

Trinity Lutheran Church Council Meeting ~ Tuesday, January 9, 2024
(Approved by the Church Council on March 12, 2024)

1. 7:08 PM Call to Order/Welcome – Chris Hoelter

2. 7:09 PM Opening Prayer – Pastor Ek Yah

3. 7:11 PM Attendance: Amity Cunningham, Ruth Gray, Chris Hoelter, PR Mark Hoelter, PR Ruberto Ek Yah, Elaine Von Wald, Jim Riedl, Chuck Kunert, Suzanne Frank, Marsha Wolfe Via Zoom. Absent: Edgar Burgos, Excused.

Approval of November 14, 2023, Meeting Minutes Motion by Chuck Kunert, 2nd by Chris Hoelter. - Approved

4. 7:15 PM Board/Officer Roundtable:

i. Board of Education Report – TLCS & TELC (Suzanne Frank/Marsha Wolfe) – See report below.

ii. Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)- See report below.

iii. Board of Finance and Properties Report (Chuck Kunert/Ruth Gray) - See report below. + In the future Dips in the parking lot will need to be repaired, asphalt cracks repaired, Skylights in entry to gym are leaking and setting off the smoke alarm, PFD came. #19 on list, we lost the contractor so will need to find a new one. Parking lot light over the playground is out, will need someone to come out to change that as we do not have the capabilities.

iv. Pastor’s Report (Pastor Ruberto Ek Yah) – 5 Posada’s done, home visits being provided to Don Nordling, Gene Twiss. Translation is ongoing for the Mayan book. Spouse Retreat coming for Pastors Wives is coming up and Colleen would like to attend. Kaleidoscope funds can be used. Possible schedule change for PR Ruberto due to some job changes.

v. Treasurers Report (Elaine Von Wald) - See report below.

vi. President’s Report (Chris Hoelter) – See report below.

5. 8:15 PM Board Action Items-None

6. 9:00 PM Announcements

i. Advance the Potential – Friday, January 26th

ii. Winter Congregation Meeting – February 25th, 10 am service only that day

iii. Next Council Meeting – March 12th

7. 9:08 PM Closing Prayer – Chris Hoelter

8. 9:09 Adjournment

Respectfully Submitted,
Amity Cunningham



Trinity Lutheran Church Council Meeting
Tuesday, January 9, 2024

“Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all.”

1. **7:00 PM Call to Order/Welcome** – Chris Hoelter
 2. **7:02 PM Opening Prayer** – Pastor Ek Yah
 3. **7:10 PM Attendance and Approval of November 14, 2023 Meeting Minutes.**
 4. **7:15 PM Board/Officer Roundtable:**
 - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe)
 - ii. **Board of Ministry and Outreach Report** (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)
 - iii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray)
 - iv. **Pastor’s Report** (Pastor Ruberto Ek Yah)
 - v. **Treasurers Report** (Elaine Von Wald)
 - vi. **President’s Report** (Chris Hoelter)
 5. **8:15 PM Board Action Items**
 1. **TBD**
 6. **8:30 PM Announcements**
 - i. **Advance the Potential – Friday, January 26th**
 - ii. **Winter Congregation Meeting – February 25th?**
 - iii. **Next Council Meeting – January 9th**
 7. **8:45 PM Closing Prayer** – Chris Hoelter
 8. **Adjournment**
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Trinity Lutheran Church Council Meeting ~ Tuesday, November 14, 2023

7:13 PM Call to Order/Welcome – Chris Hoelter

7:14 PM Pastor Ek Yah opened the meeting with a word of Prayer.

7:17 pm In Attendance: Chris Hoelter, Ruth Gray, Suzanne Frank, Chuck Kunert, Pastor Ek Yah, Edgar Burgos, Pastor Mark Hoelter, Jim Riedl, Elaine Von Wald, and Marsha Wolf (on phone)
Excused absence: Amity Cunningham. The minutes from the September 12, 2023 Council meeting were reviewed and spelling corrections made. A motion to approve the revised minutes was made by Mark Hoelter and second by Elaine Von Wald. Motion Approved.

