

Trinity Lutheran Church Council Meeting Minutes

Tuesday, April 8, 2025

(Approved by the Church Council on May 13, 2025)

1. **7:04 PM Call to Order** – Chris Hoelter
 2. **7:06 PM Opening Prayer** – Pastor Ek Yah
 3. **7:10 PM Attendance and Approval of March 11th Meeting Minutes** - Chris Hoelter, Elaine Von Wald, PR Ru Ek Yah, Suzanne Frank, Chuck Kunert, Ruth Gray, Amity Cunningham.
Absent: PR Mark Hoelter, Edgar Burgos, Jim Riedl. **Motion to approve min by Suzanne Frank, 2nd Chuck Kunert - Approved.**
 4. **7:15 PM Board/Officer Roundtable:**
 - i. **Board of Education Report** – TLCS & TELC (Suzanne Frank/Marsha Wolfe) - **See Report**
 - ii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray) - **See Report**
 - iii. **Board of Ministry and Outreach Report** (Pastor Ek Yah)- See report
 - iv. **Pastor's Report** (Pastor Ek Yah)- No Report tonight
 - v. **Treasurer's Report** (Elaine Von Wald) - No Report tonight
 - vi. **President's Report** (Chris Hoelter) - Extensive discussion on the new sign proposal. It was discussed that we could have the current sign retrofitted and save a significant amount of money which we could put towards other marketing items. Marketing task force will contact the company who did the sign we currently have that can be retrofitted.
- LCEF Proposal: We have a good strategic plan, we just need to prioritize our goals (3-4 per year) and use the plan we already have. We don't need to spend additional money for someone to tell us this.
5. **8:15 PM Board Action Items**
 1. **Motion to Approve Sign Proposal**- shelved until new information is received.
 6. **8:30 PM Announcements**
 - i. **Next Council Meeting** – May 13th
 7. **8:45 PM Closing Prayer** – Chris Hoelter
 8. **Adjournment**

Respectfully submitted,
Amity Cunningham



Trinity Lutheran Church Council Meeting
Tuesday, April 8, 2025

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

1. **7:00 PM Call to Order** – Chris Hoelter
2. **7:02 PM Opening Prayer** – Pastor Ek Yah
3. **7:10 PM Attendance and Approval of March 11th Meeting Minutes**
4. **7:15 PM Board/Officer Roundtable:**
 - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe)
 - ii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray)
 - iii. **Board of Ministry and Outreach Report** (Pastor Ek Yah)
 - iv. **Pastor’s Report** (Pastor Ek Yah)
 - v. **Treasurers Report** (Elaine Von Wald)
 - vi. **President’s Report** (Chris Hoelter)
5. **8:15 PM Board Action Items**
 1. **Motion to Approve Sign Proposal**
6. **8:30 PM Announcements**
 - i. **Next Council Meeting – March 11th**
7. **8:45 PM Closing Prayer** – Chris Hoelter
8. **Adjournment**



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9. **7:00 PM ZOOM Call with Kris Kunkel from Lutheran Church Extension Fund about their Ministry Clarity program.** No Minutes taken during meeting. Church Council will have a special meeting on March 25th at 6:30pm to review and discuss the proposal from LCEF.

10. **8:09 PM Call to Order** – Chris Hoelter

11. **Opening Prayer** – Pastor Ek Yah

12. **Attendance and Approval of January 14th and February 4th Meeting Minutes**

In attendance: Chris Hoelter, Jim Riedl, Pastor Ek Yah, Pastor Hoelter, Suanne Frank, Ruth Gray, and Elaine Von Wald. On Zoom: Marsha Wolfe Absent: Amith Cunningham, Chuck Kunert, Edgar Burgos.

Motion to APPROVE minutes from Suzanne Frank, motion seconded by Elaine Van Wald – Approved by voice vote.

13. **Board/Officer Roundtable:**

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

Suzanne shared some key items from her written report. TELC is has completed their 5/10 year plans and sent to the Finance and Properties Board Chair. Having all classrooms at capacity, ensuring a sustainable budget, and employee retention are the main focus of the plan. TLCS has approved a tuition increase and enrollment fee increase for the 2024-2025 school year. The Board of Education will be discussing some specific curriculum needs for a few grades and also discussion possible staff raises.

