

Trinity Lutheran Church Council Meeting ~ Tuesday, March 12, 2024

(Approved by the Church Council on May 5, 2024)

1. **7:03 PM Call to Order/Welcome** – Chris Hoelter
2. **7:05 PM Opening Prayer** – Pastor Hoelter
3. **7:05 PM Attendance and Approval of January 9, 2024 Meeting Minutes.** - Elaine Von Wald, Amity Cunningham, Chris Hoelter, Ruth Gray, Chuck Kunert, PR Mark Hoelter, Jim Riedle, Marsha Wolfe (via zoom), Suzanne Frank. Absent: PR. Ruberto EK, Edgar Burgos. *Motion to approve by Suzanne Frank, 2nd Elaine Von Wald. - Minutes approved.*
4. **7:15 PM Board/Officer Roundtable:**
 - i. **Board of Education Report – TLCS & TELC 7:08** (Suzanne Frank/Marsha Wolfe)
Principal's report by Marsha Wolfe - see written report. Suzanne for BOA/ TELX 7:15 - See written report below.
 - ii.**Board of Ministry and Outreach Report** (Jim Riedl/Pastor Ek Yah/Pastor Hoelter) 735 pm Jim Riedl - See Written Report below.
 - iii.**Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray) 0751 Chuck Kunert - See written report below.
 - iv.**Pastor's Report** (Pastor Ruberto Ek Yah/ PR Mark Hoelter) 810pm PR Hoelter. PR Ruberto reported 500-700 people for the funeral recently. He currently has a young Hispanic member who is very ill with kidney issues that he is attending to in hospital.
 - v.**Treasurer's Report** (Elaine Von Wald) 8:07 See written report below.
 - vi.**President's Report** (Chris Hoelter) 817pm Chris Hoelter See written report below.
5. **8:41 PM Board Action Items**
 1. **None**
6. **8:42 PM Announcements**
 - i.**Next Council Meeting – May 14th**
7. **8:43 PM Closing Prayer** – Chris Hoelter
8. **Adjournment 845 pm**

Respectfully submitted,
Amity Cunningham



Trinity Lutheran Church Council Meeting
Tuesday, March 12, 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 Hoelter
3. **7:10 PM Attendance and Approval of January 9, 2024 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. **Next Council Meeting – May 7th**
7. **8:45 PM Closing Prayer** – Chris Hoelter
8. **Adjournment**



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

1. Principal’s Report:

Enrollment

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

School Character Trait Focus for March: **Tenacity**

Monthly Theme: **Women’s History**

2024-2025 Open Enrollment

At this time we have 5 new students in the process of enrolling for the 2024-2025 school year. 2 Kindergarten, 1 third grade, and 2 fourth grade.

Principal’s Progress:

Right Now Media Vision Casting Tools

Here is a 2 minute promo video for RNM: <https://vimeo.com/353455128>

Here is a graphic that shows the different types of content on our site:

<https://schools.rightnowmedia.org>

Also, if you wanted to browse our site you could go to:

<https://app.rightnowmedia.org/en/library/135>

Below are several points of value RNM brings to schools:

1. We help you Invest in your families and truly partner with them through life changing video material on topics relevant to them like parenting, marriage, and biblical finance in order to create strong homes connected to the school. We also have bible studies in spanish for those families who need it.
2. Engaging and Equipping your teenagers as they have a specific library designed just for them: “Youth” library. Check out Sean McDowell’s video on friendships in that library! As you know, video is a teenagers preferred learning mode- whether we like it or not, so our site speaks their language and equips them with solid biblical information that google or youtube does not offer when they have a need!!
3. Equipping your Elementary students with a library of over 2,600 Christian cartoons and kids discipleship videos-including some in spanish. Check out the “What is a Christian” series from 1

John by Phil Vischer the creator of veggie tales for chapel content. Parents love this content too as it provides safe Christian entertainment for their kids to watch at home.