Board/Officer Roundtable:

7:18 PM Board of Education Report – TLCS & TELC (Suzanne Frank/Marsha Wolfe)

The Principal's report was presented. Marsha reported that she continues to give tours to prospective families and a new student started on the 6th. Teachers are receiving training on a utility to help monitor student activity on the Chromebooks. Parent/Teacher conferences took place last week and attendance was almost 100%. Marsha will have a sub for two days this week in order to spend time with family in central Oregon. Art teacher Krista Moore will be installed at the 8:30 service on Sunday, December 3rd.

Suzanne presented the TELC Report. The TELC board met earlier today. The early learning center currently has 91 students enrolled. Month to month finances are improving. The TELC Parent handbook has been approved. There is no news on any new grants available. The TELC board feels that the early learning center could benefit from publicity and marketing to increase awareness of the program. The council asked Pres. Chris Hoelter to form a task force that is comprised of TLC, TELC, and Outreach board members to review and recommend ways to increase marketing of the church, school, and early learning center.

The council discussed additional outreach opportunities to help better connect TLC and TELC families with Trinity Church. Sharing updates and details about services and Sunday school. Including all families on invites to church events, meals, and special services.

It was also reported that the Board of Education last met on November 2nd and is continuing to update the BOE policy manual.

7:40 PM Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)

Jim Reidl reported on the board update. Sunday school has restarted and are working with the kids that come each Sunday. The kids will have a small part in a special Christmas program in December. Friday night Bible study and Basketball continues. The board was able to acquire some new bibles that were given to several of the kids. Thanksgiving, Christmas, and Advent services have been scheduled and published. The food pantry has been closed due to no one available to distribute the food, cause some of the food to go past their expiration date. The non-expired food was given to the Sunshine division. Starting with the first Sunday of Advent, the Chalice will again be offered during communion.

7:55pm Board of Finance and Properties Report (Chuck Kunert/Ruth Gray)

Chuck Kunert shared the update from the board. There were 3 action items that the council was asked to review and approve.

- A. Proposal for grant application for enhanced security. Trinity was approached by ADM and Associates as a partner that could help Trinity acquire a federal grant that would be used to make security improvements. There are many areas that need improvements; door security sensors, cameras, electronic gates, and stronger exterior doors. The maximum grant amount is \$150,000. ADM would partner with Trinity to assist with the initial grant writing and provide grant administration, the application process would cost Trinity \$3,000 and the administration of the grant would cost 5% of the grant amount.
Chuck Kunert made the motion to authorize the Board of Finance and Properties to engage with ADM and Associates for the purpose of applying for the federal enhanced security grant. Second by Jim Riedl. Motion Approved.
- B. A proposed list of Properties projects was presented to the church council. One of the items is to replace the aging carpet in the basement classrooms. **Chuck Kunert made a motion to approve \$35,000 be added to the 2024-35 budget for the purpose of replacing the carpet in the basement classrooms and hallway. Second by Elaine Von Wald. Motion Approved**
- C. Five new Finance and Properties Board policies were present to the council covering cash shortage procedures, contributions of marketable securities, non-monetary donation approvals, Trinity calendar and website updates, and non-budgeted

expenditure approval. **Chuck Kunert made a motion to approve the new Finance and Properties board polices. Second by Suzanne Frank. Motion approved.**

8:22PM Treasurers Report (Elaine Von Wald)

Elaine Von Wald read the Treasurer’s report from the agenda and discussed the items in the included budget statements. Several details were reviewed related to the status of the endowment fund. A more detailed report on the current status of the endowment fund will be requested of Dan Lorenz for a future council meeting.

The council discussed available options for other funding sources. The advanced the potential event will return in January 2024 and will benefit the scholarship fund. Some churches have capital campaigns ever 10 years in order to raise the funds needed for ministry growth. It has been over 10 years since Trinity’s last capital campaign.