Marsh Wolfe gave her Principal's report. Enrollment for the 2024-2025 school year has been opened and we have experienced a more early enrollment than typical. TLCS will have an Open House on Sunday April 6th. The 8th grade students will have a fundraising lunch after the service. Marsha will share a copy of Trinity's 'ICE Agent on Campus' Protocol with the Church Council.

ii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray)

The written report provided by Chuck Kunert was discussed. The security grant task force met recently and discussed the overall process for spending the grant proceeds.

iii. Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)

No written report was presented as the Board will not meet again until next week. Jim mentioned that there is a tentative date for VBS, July 7 – 11. Waiting to confirm alignment with the TELC summer camp program before finalizing.

iv. Pastor’s Report (Pastor Ek Yah / Pastor Hoelter)

Pastor Hoelter informed the Church Council that he is holding an adult Lutheranism class between services on Sundays for the next few weeks. The class is going well.

Pastor Ek Yah reported that he has 5 first communion students from the Latino families and is getting interest from others for first communion and confirmation. Pastor has new working hours from his other job. His Trinity office hours will be Tuesday and Thursdays. He will be working 8-4 on Monday, Wednesday, and Friday at his other job. His office hours will be published and members encourage to only contact him during those days.

v. Treasurers Report (Elaine Von Wald)

Elaine reported that she will share the quarterly financial statements that are produced for LCEF at the end of March. She will also be reviewing the budget impact of staff raises proposed by the Board of Education.

vi. President’s Report (Chris Hoelter)

No Discussion from the President’ report.

14. Board Action Items

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:

Name	Per Year Amount	Per Pay Period
Ruberto Ek Yah	28,000	\$1,333.34(21 paycheck)

The housing allowance will be paid from Feb 28, 2025 to remain in force and effect until such time as amended or revoked.

Motion to APPROVE Pastor Ek Yah's housing allowance was made by Suzanne Frank. Motion seconded by Elaine Von Wald. Approved by Voice Vote.

15. Announcements

- i. Special Council Meeting – Tuesday, March 25 – 6:30pm.** The topic will be reviewing the Ministry Clarity Program proposal from LCEF.
- ii. Next Council Meeting – April 8th**

16. 8:54 PM Closing Prayer – Chris Hoelter

17. 8:55 PM Adjournment

Respectfully submitted,
Chris Hoelter, Secretary Pro Tem

**Trinity Lutheran Christian School Board Reports
Tuesday, April 8, 2025**

April 2025 Principal's Report

Devotions: Anguish in the Garden

April Monthly focus: Attentiveness Proverbs 19:20

"Listen to advice and accept discipline, and at the end you will be counted among the wise."

Enrollment for the 2024-2025: 52 Students We received a new 4th grader

Enrollment Update 2025-2026

Returning Students: 14 have re-registered

New Student Enrollment: 11 completed or in the process: 6 kindergarten, 2-4th, 3-6th

Staff continuing Education: Jessica Olwa plans to begin a Masters in Teaching Program in the Spring.

April 6 Sunday Service/Burrito Feed Fundraiser/ Open House

I received a \$250 Thrivent Grant to buy ingredients for the burrito feed fundraiser.

Sunday, April 6 **We made over \$1,200 for the 8th grade end-of-the-year educational trip.**

Upcoming Events

April 10 pm & April 11 all-day Parent Teacher Conferences PTO is providing Thursday's dinner as well as Friday's Lunch.

April 18 11:00-11:30 Good Friday Chapel with Pastor Hoelter Early Release

April 21 No School Easter Monday

April 25 Tiger Run 12:00-3:00

April 30 Tiger Run Prize Distribution Wednesday, during Chapel PTO is providing Lunch for ALL

May 1-2 Marsha attending NW District Admin Conference

May 2 Tiger Run Pizza Party if goal is met

May 5-9 Spring MAP Testing

May 11-16 Outdoor School Kelly will be going

May 21 STEM Night All Staff must attend

May 26 No School Memorial Day

May 28-31 8th Grade Trip to Seattle

June 2 All School Zoo Field trip

June 5 @ 6:30pm TLS Evening/Spring Concert

June 6 All School OMSI Field Trip

June 10 8th Grade Graduation 7pm

June 11 last day half day, chapel, then field day.

