

## Trinity Lutheran Church Council Meeting Minutes

Tuesday, May 13, 2025

*(Approved by the Church Council on July 8, 2025)*

1. **7:07 PM Call to Order** – Chris Hoelter
2. **7:10 PM Opening Prayer** – Pastor Ek Yah
3. **7:13 PM Attendance and Approval of April 8th Meeting Minutes: Motion to approve by Chuck Kunert, 2nd Suzanne Frank- Approved by voice vote. Attendance tonight: Chris Hoelter, PR Mark Hoelter, Elaine Von Wald, PR Ruberto Ek Yah, Suzanne Frank, Edgar Burgos, Chuck Kunert, Jim Reidl, Ruth Gray, Amity Cunningham. Via Zoom - Marsha Wolfe.**
4. **7:15 PM Board/Officer Roundtable:**
  - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe) - **See Written report.** In addition, per Chuck there will be some money in the security grant for cyber security. Outdoor school is happening this week at Camp Namanu.  
No report for **TELC** but they are doing well financially, positive budget each month, approximately 112 kids currently which is an increase front last month.
  - ii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray) **See written report.** 3 new picnic tables were bought and put together to replace the current ones that have disintegrated. Playground one will stay for now.
  - iii. **Board of Ministry and Outreach Report** (Jim Reidl/Pastor Ek Yah/Pastor Hoelter)- **No written report.** Board of Ministry and Outreach has not met since the last Church Council meeting. Easter Services were well attended, and breakfast went well with the 8th grade raising a good amount for their trip. Considering service changes but a way out from that at this point. 6/29 Portland Parkways we will be giving out water and Otter Pops, VBS is the week of 7/7.
  - iv. **Pastor's Report** (Pastor Ek Yah) - **No written report** -Hoping to resume the Spanish Beach Ministry Trip at the beginning in August. Has only been doing 1 Sunday a month at Ascension and spending Friday's here with the Youth and basketball. Starting a first communion class for 4 and 1 baptism up coming.

- v. **Treasurer's Report** (Elaine Von Wald) - **See written report.** Endowment funds may be able to help with calling of a new Pastor, to be confirmed at a later date.
- vi. **President's Report** (Chris Hoelter) - **See written report.** Regarding the outside sign, the framing and structure would be the same but Stewart Sign would create a new plexiglass sign. Installation is not included in the \$5850 price. Still waiting to hear back from Vancouver Sign to see what they can come back with. Minuteman Sign will be donating 3x6ft vinyl banners for events. Marketing task force will have a table at Fremont Fest in July and Cully fest in Sept.

**5. 7:45PM Board Action Items**

**1. Motion to Approve Slate of Nominees for Church Council**

- Vice President – Edgar Burgos
- Secretary – Amity Cunningham
- Board of Finance and Properties Chair – Chuck Kunert
- Board of Education Chair – Suzanne Frank (1 year)

**Elaine motioned for church council nominees, Chuck 2nd. - Approved.**

**6. 8:00 PM Announcements**

**i. Next Council Meeting – July 8th 7pm**

**ii. Next Congregation Meeting – June 22 bilingual 10:00am Service, Meeting, then meal.**

**7. 8:15 PM Closing Prayer – Chris Hoelter**

**8. Adjournment**

Respectfully submitted,  
Amity Cunningham

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Trinity Lutheran Church Council Meeting  
Tuesday, May 13, 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 April 8th 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** (Jim Reidl/Pastor Ek Yah/Pastor Hoelter)
    - 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 Slate of Nominees for Church Council**
      - Vice President – Edgar Burgos
      - Secretary – Amity Cunningham
      - Board of Finance and Properties Chair – Chuck Kunert
      - Board of Education Chair – Suzanne Frank (1 year)
  6. **8:30 PM Announcements**
    - i. **Next Council Meeting – June 10 or skip?**
    - ii. **Next Congregation Meeting – June 22 or 29**
  7. **8:45 PM Closing Prayer** – Chris Hoelter
  8. **Adjournment**
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**Trinity Lutheran Church Council Meeting Minutes**  
**Tuesday, April 8, 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 13<sup>th</sup>**
7. **8:45 PM Closing Prayer** – Chris Hoelter
8. **Adjournment**

Respectfully submitted,  
Amity Cunningham

## May 2025 Principal's Report

**May Monthly focus: Peacefulness**

### **Enrollment Update 2025-2026**

22	to reenroll
16	NEW - NEED
21	Reenrolled fully registered
7	New fully registered
66	GOAL - budgeted
28	Total Fully Enrolled
7	New in the process

### **Curriculum Update:**

Saxon Math sent up a quote of \$15,721.56 for their K-6 math curriculum  
In the process of researching other math curriculum options.