8:59 PM Announcements Next Council Meeting – January 9th

9:00 PM Closing Prayer – Chris Hoelter

Respectfully Submitted,
Chris Hoelter

**Trinity Lutheran Christian School Board Report
Church Council, Tuesday, January 9, 2024**

1. Principal’s Report:

Enrollment

41		Reenrolled fully registered
<i>11</i>		<i>New fully registered</i>
52	sub total	
19		Praying For
70	Total	

Principal’s Progress:

- New 8th gade student to begin in January
- Parents are moving back from California. Mom is a Trinity graduate
- I met with the parents of 2 prospective students, 4th grade and 6th grade for this next fall.

- I have already toured two other families with a total of 6 students for this next fall. Both families are waiting for the enrollment to open in the Spring.
- **School Character Trait Focus for January: Generosity**
- **24-25 notes/thots for the calendar**
 - Start Aug 28th - Wed as usual
 - Thanksgiving is the 28th
 - Christmas Program - Tuesday - Dec 17th
 - last day before break - Wed Dec 18th?
 - Back to school Thursday Jan 2nd 2025
 - Spring Break March 24 - March 28th
 - School can end Jane 11th...Graduation Tuesday the 10th or as late as the 13th....
- **Upcoming events:**
 - Sprit Assembly January 19
 - National Lutheran Schools Week: January 21-25
 - Kickoff Sunday January 21 I will be doing a children's devotion
 - During this week we are having: Wednesday, Grandparents Day, TELC will be singing at this chapel. Ruth will have TLCS music planned. The Scholastic Book Fair will also be held this week.
 - Teacher planning day/Advance the Potential Jan. 26 Teachers need to plan to attend this event
 - Winter MAPTesting February 5-8
 - L.E.S.T Leave Wednesday February 14 Return February 17
 - Teachers are prepping students Every Friday for 1&½ hours.
 - Sing at Blazer Game February Feb 8
- **Curriculum**
 - We will not be purchasing new religion curriculum later: 27/28
 - Stay with "One in Christ" 4 more years.
 - Total cost that would cover the next 3 school years \$4500 and purchase new curriculum in the 27/28 school year?

2. TELC Report:

Here is info from October 2022 TELC Board meeting concerning tuition and salary increases:

... a spreadsheet was shared that included TELC current tuition and salaries with three similar daycare centers and a proposed scale was presented that would put TELC in a comparable market since both our tuition and salaries were lower than these competitors.

.... discussion followed with these thoughts:

- last tuition increase was 4/2022

- can our families afford such an increase
- our teachers need a competitive salary to keep up with inflation
- current salaries does not attract new hires
- parent Board rep voiced appreciation of the quality of staff and program TELC currently offers so tuition increase would be worth it
- is it reasonable to expect tuition alone to carry our entire budget
- are grants available now that COVID monies are becoming less
- how will Preschool For All affect our 3 and 4 year old classes
- other centers offer medical and other benefits that we do not

At that time we were having difficulty getting teachers because of our salaries and lack of benefits so we could not increase our enrollment. Also the financial reports that we were given at that time showed that we had a substantial amount in our Child Care Grant that was helping us meet our monthly budget expenses. We knew that wouldn't last so in a great leap of faith we approved the proposed 2023-24 increase of tuition and salaries in the hope to get more workers and thus increase enrollment. At that time we also let our parents know that most all of the tuition increase was going directly to increasing salaries. The increases were as follows: Infants-Wobblers was 17 percent, Toddlers was 18 percent, Preschool - Jr Kindergarten was 22 percent, and Extended Care was 19 percent. That is an average increase of 19 percent overall. These increases began in January 2023. We have indeed seen an increase of staff and thus our enrollment is increasing. Unfortunately the water heater in the kitchen and the dishwasher needed replacement and shortly after that the boiler that heats the entire building needed repairs. The remaining Child Care Grant money was used for both these projects.

The TELC budget proposed for 2023-24 fiscal year was a deficit budget because it relies on tuition only as the income for the entire TELC program.