I will be at the District's Administrative Conference May 1-2

School Playground safety

The teachers have asked if we can use a chain to section off the playground from the parking lot during recess times. 10-10:20 11:30-12:30 1:15-1:30 and for the lawn to not be mowed during recess.

Trinity Lutheran Christian School Board of Education Report April 8, 2025

TELC-

Meeting was held on April 8th

February gain \$15,660

YTD gain \$58,764

YTD budget +\$78,850

Income +62K to budget

Expenses \$17K under budget

We will move the Assistant Director to salaried wage instead of hourly wage

Currently working on budget and health insurance

State of Oregon requires a covered play area. The cost is around \$20,000. Dana and Paul are going to build this into the budget.

TLCS

Next meeting is April 10, 2025

Will be working on curriculum

Gymnasium time issues to be resolved between TELC and TLCS at this meeting

Board of Finance and Properties Report April 8, 2025

1. We have received notification from Oregon Emergency Management that the Security Grant of \$150,000 has been suspended pending investigation by the United States Department of Homeland Security. There are several lawsuits that are challenging the President's Executive Order concerning the legality of the executive branch impeding the funding of congressionally approved programs. I was told by the Director of Oregon Emergency Management that they have received no monies from the Federal Emergency Management Agency program for the past two months despite the fact that many grant recipients have already executed contracts with vendors and contractors for work that has been underway for damage from wildfires, etc. At this time we have no clear picture of if or when our funding might be reinstated.
2. Development of the East lot is still pending. Jill Sherman of Edlen Co. indicated that the new system of grants for affordable housing is no longer competitive but applicants who apply in spring must be able to begin construction by the fourth quarter of the year. This means that permits and drawings would need to be in hand by the time the application would be submitted. A rough estimate is that it would cost about \$500,000 to be ready for the application process. She is in talks with Hacienda to see if they continue to have interest in the development of our property. In addition, we discussed the possibility of Trinity fronting part or all of the necessary costs for becoming application ready. I discussed this with Dan Lorenz and Judy LeBrun and they indicated that this might be a possibility. These funds would be reimbursed to Trinity along with the sale value of the property at the time of completion of the building process.
3. We have purchased a new commercial-grade pressure washer to deal with the cleaning of many concrete areas of our property. In addition, I was able to purchase two new basketball backboard systems for \$50 each to replace the broken one in the gym. Smart TVs have been installed in 3 classrooms.
4. Routine maintenance is continuing on our buildings and property with no significant issues encountered other than the aging of the volunteer maintenance folks. Of course we still have the minor issue of roof replacement and parking lot resurfacing. 😊

Respectfully submitted,

Chuck Kunert
Chair, Board of Finance and Properties

Board of Ministry and Outreach Report

April 8, 2025

Pastor Ruberto reported on his stay in Mexico/Yucatan. He recorded sermons which were used at Trinity's Spanish service in his absence. Edgar Burgos led the liturgy. On communion Sundays, Pastor Mark or Pastor Bill Shimkus served the Lord's Supper.

Pastor Ru is working with families interested in Baptisms, First Communion and membership. A First Communion will be celebrated soon.

The Friday evening Spanish prayer and Bible study time in the Sanctuary is going well. Edgar is leading this ministry.

Pastor Mark is conducting an Informational class on Sunday mornings between services. Four people are attending.

He is working on involving Heidi Frank, music leader in the Contemporary Service, to play guitar occasionally for the 8:30 am. service.

Marketing Committee:

Judy L. said the committee is waiting on the sign company to present a revised design from the original. The dimensions of the revised design will make better use of the designated space.

Sunday School/Adult Bible Class/Youth:

Sunday School continues to do well under the leadership of Jan Gaylord and Jeff Travis. Children can be seen running down the hallway in anticipation to get to their class in the cafeteria.

Adult Bible Class has begun a 12 week study of the Book of Genesis. Chuck Kunert is leading the class.

Friday evening Bible Study/Basketball for high schoolers continues to do well under the leadership of Steven Burgos. Pastor Ru commented that they have had evenings when they skipped the basketball games to spend more time in Bible study.

Call Committee:

Forms are available for Trinity members to offer names of Pastors they would like to see on the Call list. The district office will be contacted to ask the President for names of candidates to be considered.

Vacation Bible School will be lead again this year by Allison Hoelter and Jan Gaylord. The dates are July 7 – 11 which coincides with TELC summer camp program, giving those children in attendance to opportunity to attend VBS as part of their daily activities.

