

## **Trinity Lutheran Church Council Meeting ~ Tuesday, September 10, 2024**

*(Approved by the Church Council on November 12, 2024)*

**1. 7:00 PM Call to Order/Welcome** – Chris Hoelter

**2. 7:03 PM Opening Prayer** – Pastor Hoelter

**3. 7:04 PM** Attendance and Approval of May 15, 2024 and June 13, 2024 Meeting Minutes. Chris Hoelter, Elaine Von Wald, PR Hoelter, Edgur Burgos, Suzanne Frank, Jim Riedl, PR Ek, Ruth Gray, Chuck Kunert, Amity Cunningham, Marsha Wolfe via Zoom.

Motion to accept previous Minutes 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 Marsha's written report. New Policy for AI Use. Money needed for the Educators Conference in October. Per Ruth it is in the budget already. PTO will be pulling the by-laws to get back in motion post Covid. TELC: see written report. Concerns about Security and propping of doors on school and non school days. Security issues will be addressed by BOF.

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

All bad ceiling tiles were replaced, downstairs lights all fixed by Ken Sievers, grounds were cleaned up nicely before school started, Recirc pump in boiler room has been replaced. Installing doors between classroom 10-11 almost complete. Leaking ventilator replaced. Some vandalism Friday night, traffic cones thrown around, bottles broken, the bench in front of school was broken but has been fixed. This morning it was confirmed that we received a security grant in the amount of 150K. Key cards, electronic gates, exterior lighting. Window security and more.

**iii. Pastor's Report (Pastor Ru / Pastor Hoelter)** See Written report, + Spanish Retreat had about 45 participants, 2 first communions and a baptism coming up. PR Ek will be gone from 9/17- 10/1, his services will be covered by others during this time. Also The golf tournament has been scheduled for August 17th 2025.

**iv. Treasurer's Report (Elaine Von Wald)** - see written report.

**v. Ministry and Outreach-** Bible and basketball will resume 9/20. Over the summer we had a successful VBS, Wine tasting event, Golf Tournament, Church Picnic, Alumni Picnic, Las Adelat. is, Sunday Parkways. Children's Sunday school restarted 9/8. Mexican Independence celebration happening 9/15 after 1 pm service.

**vi. President's Report (Chris Hoelter)** - Marketing task force meets 9/11.

**5. 8:20 PM Board Action Items**

**1. Motion to appoint Jim Riedl to Ministry and Outreach chair until a replacement can be found by Chris Hoelter, 2nd by Charles Kunert – Approved**

**2. Motion to hire AMD LLC inc to manage the Security grant by Charles Kunert up to 7k  
2nd by Suzanne Frank - Approved**

**6. 8:25 PM Announcements**

**i. Next Council Meeting – November 12th**

**7. 8:27 PM Closing Prayer – Chris Hoelter**

**8:28 Adjournment**

Respectfully submitted,  
Amity Cunningham

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Trinity Lutheran Church Council Meeting  
Tuesday, September 10, 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 May 15, 2024 and June 13, 2024 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. **Pastor’s Report** (Pastor Ru / Pastor Hoelter)
    - iv. **Treasurers Report** (Elaine Von Wald)
    - v. **President’s Report** (Chris Hoelter)
  5. **8:15 PM Board Action Items**
    1. **Pastor Ru ‘MAP-West Coast Orientation Training’ Expense**
  6. **8:30 PM Announcements**
    - i. **Next Council Meeting – November 12<sup>th</sup>**
  7. **8:45 PM Closing Prayer** – Chris Hoelter
  8. **Adjournment**
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## Trinity Lutheran Church Council Meeting ~ Tuesday, May 14, 2024