4. Chapel material that is age related. The students love having specifically designed content that speaks to their spiritual needs. We also offer praise and worship videos with lyrics.

5. Bible Class Content that includes apologetics and Bible synthesis as well as our worldview content too.

6. Resources for teachers- We offer mental health content that offers a “guidance counseling toolbox” for all your teachers. Teachers really appreciate being able to highlight content like mental health when parents are describing challenges in the home with their kids. You got Dave Ramsey that schools are using for their high school math teachers, you have history with biographies of famous Christian leaders and how they shaped history, Not to mention two libraries that are age related designed to minister to both elementary and upper grade kids.

7. You can use RNM for Bible CEU’s with your faculty if you are accredited

8. Professional Development for your faculty

9. 20,000 Christian video’s designed to help you accomplish the very mission of your school.

The cost for using Right Now Media’s Library of Christian Videos for Classroom use, Church Bible Study, Teacher Development, Sunday School classrooms, Youth Groups, and Chapels Is \$139 a month. This price includes allowing all of our Congregation Members and school families past and present to use the Right Now Media Library.

Teacher Professional Development:

March 19 - Spark Professional Development workshop on Neurodiveristy

What is neurodiversity?

Neurodiversity in the Classroom

In this workshop participants will discuss the importance of neurodiversity inclusion and learn informed teaching practices to build tools to provide a safer and more inclusive environment for all students including those on the autism spectrum. Participants will learn:

- Definitions of common types of neurodiversity

- Signs and symptoms of neurodiversity

- Common triggers and de-escalation tools

- A better understanding of how to communicate with ND youth

Overarching Goal: Providing a safe learning environment for educators to practice skills that build confidence and improve capacity in their interaction with neurodiverse students and themselves; helping educators “find joy in their practice.”

April 23 - Workshop: Mindfulness for the Classroom and Beyond

In this 90-minute workshop, participants explore a variety of ways to incorporate mindfulness practices into the classroom through fun and engaging activities and exercises that can be used by young people and adults alike.

Both of these workshops are being paid for out of Trinity's Title money.

Calendar Approval

After showing the 2024-2025 draft calendar to the staff, teachers requested that our Christmas Break line up with PPS. Starting December 23 and ending January 3.

Upcoming events:

- Kindergarten open house: Thursday March 14 5:00-6:30
- March 19 Professional Development on Neurodiversity 3:30-5:00
- March 25-29 Spring Break
- April 1 Easter Monday No School
- April 5 Teacher Work Day
- April 11 pm -12 all day Parent Teacher Conferences
- Accreditation Team at Grace Lutheran Childcare, Vancouver, WA is April 14-16 (Sunday-Tuesday).
- Admin Conference: April 24 pm -26) Jim Riedl will sub for me on Thursday April 25

2. TELC Report:

MINUTES - TELC BOARD OF DIRECTORS MEETING - JANUARY 30, 2024

The meeting opened with devotions reminding us to let go of our worries and place our trust in God. Those present were Suzanne Frank, Bette Shimkus, Pat Kunert, Marsha Wolfe, Dana Millard and Nancy Mann.

MSC to approve 12-12-23 minutes.

Current enrollment is 98 students.

Budget as of the end of December was -\$16,392.01 which averages a minus \$2732 per month for the 2023-24 fiscal year.

Old Business:

- Dana and Alicia continue work on the TELC Faculty Handbook.
- No news from the Pathway Program.
- No new grants but Dana says a webinar on grants is coming soon.
- Many TELC teachers were able to attend Advance the Potential.
- The congregation loved the video shown on NLSW Sunday featuring students and staff from infants through 8th grade. Thanks Jessica!