Old Business:

Pastor Mark informed the Board of the Church Council's zoom conference with Kris Kunkel of Lutheran Church Extension Fund and their program assisting churches in ministry and mission. A discussion of the following factors took place: the need for a Head Pastor, moving on from a vacancy pastor, the changes that have taken place over the last 10 years in our congregation, school and community. (The last strategic planning for Trinity was done in 2014) What is our

mission/ministry plan for moving into the future? While the board members thought that professional help would be good to have, the price tag of \$15,000 was of concern with the present financial difficulties for the congregation. Discussion took place. Moving ahead on getting a Head Pastor was a high priority for the board.

New Business:

Pastor Ruberto doesn't get a Sunday off from his pastoral duties as there are no Spanish pastors that can be paid to substitute for him. While in the Yucatan, he recorded sermons that were used with Edgar Burgos doing the liturgy and Pastor Mark or Pastor Bill attending for Communion services. The proposal was made that Pastor Ru could do the same thing occasionally to give him a Sunday off. This was discussed. Edgar Burgos would need to agree to this. We will continue pursue this possibility.

The board discussed the pros and cons of changing service times on Sunday mornings. Low attendance in the morning services could lead to combining the two. Worship styles of these two services and the time of a single morning service was discussed. The Spanish service has always been a 1:00 afternoon service which results in very little contact with those who attend morning services. Moving the Spanish service to late morning would allow for fellowship between two morning services and also build our Sunday School with the addition of Spanish families' children. Discussion of all these factors took place. Different scenarios will be presented at our next meeting for further consideration.

Next Four Months:

3/19, 3/26, 4/2, 4/9 Lenten Worship @ 6:30, Soup Supper @ 5:30 pm.

4/6 One service 10:00 am. TLCS Open House, Burrito Feed after service

4/8 Church Council regular meeting

4/13 Palm Sunday – regular Sunday worship schedule

4/17 Maundy Thursday services: Liturgical 6:00 pm., Spanish 7:30 pm.

4/18 Good Friday services: Liturgical 6:00 pm, Spanish 7:30 pm.

4/20 Easter! Regular Sunday service schedule:

Breakfast and Sunday School Easter Egg Hunt between morning services,

Community Easter Egg Hunt at 12:00 noon

(no regular Sunday School or Bible Class)

4/26 Spanish Program: "What a Woman is in God's Eyes" 3:00 pm.

5/10 Ray Reisig Memorial Service @ 1:00 pm.

5/11 Mothers' Day

6/15 Fathers' Day

6/29 2025 Portland Parkways

7/7- 7/11 Vacation Bible School

8/3 (or 8/10) Church Picnic

8/17 Trinity Golf Fellowship

Action Item:

Those in charge of Fellowship: weddings, memorial services and other events using visuals, would like to have a screen installed on the North wall of the gym. Use of a screen for presentations has always been on the stage and is hard to see from the far side of the gym floor when a large crowd is present. A screen on the North wall would be able to be pulled down when needed, otherwise, would be inside the housing. Properties says it will not be a problem with gymnasium activities. The Ministry and Outreach Board requests that the Properties Board install a screen on the North wall of the gym for future projection needs in gatherings there.

This report is respectfully submitted by Jim Riedl, Ministry and Outreach Board Chairman

Treasurer's Report Church Council Meeting ~ April 8, 2025

No written report for this meeting (tax season)

Presidents Report

Marketing Task Force

The sign company has proposed lowering the sign height to 10 feet and will be able to move the sign 12in. closer to the sidewalk. The Marketing Task Force is okay with the updated design, would like the Church Council to approve the sign and move forward with entering into a contract with Vancouver Sign. The quoted cost is \$26,742.42 with 50% due as deposit. Request is to use PLACE Foundation funds stipulation for School capital and development projects.

The Task Force is looking through the summer calendar of neighborhood events and will explore the option of hosting a table or booth at selected events this summer. We will look into having banners made that can be attached to the back fence during the Sunday Parkways event to give greater visibility to the Church, School, and Early Learning center for rides coming down our street. Signs will be usable at other events as well.

Call Committee Update

The Call Committee has only received a couple Pastor nominations. The deadline for submissions is Sunday, April 13. After reviewing the nominations, the Call Committee will send them to the District President along with the congregation self study.