1. **7:04 PM Call to Order/Welcome** – Chris Hoelter
2. **7:04 PM Opening Prayer** – Pastor Hoelter
3. **7:08 PM Attendance and Approval of January 9, 2024 Meeting Minutes. Present:** Elaine Von Wald, Chris Hoelter, Ruth Gray, PR. Ruberto EK, Chuck Kunert, PR Mark Hoelter, Marsha Wolfe (via zoom), Suzanne Frank. Absent:, Edgar Burgos, Jim Riedl, Amity Cunningham.  
*Motion to approve March 12<sup>th</sup> Minutes by Suzanne Frank, 2nd Elaine Von Wald. - Minutes approved.*
4. **7:10 PM Board/Officer Roundtable:**
  - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe)  
Suzanne summarized the actions being undertaken by the Board of Education. They continue to work on the BOE Handbook, 2 chapter remain to be reviewed. Next BOE meeting will be used to address the 5-10 year strategic plan for the school. Current BOE members, Joyce Nitz and Debbie Thompson are leaving the board. When new members are names, they will be submitted to the council for approval.  
The TELC board met earlier in the day and started working on their 5-10 strategic plan. Will start working on steps to execute the plan. There are currently 113 students being served by TELC (including after school care). A change to fixed 3 day/5 day offerings was cancelled after socializing the plan with families. TELC Board Chair, Nancy Mann, has reached the term limit as allowed by the TELC ByLaws. Suzanne is working on finding a replacement for her, but will need approval from the Church Council to allow Nancy to continue as Chair until replacement is named.  
Suzanne made a motion to allow extension of existing TELC chair beyond the allowed term until a replacement is named. Motion was seconded by Chris Hoelter. Motion approved.  
Marsha Wolfe gave the Principal's report. During a recent visit to another school (Pilgrim?) the school uses a system called 'Visitor Aware' the helps logs and track visitors. The system costs \$1,200 to install and then has a monthly fee. Feedback from the schools that use it is very positive and Marsha would like Trinity to consider getting the system. Registrations for next year continue to trickle in from current families and some new families have reached out with interest. The list of upcoming events was reviewed and is included in the agenda.
  - ii. **Board of Ministry and Outreach Report** (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)  
Jim Reidl is currently out of town on vacation. Pastor Hoelter touched on several items from the reported submitted by Jim and included in the agenda. The Board of Ministry and Outreach would like an opportunity to review the visionary budget strategy with the Board of Finance and Properties.
  - iii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray)  
Chuck Kunert directed the council to review the report provided in the agenda and ask questions. One item in the report was addressed earlier than expected, Griffith Roofing was able to schedule the work sooner. The leaking skylights were replaced with proper roofing materials. The boiler system that heats part of the school has been shut down

and will be drained to allow for repairs and maintenance to be performed in preparation for next fall. The church council needs to make the congregation aware of the maintenance needs and plans for setting up a holding account for properties projects that congregation members can direct gifts towards.

- iv. **Pastor's Report** (Pastor Ruberto Ek Yah)  
Pastor Ruberto will be on vacation Sunday, June 23<sup>rd</sup>.
  - v. **Treasurers Report** (Elaine Von Wald)  
Elaine reviewed the 3<sup>rd</sup> quarter financial reports that were submitted with the agenda.
  - vi. **President's Report** (Chris Hoelter)
- 5. **Board Action Items** - None
  - 6. **8:20 PM Announcements**
    - i. **Congregational Voters Meeting – June 23<sup>rd</sup>**  
Will be held between the end of 8:30am service and start of 11am service.
    - ii. **Next Council Meeting – June 13<sup>th</sup>**  
Will be a joint Church Council and Finance Committee meeting to review and approved the proposed preliminary budget.
  - 7. **8:30 PM Closing Prayer** – Chris Hoelter
  - 8. **Adjournment**
- Respectfully submitted,  
Chris Hoelter – *secretary per tem*

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### Trinity Lutheran Church Council Meeting & Finance Committee