Dana had applied for a huge grant but unfortunately we did not receive it. There is still a possibility of a phase two of this grant that we can apply for when and if it becomes available. Since July, every month we have added students and slowly the monthly deficit is getting less. COVID money is gone and no new grants have been received. All TELC staff is aware of the budget and doing what they can to keep expenses at a minimum.

Because of the extremely high tuition increase last January (overall 19 percent), Dana does not feel that our parents (35-40 percent on government subsidies) can handle an increase and we would lose students. The TELC Board is also not proposing a salary increase at this point because of the deficit budget.

3. Board Report:

Ministry and Outreach Board Report - Church Council Meeting 01/09/24

Pastor Ru has recently made presentations of his Spanish and Mayan ministry to LWML Interstate Zone, Mt. Hood Circuit and pastors of our local circuit. He continues to make visits to Joyce Suelzle, the Nordlings and Gene Twiss. He met with several people from Trinity and Ascension to review the progress thus far on the translation of the catechism into Mayan.

Pastor Mark continues visits to four homebound members: Ken Bannick, Joyce Suelzle, the Nordlings and John Collins. The theme for Advent services: "Songs of the Advent Season". Krista Moore, part-time Art teacher at Trinity Lutheran Christian School, was formally Called Sunday, Dec. 3rd at the 8:30 am. service. The flags and the Latino Cross have been removed from the Chancel area. The Latino Cross will be placed out again during the Lenten season. Due to some voiced concerns, no more names of birthdays will be listed on the screen during announcements, nor will there be singing of "Happy Birthday" in the Sanctuary.

Lay Ministers: The Common Cup will again be available during Holy Communion at the 8:30 am. service to those who prefer it. Of course, individual cups will continue to be offered. An additional Lay Minister will be necessary in serving Communion with the adding of the Common Cup.

Sunday School between the morning services is going well Jan Gaylord and Jeff Travis report. The children were involved in the Sunday, December 24th 8:30 am service. Sunday morning Adult Bible Class completed a 4 week course "An Unlikely Advent". As the new year begins, Pastor Bill Shimkus is leading a ten week course "What's So Amazing About Grace".

Our Friday evening Youth basketball and Bible Study is going well. Edgar and Steven Burgos head up that program. Money has been made available through a gift so that the cost of materials and refreshments is covered. A dozen Bibles were purchased specifically for this group and are being used – a few have been given as gifts to regular attenders.

Pastor Ru reported that the Trunk-or-Treat event at Trinity was a great success. Fifteen cars handed out treats to the many children that came to the parking lot, many of them repeat "customers" from years past. It has become a recognized Halloween activity in the community. Not many cans were collected for the Sunshine Division project. A decision will be made next year as to whether we participate in that aspect of the evening's activities.

Thanksgiving at Trinity saw a well-attended Thanksgiving Dinner after a 10:30 am bilingual service on Nov. 19th. Thanks to Judy LeBrun and Jan Gaylord, their husbands and many volunteers for the dinner. While the morning worship and fellowship meal was a great success, some members had concerns about singing songs in both languages simultaneously at the worship service. After some discussion it was decided that at the next bilingual service we would try alternating Spanish and English in verses of songs sung. Those that have trouble with the words of the verse in the "other" language would be invited to hum along on those verses.

Possible outreach program to Las Adelitas apartment complex Killingsworth and Cully: A possible plan for visitation to the apartments from Fred Kramer was shared with the group. Jim talked with Kat Bybee who is a resident at the complex. She said as a way of protecting privacy, groups are not allowed into the complex to knock on doors. However, there is a commons area that she felt might be able to be used to hand out gifts, devotions and information concerning the church and school. She knows the director personally and said she would talk with her about the possibility. She said that although the

commons area is inside, she would recommend that if an event was planned that it would be better received when the weather was warmer and there was more foot traffic. In terms of immediate advertising, copies of the flyer announcing December service times was given to Kat and were posted on their bulletin board. Plans are that In January a flyer of regular Sunday services at Trinity will be posted.