New Business:

- Dana will be the TELC representative on the Advertising Task Force. Marsha and Pat will also serve on this committee.
- Bette will provide treats for the staff for the month of February.
- NLSW Staff Luncheon was well received by workers with many kind comments and words of thanks.
- A number of infant items are currently in the church fellowship hall. Dana explained that the Infant 1 and 2 rooms are being switched and redesigned. Question concerning where to store items that will be needed in future was asked. Suzanne will take this issue to Church Council.

Dana's Report: Dana shared that minimum wage will increase in July and is estimating it will be \$0.75 /hour. She shared with the Board a proposed budget for the 2024-25 fiscal year (Ruth helped provide costs), a proposed tuition increase to begin in April 2024, and a 2024-25 pay increase scale. All of these documents are filed with these minutes. Please refer to them for exact amounts in each respective column. An increase in tuition is now feasible because of new ERDC rates to help families on subsidies. On average tuition will increase 3.5%. Salaries other than minimum wage earners will increase a total of \$1.00/hour over three increments (July 1st, Oct. 1st, and Jan. 1st). Two employees, Jessica and Audrey, will receive an additional increase because of education classes and services rendered. With all these factors filtered in and assuming enrollment stays the same as the current number, the proposed 2024-25 budget would show a positive balance of \$24,643.00.

It was MSC to accept the Proposed Tuition Increase Scale which averages 3.5% increase in tuition to begin on April 1, 2024. Dana will send a letter explaining the new costs to TELC parents this month.

It was MSC to accept the 2024-25 Pay Increase scale following state guidelines for minimum wage earners and a total of \$1.00/hour increase for other workers spread over three increments (\$.30/hour on July 1st,

\$.35/hour on Oct. 1st, \$.35/hour on Jan. 1st). Jessica's salary on this scale has been adjusted to include compensation for the two and a half hours of work done on tech projects outside her classroom duties.

Dana shared with Board members tables showing enrollment growth from September 2023 through January 2024. Total increased by 15 students.

Currently dental benefits are offered to full time employees. The budget allows for \$50 a month per individual. Dana has found a dental plan for

\$44.57 and a vision plan for \$5.46 a month per individual totaling \$50.03. It was MSC to offer the vision plan and the dental plan totaling \$50.03 to eligible TELC employees.

Fliers advertising TELC made by Jessica were shared with board. Dana has let Jim Scriven know that Jessica is qualified and willing to lead workshops at future conferences. She has a list of topics to offer.

Kindergarten Roundup will be March 14th from 5:00-6:00pm.

Next meeting: Tuesday, March 12th at 1:00pm in the school library.

Respectfully submitted,
Nancy Mann, TELC Board Chair

3. Board Report: Board of Education Minutes -- February 8, 2024

In attendance: Suzanne Frank, Allison Hoelter, Pat Kunert, Nancy Mann, Joyce Nitz, Debra Thompson (via facetime) and Marsha Wolfe.

The meeting opened at 12:35pm.

Marsha shared a devotion reminding us that God has a plan, in His time, for every part of our lives • 'Be still and listen.'

Meeting notes of January 11, 2024 were approved with a motion by Nancy, second by Pat and passed.

Administrator's Report

In addition to a written report, the information below will be filed as part of these minutes:

- MAP test scores from previous week show appropriate growth in all classrooms.
- Marsha contacted Lutheran Family Services seeking counseling services to refer to parents of a student, but not readily available from that agency.
- During the Kindergarten Open House, Ruth will visit with families regarding financial aid options. Students will also participate in 'Move Up' day in classrooms.
- Faith Eisenburg's parents accepted decision to not allow Faith to join choir at L.E.S.T. without practice. But they request that she come back should her health allow. Family must pay the \$500 if she does.
- A foster parent asked to enroll a 6th grade student. After determining the student's emotional/health issues, the request was denied and affirmed by the BOE.