Thursday, June 13, 2024

- 1. **7:06 PM Call to Order/Welcome** – Chris Hoelter
- 2. **7:06 PM Opening Prayer** – Pastor Hoelter
- 3. **7:06 PM Attendance.** - Elaine Von Wald, Chris Hoelter, Ruth Gray, Chuck Kunert, Mark Hoelter, Jim Riedl, Dan Lorenz, Suzanne Frank, Ruberto EK, Debra Thompson, Paul Brandt.
- 4. **7:08 PM Agenda**

Meeting participants received a printed agenda, properties project list, ministry and outreach board budget, TELC preliminary 24-25 budget, and TLC&S preliminary 24-25 budget

The preliminary budgets were reviewed by the attendees and feedback was solicited by the Treasurer. Main sources of TLC&S income remain flat, offering and tuition. Increases in both are necessary to make it possible for the congregation to support a full time pastor. TELC monthly earnings have been improving and outlook is good.

The current fiscal year 23-24 will end with a budget deficit of \$95,000, which has been covered by leveraging reserve fund, clearing accounts, and recent gifts to pay obligations. No funds were borrowed from the endowment account. Current balances of all Trinity accounts were discussed. Details of the PLACE endowment fund usage were discussed and ideas exchanged on how to leverage the 'education related capital and development purposes' condition.

Planned talking points for the next congregational meeting were discussed. There needs to be transparent and honest communication about the financial status of the congregation. We have not had a paid pastor in over 18 months or a paid maintenance person in 5+ years.

To be able to support a full time pastor the congregation should be encourage to invest in increasing their offering. Trinity does not have yearly stewardship campaigns which many congregations use to help members focus on spiritual giving in order to support the mission and ministry. There are also several large properties projects that the congregation needs to invest in to help improve and maintain our aging facilities. Parking lot maintenance, carpet replacement, and a failing roof are 3 of the key areas that need investment. A stewardship fund was discussed as a way for congregation members to direct money specifically towards these needs. Over the next 4 years we need to invest at least \$300,000 in property projects.

**8:15 PM Board Action Items**

A motion was made to make an appeal at the upcoming congregation meeting to encourage investment in offering increases that will make it possible to afford a new pastor as well as create a stewardship fund specifically to address properties projects. First: Dan Lorenz. Second: Elaine Von Wald. Motion approved by voice vote.

Elaine Von Wald made a motion to approve the amended budget for fiscal year 2024-2025. Second: Dan Lorenz. Motion approved by voice vote

**5. Meeting Adjourned 8:31 pm**

Respectfully submitted,  
Chris Hoelter – *secretary per tem*

**Trinity Lutheran Christian School Board Reports  
Tuesday, September 10, 2024**

**September 2024 Principal’s Report**

**2024-2025 School Theme: Resilient Faith Taken from Jeremiah 17:7-8**

**Current Student Enrollment:**

Enrollment for the 2024-2025 school year: 54 Students

**Educator’s Conference is scheduled for October 16-18**

I asked for \$1,982 and was awarded 38%= \$753.16 due to the religious nature of the conference.

I will need an additional \$1,052 to cover housing expenses(for TELC and TLCS) and my registration

Trinity Lutheran	G2317	Title IA - Equitable Shares (FY24)	\$6,598.66
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**Carry Over Funds from 2023-2024 APPROVED to be used this year**

***Title I-A: Improving Basic Education***

Provides supplemental services for eligible students who show a risk of academic failure and live within the attendance area of a Title I-A public school. Supplemental services may include access to a Title I-A teacher, one-on-one tutoring, expanded learning time, counseling programs, mentoring programs, computer assisted instruction, professional development for teachers, specialized curriculum, furniture and/or technology.

**Your 2024-25 School Year Allocations are as follows -**

**Title I : \$12,458.20**

**Title II : \$1,249.57**

**Title IV : \$871.00**

### **2024-2025 Parent Student Handbook**

#### **Policy on Academic Integrity and AI Misuse**

At Trinity, we prioritize academic integrity and uphold high standards in our educational environment. The use of artificial intelligence (AI) tools can enhance learning, but misusing these resources to cheat on homework assignments will not be tolerated.