PRESENTATION DRAWING

A (1) D/F Pylon Sign

1 4"X8" STEEL REC TUBE LEGS PAINTED TO MATCH P1

TOP CABINET:

2 D/F ALUMINUM EXTRUDED CABINET W/ 2" RETAINERS & 2" DIVIDER BARS PAINTED TO MATCH P1

3 WHITE POLYCARBONATE FACES W/ FIRST SURFACE GRAPHICS TO MATCH VINYL COLOR KEY (COPY REVERSED OUT)

4 INTERNAL 6500K LED LIGHTING

TOP CAP:

5 2" ALUMINUM SQUARE TUBE REVEAL PAINTED TO MATCH P1

6 2"X4" ALUMINUM REC. TUBE TOP CAP W/ .125" ALUMINUM SKINNED TOP PAINTED TO MATCH P2

ZIP TRACK CABINET:

7 D/F EXTRUDED SUN CABINET W/ 2" RETAINERS - CLIP MOUNTED TO INSIDE OF REC TUBE LEGS - PAINTED TO MATCH P1

8 (2) 4" ZIP TRACK FACES

9 VANDAL COVER W/ HYDRAULIC ARMS & LOCKING SYSTEM

BANNER W/ EYELETS: (BANNER NOT SUPPLIED)

10 (4) BANNER EYELETS 30" APART VERTICALLY

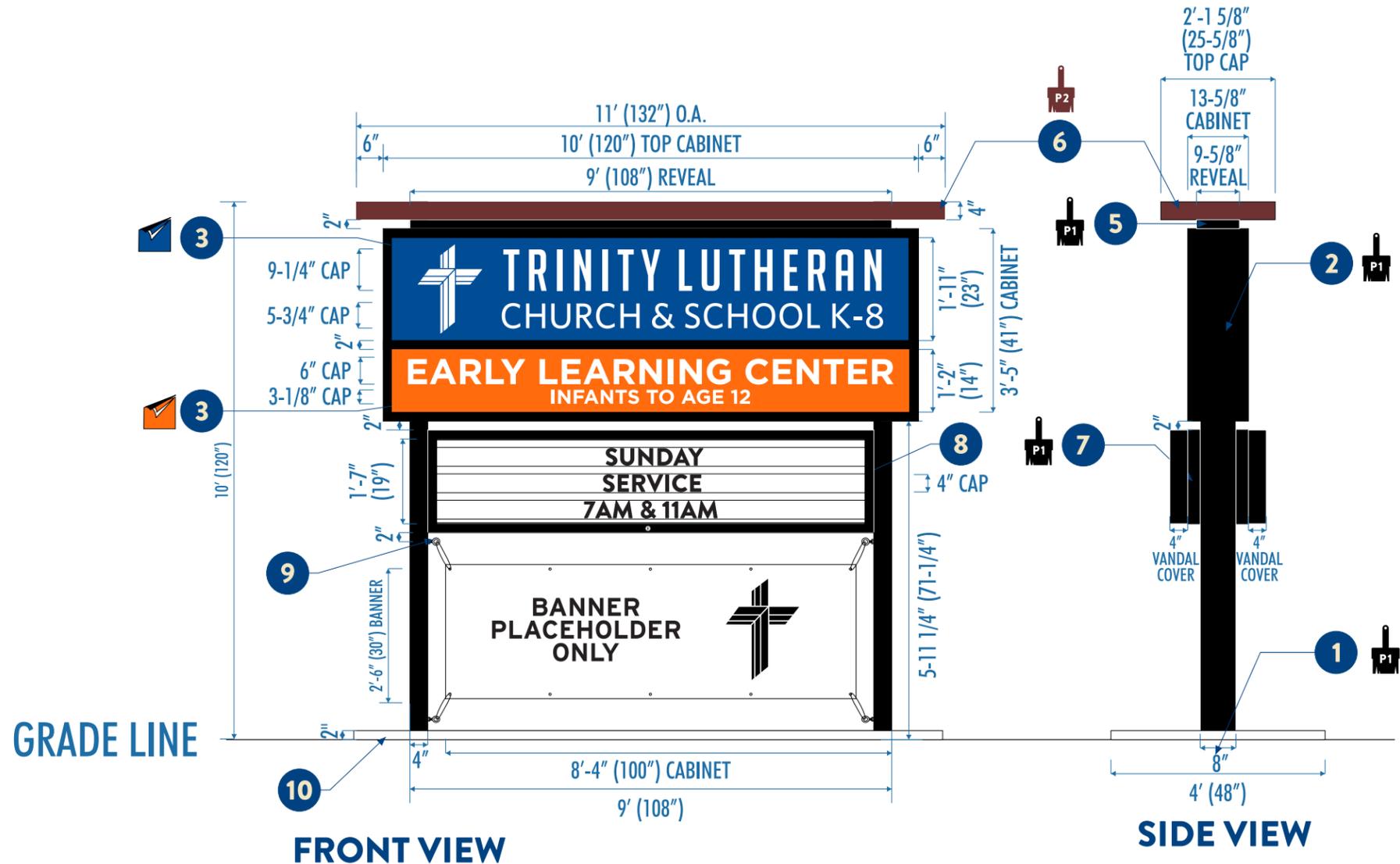
BASE:

11 2" CONCRETE PAD

***FOOTING TBD BY ENGINEERING**

Vinyl Color Key		Paint Color Key		Attachment Key	
	230-167 Blue		Satin Black		
	230-44 Orange		Rust Brown		

OFFICIAL USE ONLY



Scale: 3/8" = 1'

SQFT: 47.4 TOTAL



Trinity Lutheran Church & School
5520 NE Killingsworth St.
Portland, OR 97218

File: 241128-04 Trinity Lutheran Church & School.cdr
Design #: 241128-04
Date: 02.28.25

Location: Portland, OR
Designer: GM
Account Executive: RR

Survey by:

Initials: _____

Date: _____

Initial upon agreement:

Client: _____

Landlord: _____

Affiliations:



Online:



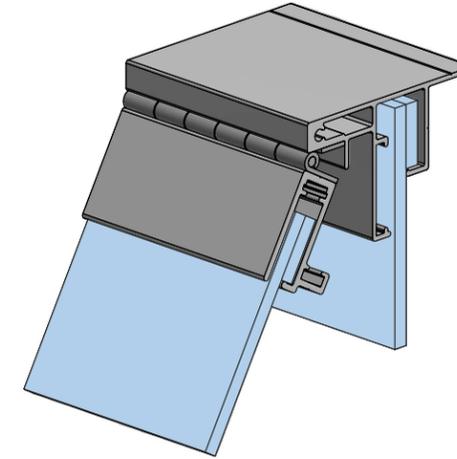
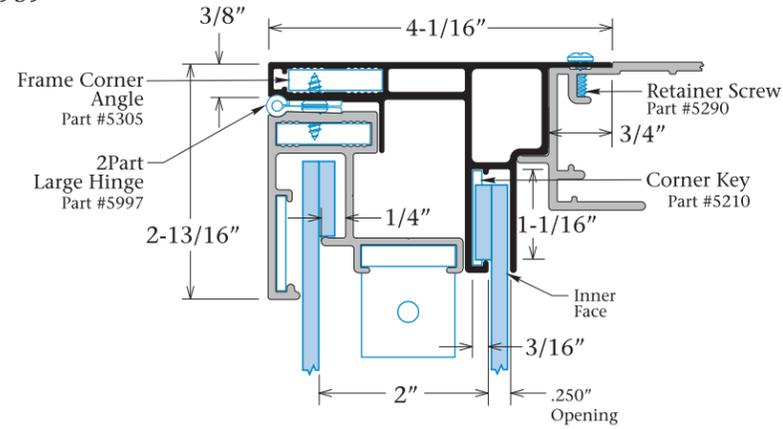
www.vansignco.com