TELC Report

In addition to a written report, the information below will be filed as part of these minutes:

- In reviewing the congregation financial report, questions were raised about the percentage for maintenance costs charged to TELC. Suzanne asked to consult Elaine or Finance Committee.
- There was a good representation of TELC staff at Advance the Potential.
- TELC needs assigned storage place for equipment not currently in use in classrooms (like cribs) but that may be needed in future as enrollment ages change.
- Marsha asked to encourage Jessica (Kgn) and Janelle (5 yr-olds) to have class and student activities together to encourage 5 yr-olds to see Kgn in their future.

BOE Business

Advance the Potential of Our Students, 1/26/24 final Report

- Joyce presented information regarding preparation and results of the event. 80-90 in attendance, donations and pledges as of February 1st were about \$60,000.

Marketing and Recruitment Committee.

- Pat reports that members will seek information on the following and how each might apply to TLCS: Killingsworth street sign, welcome sign, neighborhood demographics, social media options, neighborhood newspaper ads, street signs/banners, radio ads and how we follow up on inquiries.

2024/25 Staff Wage Increase and Tuition Rates

- Current 23/24 TLCS base is 89% of NOWDistrict recommendation. After much discussion, including comparison of tuition of other like schools, desire to give staff an increase in salaries and rationale that tuition increase should cover wage increase, the following motions were made.

- Nancy moved, Joyce seconded and motion passed: The 2024/25 TLCS Tuition will be \$8500 per student which is a 3.6% increase from the 2023/24 year. The Enrollment Fee will be \$200 per student.
- Pat moved, Nancy seconded and motion passed: The current 2023/24 Salary Schedule base amount will be increased by 5% with all steps increasing as determined by the algorithm for the 2024/25 Salary Schedule.
- Drafting a Visionary Budget Proposal and plans to meet it, as requested by Finance Committee was postponed and Suzanne will seek clarification from Church Council.
- Review of BOE Policy Manual, sections 7 and 8 postponed until next meeting. The next meeting is Thursday, March 14 at 12:30pm. Review BOE Policy Manual Sections 7 and 8 for that meeting. The meeting adjourned at 3:15pm.

Ministry and Outreach Board Report - Church Council Meeting 03/12/24

Pastor Ru's Mayan translation of Luther's Small Catechism (condensed) is nearly done. It should be finished and ready for a teaching trial within a month. Depending on the results it should be ready for printing. Ascension Lutheran and Trinity are sharing the costs through gifts. When the translation is considered successful it will be copyrighted.

Pastor Mark reported on his homebound visits. Four young people will be confirmed on Sunday, May 5th at the 11:00 service. They are Josephine, Oswaldo and Halia Sandoval and Jackson Hoelter.

Sunday School is going well. Their involvement in the Sunday morning Christmas service was a welcome sight as the congregation got to see the children in the newly revived program help lead the worship. Adult Bible class has begun a new course "What's So Amazing About Grace" by author Philip Yancey. The course will run through the Lenten/Easter season. The class is was well attended.

The Friday evening youth Bible study/basketball is going well according to Steven Burgos. This past Friday attendance was 16., They are an enthusiastic group and enjoy the evening's activities.

Old/New Business:

Christmas Gift Program: 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.

Outreach – Las Adelitas. Arrangements are in place to get a flyer up on their bulletin board highlighting the ministries at Trinity including worship service times, Sunday School/Adult Bible Class and our youth Friday evening Bible study/basketball activity. We will also put a flyer up publicizing our Lenten/Easter worship schedule. Discussion about reaching out to the residents in their commons area, with a presentation in both Spanish and English took place. A pledge of \$3000 has been offered to cover expenses. We will wait until the weather is more favorable before moving forward with this.

Lenten Season worship and activities were finalized.

Wednesday evening Lenten services on 2/21, 2/28, 3/6, 3/13, 3/20 will be held at 6:30 pm. Theme: Lord's Prayer Petitions with different presenters giving 8 minute devotionals on petitions. Soup Suppers at 5:30 pm.