New Business:

Christmas season services: Sundays in Advent: Dec. 3rd, 10th and 17th. Wednesday Evening Advent services: Dec. 6th, 13th and 20th. (No soup suppers at these services). Sunday, Dec. 24th, Christmas Eve, English service @ 10:00 am., Spanish service @ 1:00 pm. at Ascension, English Candlelight service @ 7:00 pm. at Trinity. No Christmas Day services. Sunday, Dec. 31st English service @ 10:00 am., Spanish service @ 5:00 pm.

Trinity. Christmas activities: Dec. 3rd – Advent by Candlelight @ 7:00 pm., Dec. 19th - Toy pickup from KGW. Dec. 22nd – Toy distribution to families from the school cafeteria.

Note: Christmas gifts were distributed to approximately 60 children, and gift cards to 40 teenagers and 8 families. Appreciation for support from Trinity members, KGW Toy Drive, Fire Department Toy and Joy, Thrivent Financial, Latina women who organized and distributed gifts, and individuals who transported the toys to Trinity.

Our Food Pantry is officially closed. With Deaconess Marta Luna no longer coming to Trinity to make calls on families and Pastor Ru's schedule not allowing for these calls, the food was not being moved and expiration dates were making it necessary to discard food. It was decided that in lieu of the empty shelves we would purchase Fred Meyer gift cards using the Good Samaritan Fund. These cards would be in the hands of Pastor Ru so that when he knows of a family in need or someone requests assistance, he can give out the cards as he sees fit.

Amity Cunningham has informed the Board that she will not direct our VBS program next summer. She, along with Allison Hoelter, has faithfully carried out this role for the past several years.

Fred Kramer suggested we submit a grant request of \$1,250 to the Northwest District to support scripture translation into Mayan. The deadline for this application is Feb. 1st.

After discussion it was noted that Pastor Ru would be meeting with representatives from both Trinity and Ascension to update his progress with Mayan translation and a grant in this area could be better served with Ascension/Trinity input and backing. Fred will also be in attendance at that meeting and can champion the cause. He is willing to help with grants as far as computer work and phone calls.

In looking ahead to the next four months, Lenten season was discussed. Since our next meeting will be January 22nd, it was necessary that we start the planning. Ash Wednesday will be February 14th. A bilingual service will be held at 6:30 pm. with a soup supper at 5:30 pm. Wednesday evening Lenten services will follow the same schedule. Palm Sunday is March 24th, Maundy Thursday March 28th, Good Friday March 29th and Easter March 31st. Service times and activities for Holy Week will be decided at the January meeting.

Respectfully submitted,
Jim Riedl, Ministry & Outreach Board Chairman

BOARD OF FINANCE AND PROPERTIES REPORT

January 9, 2024

The board last met on November 7, 2023, prior to the last Church Council meeting. Our next meeting is scheduled for January 30, 2024.

Since our last meeting, the following projects have been accomplished:

1. Contracted with ADM & Associates to develop and submit a grant application for upgrading Trinity's security systems. Representatives will work with Trinity to do an assessment and make recommendations for upgrades.

2. The boiler system has been repaired and is functioning well, with the exception of the recirculation pump which has been contracted to be replaced sometime in February at a cost of \$10,000. The pump was installed in 1958 and has a bearing going out. It sends hot water to the ventilators in the classrooms and offices.

3. Six hose bibbs were replumbed and replaced to include interior access to shut-off valves. The old valves were inoperable and parts were unavailable. Access panels were installed at each location.

4. The drinking fountains near the gym were replaced with new refrigerated units and replumbed. An access panel is being built to allow for system shutoff and changing of the filter more efficiently.

5. The sanctuary gutters were cleaned and the protective screens repaired. We are seeking bids for a permanent solution.

6. The hot water heater under the sink in the cry room burst and flooded the room and part of Pastor Ru's office. It has been permanently removed and the water and drain capped, as the sink is no longer necessary. A similar hot water heater in the sacristy will be removed and replaced with an instant heat system.