#### **Consequences of Cheating with AI**

Students found to be using AI to submit work that is not their own, plagiarizing from AI-generated content, or relying excessively on AI assistance will face the following consequences:

#### **First Offense:**

Official warning and documentation of the incident.

Completion of a reflective assignment on the importance of academic integrity.

#### **Second Offense:**

A grade of zero for the affected assignment.

Notification to parents/guardians regarding the violation.

#### **Third Offense:**

Potential failure of the course in which the violations occurred.

A disciplinary review by school administration.

We believe in educating our students about the ethical use of technology. We encourage families to engage in conversations about integrity and the responsible use of AI in academic work. Together, we can maintain a culture of honesty and respect within our school community. Thank you for your support.

#### **TELC Report:**

MINUTES

TELC BOARD OF DIRECTORS

AUGUST 13, 2024

Opening devotions were based on Proverbs 9:7-10. We are reminded by these verses to take helpful criticism in a positive way and always remain humble.

TELC Board members present were Pat Kunert, Marsha Wolfe, Mike Wiegand, Paul Brandt, Dana Millard, and Bette Shimkus.

MSC to approve the 7/9/24 minutes.

Current enrollment was presented as full-time spots open in each classroom. Extended Care is full for the 2024-2025 school year. Dana's report includes details and comments on enrollment.

The budget showed the month of July with a -\$3,487.

Old Business:

- a. Work on the TELC Staff Handbook continues.
- b. The TELC summer picnic held on Friday, August 9<sup>th</sup> was wonderful. The children loved "dunking" Dana in the dunk tank!
- c. The TELC 5/10 Year Plan will be discussed at the September board meeting. Board members are to complete the second page of prioritizing choices and bring the completed sheet to that meeting.

New Business:

- a. Thanks to Nancy Mann for providing July and August appreciation treats. Pat will provide treats for September.
- b. Dana and Staff are working on the upcoming Childcare Licensing Inspection scheduled for 9/4. The Center passed the Fire Inspection, but has a few things to fix/change for the Health & Sanitation.
- c. PTO Accrual Payout will be discussed at our September meeting. Dana will send the information to all of us again.

Dana's Report: The detailed report is filed with the official minutes. Following are highlights from her report. There have been a number of families that have left due to moving, acceptance at other preschools and participating in the PreSchool For All Program. August 21<sup>st</sup>, TELC will hold its own Olympics. TELC and TLCS looking at doing a toy gathering/swap in the fall. All Lead Teachers and 2 additional teachers will be attending the NW District conference in October. Jessica Ferguson will be one of the presenters.

Next meeting will be Tuesday, September 10<sup>th</sup> at 1:00 in the library????

Respectfully submitted,  
Pat Kunert, TELC Board Member

**Board Report:**

Trinity Lutheran Church and School  
Board of Education Minutes  
August 15, 2024

In Attendance: Suzanne Frank, Pat Kunert, Deb Thompson, Marsha Wolfe, and Judy LeBrun

The meeting opened at 12:40pm

Suzanne's devotion focused on working together.

The June, 2024 board minutes were approved with a motion by Pat and a second by Judy.

### Administrator's Report

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

\*Marsha explained in more detail how the Title money will be spent this coming school year. She is requesting a Title 1 teacher from Catapult to work with our students that qualify for services. This service will take place on the school campus.

\*Marsha gave us more information about the Visitor Aware Security System. Discussion followed.

\*There was a lengthy discussion about the Trinity PTO. Marsha will be meeting the President to go over the by-laws, a yearly schedule of events, regular meetings throughout the year, a treasurer chosen. This is to be done before the 2024-2025 school year begins. This was one of the board's 1 year plan, to have a structured PTO.

\*Board members approved the new Cell Phone Policy and Tardy Policy.

### TELC Report

There were no additions to the written report.

### Marketing Report

This was a verbal report given by Pat.