Palm Sunday: Regular Sunday service schedule

Maundy Thursday: 6:00 English service, 7:30 Spanish service. No soup supper.

Good Friday: Same schedule as Maundy Thursday.

Easter Sunday: Regular Sunday service schedule with light breakfast/children's egg hunt between morning services. Egg hunt for community at 12:00 noon.

VBS report: With Amity Cunningham's notice that she will not be involved with this summer's Vacation Bible School, it was announced that Allison Hoelter will be heading up the program. She is going to work with Jan Gaylord and Jeff Travis, who have voiced interest in contributing to this ministry. Dates yet to be set. Pastor Mark and Jim will research possible curriculums for the event.

The board was made aware of the Church Council's decision to contact Northwest District President Paul Linnemann, who has resigned his position as President, to see if he is interested in being an Intentional Interim Pastor at Trinity while we consider a Call to our next pastor. Congregational President and Call Committee Chairman Chris Hoelter and Chuck Kunert will set up an appointment to visit with him about this.

Judy Boyer shared her recent connections with students she taught when she was youth Bible class leader. She has maintained contact with a number of them. Their lives have moved in different paths and she is their connection with Trinity. She is to be commended for her continued ministry with the young people down through the years.

Next M & O Board meeting is scheduled for March 25th at 5:30 pm. in the Hoelter Room.

Respectfully submitted,
Jim Riedl, Ministry & Outreach Board Chairman

BOARD OF FINANCE AND PROPERTIES REPORT *March 12, 2024*

The board last met on January 30, 2024. These are the minutes from that meeting:

In attendance: Elaine Von Wald, Ruth Gray, Paul Brandt, Chuck Kunert; Absent: Scott Wolfe, BJ Campbell, Ken Sievers.

The meeting was opened with prayer by Chuck Kunert.

1. The minutes from November 7, 2023 were approved. (Moved: Paul Brandt, Second: Elaine Von Wald, Carried)

2. Old business was discussed as follows:

a. ADM & Associates Grant Application: Council approved this proposal. We have paid the \$1500 fee to begin the process of grant writing for a potential grant to update security at Trinity. We are submitting required documentation as well as doing a security self-assessment. Chuck will be appointing a task force to do the assessment and obtain professional support as needed.

b. Council adopted the maintenance priorities from Board of Finance and Properties. Further developments and new priorities that have been added due to immediate needs are listed below:

1. repair/replace external hose bibs **(\$2000)** {Six hose bibs on oldest part of the building were replaced and shut-off valves installed, with access panels for each from the interior of the building.} Completed.
2. repair cupola windows **(\$2000)** {Original bid was \$22,000 to replace all windows in the cupola above the sanctuary, but the committee felt we might be able to get by a bit longer by simply adequately caulking the existing windows. The \$2000 is to hire a contractor to do the caulking and replace the broken window, as there is some danger involved.} Needs formal bids.
3. replace screens on gutters **(\$100)** {About 2/3 of the gutter screens have been replaced already. This will replace the remaining 1/3rd.} Will also seek a bid to provide a more permanent solution to this on-going problem.
4. repair broken valves **(\$3500)** {There are 17 sixty-year-old major water valves in the old part of the building. There are three that need to be replaced because they no longer are capable of shutting off the water in case of a leak in that part of the system. If a leak were to occur, the entire water supply to the plant, including the boiler, would need to be shut off...a costly and time-consuming process.}
5. develop and implement a plan for what will be needed for efficient HVAC system controls throughout the buildings **(\$5000 ?)** {Much of our HVAC system has been poorly maintained and/or many of the mechanisms that are supposed to allow control of the system no longer function. As a result, we have poor heating and ventilating systems that are costing us significant money. For example, we have 10 roof ventilation units that run constantly to meet the code for air exchange in our buildings but our buildings are mostly unoccupied from 6 PM until 7 AM. Installing a timer on these units that have them on only when people are in the building would save electricity and wear and tear on the motors. Each of the old ventilation units in the classrooms has a valve that is supposed to turn the unit on and off directed by a thermostat. Most of these are non-functional so the system is on all the time. As we have not analyzed all the issues, we are simply giving a rough estimate of costs.}
6. upgrade all security systems **(???)** {This is tied to the proposal for grant application in part 2.a. above and would be funded by the grant. If the grant application is not approved, the committee will return with a proposal for necessary upgrades to be included in the next budget cycle.}
7. replace current lighted sign with an LED sign **(\$500)** {The Properties Committee has decided it would be more realistic to replace the current lighting with direct-power LED lights that do not require ballasts. The bulbs have been purchased and new wiring will take place in the coming week.}
8. repair carpet in sanctuary **(\$2000)** and replace carpet in ground level classrooms and hall **(\$35,000)** {Repair of ripped carpet in the sanctuary would use carpet under the existing altar platform. It would not be perfect, but a stop-gap approach to solving the issue of unraveling carpet. Replacement of the entire sanctuary carpet would be ~\$40,000. This proposal asks that \$35,000 be placed in the 2024-25 budget for replacement of the ground level carpet as to its very bad condition. Carpet tiles would be used. It is also recommended that carpeting in classroom 13 be replaced with vinyl flooring. **(\$3000)}**
9. improve lighting on the exterior of all buildings **(\$500)** {Many of the exterior light fixtures are broken and/or not working. The process of replacing them with energy-efficient LED units with sensors is currently underway.}
10. replacing rotting roofing and fascia boards **(\$2000)** {Recent inspection of the roof over the gym shows significant dry rot of the roof boards that form the overhang on the east side of the gym. As these boards are high up and Trinity does not have the machinery or personnel to safely address the issue, we would need to hire a contractor to do the necessary repairs.} Bids required

New items that need immediate attention:

11. replacing skylights in gym entry with roofing (\$4000) {Despite multiple efforts, leakage from the aging windows continues and there is adequate daylight from the existing windows in the space to make the skylights unnecessary.}

12. repair of heating system elements (\$18,000) {Recirculation pump in boiler room is failing and we have signed a contract to replace it (\$10,500); bearings failed in air handlers above the gym stage and must be replaced (\$3,000); radiators and pump in basement that heat the Fellowship Hall and Sanctuary failed and are being replaced (\$5000). Note: this is an estimate. We are hopeful that our insurance will cover all but our deductible (\$1000) but there is additional plumbing that needs to be done to replace pipes that are rusted and provide a potential source of future leaks. This may not be covered by insurance.}

13. replacing 6-gallon under-sink hot water heater in sacristy with hot water on demand system (\$400) {The identical tank in the cry room failed and flooded the cry room as well as parts of Pastor Ru's office and the carpet in the Fellowship Hall. We decided to not replace that tank because there are now other options for baby-changing in the rest room, but the sacristy still requires hot water.}

It was also noted that these items are immediate needs and must be paid for out of either the 2023-24 budget or the 2024-25 budget. There are many other items that need to be accounted for in long-term planning, such as resurfacing of the parking lot, maintaining the brick exteriors, and maintaining the roofing system.

c. The policies recommended by the Board of Finance and Properties at our November 7, 2023 meeting were adopted by the Council.

3. Elaine provided a report on the current state of the budget. The Profit & Loss by Class statement for church and school (not including TELC) shows a loss of \$37K at this time. These figures also do not include designated gifts (e.g. Trinity Fund, Maintenance Fund, etc.) as these are accounted for separately.

Several specific items were discussed, including the lack of funding for marketing and development. In light of low enrollment and reductions in church attendance, as well as the Trinity web site which contains much out of date information and could be seen as an ineffective means of encouraging enrollment, it was suggested that both the Board of Education and the Board of Ministry and Outreach consider this item specifically in their proposals for next year's budget.