**Staff Continuing Education:** Jessica Olwa plans to begin a Masters in Teaching Program in the Spring. The program start-up cost will be \$2,200. Each course is \$1,800  
Need to add a budget line for staff continuing education to the budget.

### **Technology Safety Grant**

I'm working with Chris Herold on a school-wide digital safety program plan to empower students, families, and teachers on how to navigate the digital world with confidence, safety, and responsibility. We are requesting grant money from the Lorenz Foundation.

### Upcoming Events

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 9 8th Grade Banquet 5:30

June 10 8th Grade Graduation 7pm

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

Board of Education Minutes  
May 8, 2025

In Attendance: Marsha Wolfe, Judy LeBrun, Paul Brandt, Deb Thompson, Allison Hoelter, Pat Kunert  
Absent: Suzanne Frank

The meeting opened at 12:35pm

Devotions were given by Pat Kunert. The devotion was based on Proverbs 16:24:  
“Pleasant words are a honeycomb, sweet to the soul and healing to the bones.”

The April 10, 2025, minutes were approved as written.

Administrator’s Report:

In addition to the written report given to the Board members, the additional information below will be filed as part of these minutes:

- \*On the subject of budget for continuing education for faculty, Marsha will check to see what the current budget is for this item. She will bring that budget to the June meeting. The board members will also review the policy on Continuing Education for faculty and a decision will be made as to payment for Jessica Olwa’s Masters in Teaching.
- \*Curriculum update will be discussed under Old Business

TELC Report:

There was no written report, only an oral report:

- \*Financially, TELC is doing well with a gain of \$16,000.
- \*The cost of health insurance for full time employees has been added to next year’s budget. Dana and Paul are working with the faculty and staff who qualify.
- \*The TELC playground needs updating, additional equipment and a covered area. There will be a playground committee put together to start plans for this.

PTO Report:

There were no additions to the written report.

Marketing Report:

There was no written report, only an oral report:

- \*The Board members requested that Chris, at the next church council, talk about the new sign again. The members feel we need the new sign that was approved.
- \*Chris is looking into a banner for the front of the building and also for different street fairs that we will participate in. There is a donation for this banner from one of our alumni.
- \*Jessica will design a postcard to be sent out to designated zip codes promoting our school, church and TELC.

Old Business:

\*Curriculum: The faculty is looking at replacing the current Math curriculum with Saxon Math. Marsha was asked to get samples for the faculty to look at and if possible have a rep come to answer questions, before a decision is made. This needs to be done fairly quickly, so it can be put in the budget for next year. She is also doing the same steps for a new 7<sup>th</sup>/8<sup>th</sup> social studies curriculum.

New Business:

\*The board reviewed, discussed and approved the following policies: 5.141, 7.39, and 4.42. In regards to the question about the Pastor's role in dissemination of information, that was put on hold for further discussion at the June meeting.

\*\*\*Next meeting: June 12, 2025 at 12:30(may need to reschedule)

June Devotion: Paul Brandt

Respectfully Submitted,  
Pat Kunert, Board Member

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### **Board of Finance & Properties Report to Church Council May 13, 2025**

1. We have received notification from Oregon Emergency Management that the Security Grant of \$150,000 has been reinstated and we have been granted permission to expend the funds. The Security Grant Task Force met on May 8 and were given their marching orders. Each will attempt to obtain 3 bids from qualified contractors for their respective items in the grant. These include the following: improved external lighting, impact resistant and electronically controlled entrance doors and gates, access control systems that identify those entering the building and their times of egress and exit, alarm systems to indicate when doors and windows are opened, improved camera systems, a generator to continue essential functions in case of power outages, improved campus-wide cybersecurity, and staff and volunteer training. The grant administration will be provided by ADM and Associates, the group that assisted us in writing the grant. We have until June 2026 to spend the funds.
2. Other than routine maintenance, the following have been done:
  - a. One of the main bearings went out in the air handler that services the sanctuary. Scott Wolfe assisted in the repairs. The new bearing was gifted to Trinity by a company in Gresham that is a bearing distributor. When the manager heard that we were a church and I asked the cost, he said, "Happy Easter. We can't sell it to you but we are believers and don't want you to be without heat for Easter." I've since purchased spare bearings for those two air handlers in the event of failure in the future. They cost about \$125.
  - b. Two of the safety lights in the far south hallway had burned out ballasts, so they were replaced with LED fixtures that do not require ballasts.
  - c. The picnic tables that were gifted to Trinity about 10 years ago are beginning to rot out. They are extremely heavy, and while we've been able to extend their lifetime for several years, the wood is not treated and so replacing the boards would be quite expensive. Each time the lawn in the depression is mowed, the person mowing needs to move those tables, and it is a challenge. We discussed this with Ruth, Marsha, and Dana and decided to purchase portable, heavy-duty, metal-based, plastic picnic tables to replace the three in the depression. Decent boards from those table will be used to replace rotting boards on the wooden table near the playground. The new tables fold flat and can be stored during the winter months.