\*We are not able to have a reader board because we are not zoned for one. Chris H is checking in to see if we can raise the board (or purchase a new one) higher than it is and make it readable. He will be working with the rep.

### BOE Business

\*The board members worked on the 5/10 year plan for the school. We put together our 1<sup>st</sup> and 2<sup>nd</sup> choices for both plans.

#1: The 5 year plan: #1 Growing enrollment to 100. Marketing Committee to help with this. (Judy has been assigned to be in charge of this.)

#2: Put in a good security system (Suzanne in charge of this)

\*If 5 year plan met, then our 10 year plan would be:

#1: Part time PE Teacher

#2: Air conditioners in all the classrooms.

\*We also listed two projects that do not require funding, to be completed in the next 1 – 3 years:

#1: PTO structured – this school year(2024-2025)(Marsha & Pat to work on this)

#2: Committee put together for future room utilization(Suzanne will work on this)

The meeting adjourned at 2:30pm

The next board meeting is Thursday, September 12<sup>th</sup> at 12:30.

\*\*Educator Sunday will be September 29<sup>th</sup>.

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### **BOARD OF FINANCE AND PROPERTIES REPORT September 10, 2024**

The financial report is contained in the Treasurer's Report. Properties projects/issues update will be a verbal report.

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#### **Treasurer's Report Church Council Meeting ~ September 10, 2024**

To Church Council:

The financial reports for the fiscal year ended June 30, 2024, were submitted to LCEF on July 31, 2024, with copies to church council and the finance committee. The attached report

Attached are selected report for the 6/30/2024 year end that highlight the following key financial information:

1. Profit & Loss by Ministry showing the breakdown of income and expenses between church and school for the year. The school closed the year with enrollment of 49 students. The operational deficit at this enrollment level was (\$229,510.45) of which \$100,823.61 was funded by Trinity Funds used for operations beyond the amount allocated to scholarships for the year. \$128,527.69 was funded by church income mostly resulting from unpaid pastor salary.
2. Designated Funds Report: As discussed at the last council budget meeting, cash flow deficits during the loss year were funded by borrowing from longer-term funds that have been donated with designations for specific use as shown on the attached report. After the Trinity Funds used for operations were applied to the fye 6/30/2024, the remaining Trinity Funds for 2024/2025 use was \$104,120.57. This balance reflects that a portion of the year end gifts of \$127,350.54 was use for the year ended 6/30/2024.

Enrollment to date for the 2024/2025 school year is 54 students, 6 less than the 60 students estimate on the preliminary Budget. The budget will be updated to the actual enrollment tuition and scholarship funding. Other known significant adjustments:

- Church Mutual Property Insurance Conditional Renewal attached reflecting a 45% increase in insurance premiums for the year.

- The NW District request for the approval of time for Pastor Ru to Attend the MAP-West Coast Orientation Training in Livermore, California, and a \$500 per year financial commitment of \$500 per year for two to three years.
- Other amounts to be determined as information is gathered.

TELC reports year to date income of \$34,949.55 for the two months ended 8/31/2024 which is \$9,692.69 above budget. This is excellent news. Enrollment reported for September is 85 students as listed below: Our **September 2024** enrollment is **85** students.

*Infants: 9*

*Wobblers: 19*

*Toddlers: 21*

*Preschool: 12*

*Jr Kindergarten: 9*

*Extended Day: 15*

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## **Presidents Report**

### **Marketing Task Force**

The Marketing Task Force has been focusing on Trinity sign improvements. We have been working with Vancouver Sign on compiling ideas that would make our sign more visible and inform the public about ALL 3 of the organizations that are at our location. We hope to receive some initial designs that the Task Force will be reviewing at the next meeting on September 11<sup>th</sup>. We did learn that since our location is zoned as residential (R7) we are not allowed to have an electronic message center (LED reader board) per City of Portland code.

### **Ministry and Outreach Board Chair**

This position is still open without any solid leads for potential candidates.