2

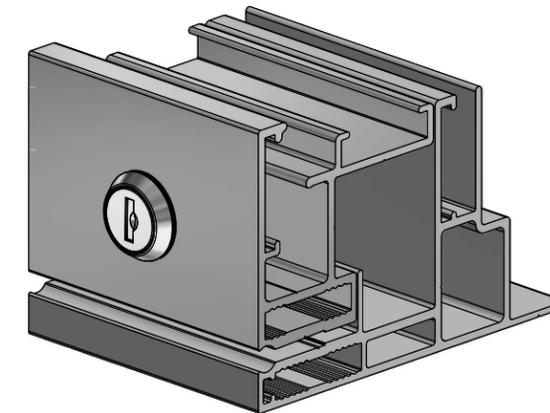
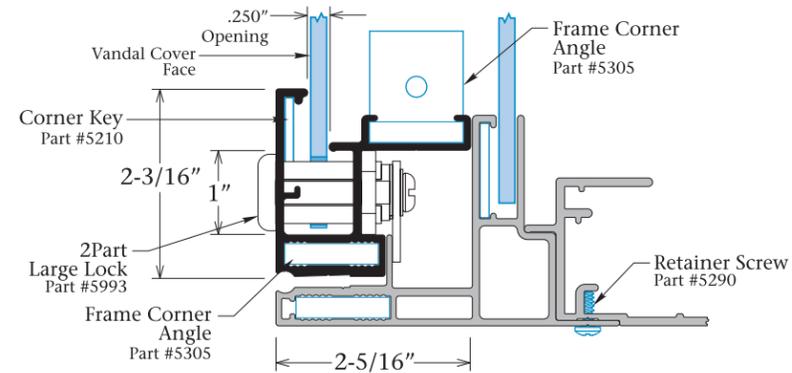
PHOTO RENDERING

VANDAL COVER

2Part Large Inner Frame
Part #1959



2Part Large Outer Frame with 2Part Large Lock
Part #1941 Part #5993



Note:

The **Inner Frame** retains the inner face which is typically a translucent white face for changeable copy systems.

The **Outer Frame** retains the vandal cover or outer face which is typically a clear lens.



3800 Fruit Valley Road, Suite B, Vancouver, WA 98660
Phone: 360.693.4773 Fax: 360.693.2747

Trinity Lutheran Church & School 5520 NE Killingsworth St. Portland, OR 97218	File: 241128-04 Trinity Lutheran Church & School.cdr Design #: 241128-04 Date: 02.28.25	Location: Portland, OR Designer: GM Account Executive: RR	Survey by:	Initial upon agreement:	Affiliations:	Online:
			Initials: _____	Client: _____		
			Date: _____	Landlord: _____		

This original design is property of Vancouver Sign Company and is protected under Federal copyright laws. This design may not be shown to anyone outside your organization. Dimensions are approximate and may vary until a field survey is conducted. The colors represented herein are the closest match to the actual material colors. Reproduction of the design concept without written authorization by VSG is subject to a minimum penalty fee of one thousand dollars.

PHOTO RENDERING

A (1) D/F Pylon Sign



PROPOSED

Scale in photo rendering is approximate



EXISTING



Trinity Lutheran Church & School
5520 NE Killingsworth St.
Portland, OR 97218

File: 241128-04 Trinity Lutheran Church & School.cdr
Design #: 241128-04
Date: 02.28.25

Location: Portland, OR
Designer: GM
Account Executive: RR

Survey by:
Initials: _____
Date: _____

Initial upon agreement:
Client: _____
Landlord: _____



Online:
in f
www.vansignco.com





PROPOSAL

241128-03
 Date: 04/07/2025
 Expires: 05/07/2025
 Drawing Numbers: 241128-04

Project: Trinity Lutheran Church and School
 5520 NE Killingsworth St
 Portland, 97218

Client: Trinity Lutheran Church and School
 5520 NE Killingsworth St
 Portland 97218

Contact: Chris Hoelter (503) 705-4285 chris.hoelter@gmail.com

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1. Remove and dispose of existing sign, brick base and footing.	\$3,300.00
2. Manufacture & install the following:	\$22,142.42
A. (1) - DF monument sign with 4" interchangeable zip letters	
Design R4	
Engineering	\$450.00
City of Portland Permit Acquisition Fee	\$850.00
Permits at cost and added to final invoice.	
<hr/>	
Deposit Rate: 50%	Subtotal: \$26,742.42
Deposit: \$13,371.21	Total: \$26,742.42

Notes: All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

Exclusions: Sign permits, structural engineering, traffic control equipment and permits are not included in the above quotations and if required shall be invoiced on a time and material basis. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing (within 6 feet of sign location) or provided by others.

Warranty: 12 months against defective materials and 12 month unconditional guarantee on parts and labor.

Salesperson: Ron Robinson

Buyer _____ Seller _____