It was also agreed that, beginning in the next fiscal year, we will no longer have a separate category for the Latino portion of the budget. It serves no purpose if we actually are one ministry. It was noted by Ruth that currently the envelope offerings of Latino members are not differentiated from those of any other members of the congregation.

4. The budgeting process in preparation for the June budget meeting was discussed. It was recommended that the Board of Education (including the TELC Board) and the Board of Ministry and Outreach focus on preparing a **visionary budget proposal**. This means that they first ask the question, "What is our vision for the future and what do we need to make that happen in terms of resources?" Too often we prepare budget requests that are reactionary rather than visionary. Visionary budgets are aspirational, not irrational. In other words, they should inspire people to get behind the vision and prioritize those things that will most benefit the organization. All three boards should be developing

annual, mid-range (e.g. 5 year) and long-term (e.g. 10 year) plans. **Where there is no vision, the people perish. Proverbs 29:18.** We request that the Board of Education and Board of Ministry and Outreach submit their annual budget proposal to the Board of Finance and Properties no later than March 15, 2024 so that the Board of Finance and Properties can develop a proposal to be considered at Church Council

Updates since the meeting:

1. The frozen/ruptured radiators servicing the sanctuary and fellowship hall have been replaced and heat restored. The cost was completely covered by our insurance.
2. Lanny Afrank assisted in preparing a self-assessment of Trinity's security needs. Chuck held an hour+ long meeting with Amanda Meyers of ADM & Associates to discuss the report and provide other information that will be used in writing the grant application. Due to the U.S. House of Representatives refusal to pass the budget, the deadline for submission of the grant application is unknown but expected to be in June.
3. The front of the chancel has been remodeled and painted.
4. During inspections, two different companies indicated that the flat roof over the fellowship hall and offices/TELC classrooms needs replacement. Bids were \$126,000 and \$168,000. We need to include this in long-term financial planning.
5. I received the following response from Jill Sherman of Edlen & Co. regarding the potential affordable housing development on our property:
Hi Chuck, the rental NOFA is supposed to be issued in April. LIFT and HOME funds available = 320M. 25% of that to culturally specific organizations and-or non-profits (80M). Of the remaining 75%, 48% to Portland-metro (115M). There will not be 4% tax credits available in 2024, which means projects will need a lot more LIFT per unit. I will let you know if I can find out more specifics from OHCS, but it seems like the best path at this point is to review the NOFA when it's issued to see if the project will be competitive. Sorry I don't have anything more concrete for you. I hope you are well. Best, Jill
6. In conversations with Rev. Paul Linnemann, he indicated he might be interested in serving as intentional interim minister at Trinity but would not be able to prior to September, 2024.

Respectfully submitted by Chuck Kunert

Treasurer's Report Church Council Meeting ~ March 12, 2023

To Church Council:

The Finance Committee met on February 21 prior to the congregational meeting. The attached agenda with meeting notes summarizes key matters.

- Budget information for the 2024/2025 year is being accumulated, with the budget to be drafted in April/May. Some know items noted on the attached.
- Next quarterly reports to be provided to LCEF for the quarter ended 3/31/2024 by 4/30/2024.
- Heating system repair paid this week, with insurance reimbursement of \$14,818.40 received 2/21/2024.
- Fundraising planning for expensive projects planning needed. Excel worksheet of projects created from finance & properties report, to be updated as projects added and completed. Preliminary draft with timing attached.

Respectfully submitted.