7. The light in the arrow sign at the entrance has been replaced.

8. The ballasts in the church sign on Killingsworth have burned out again. New LED bulbs have been ordered and will be installed. As they do not require ballasts and are much more energy efficient, they will save money in the long run.

9. The smoke detectors were triggered due to a roof/skylight leak at the entrance to the gym. The leak filled one of the detectors with water and Portland Fire Department responded. We have moved the detector to a location without a leak but still need to find and repair the leak.

10. Three external motion-detector light fixtures were installed on the back of the school. More will be installed in the weeks to come.

11. Motion-detector LED lights were installed in the entrance to the gym to replace the old fluorescent fixtures that were burned out.

12. Carpet tiles in the hallways were repaired.
13. Electrical outlets were added to the office at the gym entrance, as it only had one outlet.
14. The hedge behind the cafeteria has begun to be removed. It will be replaced by grass as a security precaution.
15. A new directional sign was installed at the island in the parking lot.
16. A new hydraulic lift trailer was donated to Trinity and has been secured by a locked boot.
17. Light weight folding tables were purchased (6 at 8ft and 3 at 6ft) to replace broken folding tables and provide easier access for tables to the quilting group.
18. Functional drawings for all systems in the building, including HVAC, electrical, plumbing and keys/locks have been made. Final revisions are being completed.
19. Bids are being sought for the following:
 - Replace the broken window in the cupola and the one in the upper gym
 - Replace the dry-rotted boards in the roof overhang at the gym entrance.
 - Repair and paint the fascia boards around the gym.
 - Install a door between classrooms 10 & 11 for staffing purposes (will allow reduction in staff if students can be combined.
 - Repairing mortar around the exterior of the building and sealing the bricks

The Board of Finance and Properties will be working on developing a proposed budget at our next meeting for the maintenance of the buildings and grounds as part of the overall budget proposal for 2024-25. A policy manual is also being developed.

Respectfully submitted by Chuck Kunert

Treasurer's Report Church Council Meeting ~ November 14, 2023

To Church Council:

I am currently gathering documents to prepare the 2nd quarter financial reports for LCEF. Reports will be provided to church council when email to LCEF near the end of January.

Key information received:

1. Mortgage balance \$1,282,385.07; Principal pay-down for the 2023 calendar year: \$31,570.23
2. Endowment fund value at 12/31/2023 (Dan Lorenz will be putting together a full report for the church council (maybe February meeting):

Fidelity Endowment Account		
	<u>This Period</u>	<u>Year-to-Date</u>
Beginning Account Value	\$2,284,574.53	\$1,916,688.43
Subtractions		
Scholarship distributions	-	-131,001.09
<i>Transaction Costs, Fees & Charges</i>	-	-1.09
Change in Investment Value *	108,580.04	607,467.23
Ending Account Value **	\$2,393,154.57	\$2,393,154.57

- The TELC preliminary QuickBooks report for year to date at 12/31/2023 shows a loss of \$ (16,392) an average loss of \$2,732 per month which is much lower than the original projection. The amount owing TLC&S at 12/31/2023 \$51,741 compared to \$5,066 at 12/31/2022 for an increase of \$46,675. TLC&S preliminary reports not yet available.
- At the January meeting we make the annual Housing Allowance Resolution for called employees. Ruth Gray will provide amounts. As of Monday, Don Seleski has not turned in his housing allowance form, so we may need an email vote as done last year. The motion format is below.

RESOLVED, that Trinity Evangelical Lutheran Church and School, authorizes and establishes the portion of annual salary that the following individual(s) elect to be treated as housing allowance:

			Per Year	Per Pay Period	
Name	Don Seleski	Amount	\$19,015.80	792.32	24 paychecks
Name	Krista Moore	Amount	\$8,249.80	412.49	20 paychecks

The housing allowance will be paid from January 1, 2023 to remain in force and effect until such time as amended or revoked.

Respectfully Submitted,

Elaine Von Wald, Treasurer

Presidents Report

Council to Discuss resuming the Pastor Call Process

Marketing Task Force

Still working on schedule their first meeting.