in favor and the **motion passed**. Personal donations from the congregation can be added and a check presented to her on Christmas Eve.

F. Zimmer adjourned the meeting at 9:05PM and closed by leading Lord's Prayer.

Respectfully submitted,

Susie Rust
Council Secretary

NOTES: **2020:** Jack Zimmer President (second 2 yr. term), Kevin Solberg VP, Jim Voelz, Treasurer (Peggy Little appt. to fill 2020 Council term), Susie Rust, Secretary, Heidi Beckham, Financial Secretary, Larry Klotz, George Timmons, Richard Schaper; and elected for 3yr. term in 2020: Jim Lemaux, David Fischer (Russ Bliese appt to fill term), Tom Gros. **2018:** Jack Zimmer. President 2yr. term, Jim Voelz (Treasurer), Linda Baumgartner (Sec 2018), Kirk Helberg, George Timmons, Heidi Beckham (Financial Secretary); elected for 3 yr. terms: Susie Rust (Secretary 2019), Richard Schaper, Kevin Solberg, Larry Klotz (VP). **2017:** Jim Voelz (Trea), Linda Baumgartner (Sec.), Kirk Helberg, George Timmins, Jack Zimmer (3Yr. terms) **2015** - Heidi Beckham, Elected 2014 - Jim Voelz. (2nd term),