Elaine

TRINITY LUTHERAN CHURCH & SCHOOL FINANCE COMMITTEE MEETING

Agenda/**Minutes Notes**

February 21,2024

Opening Prayer

Attached reports for the congregational meeting:

Discussion Matters:

1. Operating results year to date & expected cost increases. **Presented Condensed Year to date P & L for TLC&S, and TLC&S & TELC Year to date with full year budget and actual 2018/2019 ti 2022/2023 for comparison.**
2. What level of enrollment is needed for the school budget to balance. Note based on year to date school loss, approximately 75 students at needed for break even.
3. Board of Ed recommendations for tuition and salaries. Proposing \$8,583 tuition and 4% salary increase (this will affect churchworkers as well).
 - a. This level is needed to keep teachers.
 - b. Goal is to keep salaries close to 89% of NW District Scale.
 - c. Increase in cost of financial aid service. Bd of Ed. recommends charge \$35 for Renweb fee (Renweb \$22, Trinity \$13)
 - d. Target 69 students for 2024-2025. This will not achieve a break-even.

Finance committee voted to recommend accepting the Board of Education recommendations for congregational approval.

4. 2024/2025 endowment scholarship funding. Dan Lorenz to provide this number. **\$120,000 per Dan Lorenz.**
5. Pastoral funding **Council recommendation of finding facilitator to lead the congregation in developing mission/vision in light of the current finances and membership.**

6. Building project needs. Attached is the updated project list updated by Chuck Kunert this morning that list the timing of the major repair needs. It is expected we will need to initiate a capital campaign designated for necessary improvements.
7. The competing needs for funding for all listed above. Capital campaign plan? **Need to plan for timing and methodology. Longer term may require financing (likely would require refinancing of current LCEF loan with additional loan costs). Work toward fundraising to the extent possible.**
8. Expected Budget increases for the 2024/2025 year. **Gathering information at this point; the following are known:**
 - a. **Pacific Power between 17% & 18%**
 - b. **Portland Water District 6.4%**
 - c. **Health insurance 2024/ advised to plan on the following per Ruth:**

Budget we should plan on 5 teachers and myself \$1200 X 5 that we pay toward their high deductible

 - \$472.24 X 6 for Health
 - \$53.40 X 6 for Dental
9. Recommendations to congregation.

Presidents Report

Marketing Task Force

The Marketing Task Force has held two meetings since the last council meeting. Several ideas have been discussed to increase the awareness and visibility of Trinity Lutheran and all of the programs at our site. New 'reader board' LED sign, flag pole banners along street and parking lot, neighborhood newspaper advertising, social media post promotion, and contact management. The task force research 3 items; LED reader signs, banners, and neighborhood periodical advertising.

- **LED Reader Signs** start in the \$15-20k range. Current signage does not mention TELC and requires manual changing and limited space for messaging. A new sign should be added to a long term plan.
- **Banners and Flags** – The task force really likes the appearance and versatility of these banners (Pole banners, Blade banners, Wave banners, and feather flags). Pricing from Elmers Flag & Banner range from \$186 – \$531 per banner. There are multiple sizes and varieties. The flags would primarily be used to provide awareness of the School and Early Learning center. The banners are held up with a flexible pole that is 8 – 14 ft high. These flags are not high enough off the ground to be safe from vandalism, which is a concern as prior banners have been vandalized. Light pole banners could be used around the parking lot, but would only be visible on the property and not from Killingsworth. More information is needed related to permits for banners on our property.
- **Neighborhood Periodicals** – The Star News is a monthly paper that is distributed through 30 NE and N Portland neighborhoods. All Saints and St. Rose Catholic schools

currently advertise in the Star. 7 different ads sizes are available and rates vary based on number of issues reserved. The task force has received a \$500 commitment from one Trinity member and another has expressed interest. The Marketing Task Force would like to reserve space for the next 3 months of the Star News; April, May, and June. The focus of the message would be TLS and TELC enrollment for 2024-2025. First ad would be a 1/4th page then 2 months of 1/6th page. Total cost would be \$980 plus a stipend for ad design by TELC staff member. The Task Force would appeal to the congregation this week asking for \$1200 (which is already seeded with \$500) to cover the cost of the ad and design work. Any amount not spent would be rolled into the Marketing budget. To get in the April edition we must reserve space by March 20th and have copy ready by March 25th.