Respectfully submitted,

Chuck Kunert  
Chair, Board of Finance and Properties

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**Board of Ministry and Outreach Report  
May 13, 2025**

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

To Church Council:

All were copied on the reports sent to LCEF for the three quarters ended March 31, 2025. I am working on the first draft of the preliminary budget, so input from all is requested. I have much of the preliminary information including:

- Salary increase of 2.75 % applied to 2024/2025 total - need adjustments for step increases.
- Suzanne Frank has advised 60 students should be used for projecting tuition.
- Dan Lorenz has provided a preliminary estimation of "\$137,500 or so."
- \$20,000 needed for curriculum due to a new math curriculum required.
- Have obtained utility percentages increases from the internet where available.
- Assuming large repair & maintenance expenditures will require fundraising.

Need:

- Potential Pastor amount in light of recent increases in pay scale.
- Other known out of the ordinary expenses

Hoping to have a preliminary draft tonight subject to my granddaughter nap schedule.

Elaine

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May 13, 2025

## TRINITY SCHOLARSHIP FUND ENDOWMENT REPORT

This report is to advise the church council of the status of the Trinity Endowment Fund as of December 31, 2024. While I have provided some oral updates and some quarterly statements, I have been remiss in providing a formal, written report. As of the last formal report delivered in June of 2022, our EOY 2021 account balance was \$2,749,175. 2022 was a terrible year in the market. Distributions from the fund totaled \$147,760. Due to the closure of Concordia Bronxville, Hans and Christa Spalteholz, together with Bill and Betty Shimkus, were able to redirect prior gifts to that institution to our endowment in the sum of \$10,736.00. We ended 2022 with a fund balance of \$1,916,688.

Things improved somewhat in 2023. Distributions totaled \$131,000. No fund contributions were received that year, and we ended the year with a balance of \$2,393,155.

At the start of 2024, the endowment had investments through Fidelity totaling \$2,393,155, and a life insurance policy on Tom Wolbrecht with an estimated value of \$5000. Memorial gifts in honor of Elvira Brandt added \$1210 to the fund, and distributions to the school totaled \$140,000. The Endowment continues to operate on a fiscal year basis, rather than a calendar basis.

At the end of 2024, the endowment continued to hold the life insurance policy on Tom Wolbrecht, and its Fidelity portfolio was valued at \$2,768,536. As presently invested, the bulk of the endowment continues to be invested in various exchange traded funds or mutual funds.

Letters updating persons having created the various scholarship funds, or the descendants of those individual, will be sent to the Kuhnau family, the Elsasser/Miles Fund, the Beuscher Fund and the Dressler Family.

The fund and sub-fund balances as of the end of 2024 were as follows:

PLACE	General	Kuhnau	Elsasser/Miles	Lohman reg and sem	Buescher	McLaurin	Dressler
\$839027.41	\$719,424.41	\$ 288,166.62	\$91,722.21	\$ 147,437.31	\$295,966.61	\$ 65,288.88	\$264,694.40
				And \$56,808.17			

Over the years, total giving now comes to \$1,810,122. Total distributions from the fund to date total \$1,433,005.

Should the counsel have any further questions, please do not hesitate to inquire.

Sincerely,

Daniel C. Lorenz  
Trustee

Judy LeBrun  
Trustee

## Presidents Report

### Marketing Task Force

- **Front Sign:** The Task Force has reached out to both Vancouver Sign and Stewart Sign about reusing the existing sign structure and updating the sign to reflect the new wording as shown in the Vancouver Sign proposal.
  - **Stewart Sign** has provided a quote of \$5,850 for a 60" x 120" sign.
    - 2 rows of 6-inch changeable letters and 334 new letters with storage case. No vandal cover.
    - Updated Sign Face with new wording
    - Installation no included
    - Include Freight (Ships from Florida)
  - **Vancouver Sign** is still updating their proposal.
  
- **Banners:** Two banners have been donated by Minuteman Press. The task force is currently working on creating a 3x6 version and a 4x10 version that will be displayed during events on Trinity's campus and at neighborhood events.
  
- **Neighborhood Events:** The Marketing Task Force is planning to buy a vendor table at two local events. Fremont Fest (July) and Cully Fest (September).
  
- **Mass Mailers:** The Task Force has requested an Insights marketing study from LCEF for several neighboring postal codes to determine which areas have the highest Trinity age student population for a direct mailing campaign.

### Call Committee Update

The Call Committee has submitted 5 nominees to the District Office along with an updated Self Study. The District Office reports that President Von Behren expects to send the call list to us in early June.