

**Trinity Lutheran Church Council Meeting Minutes**  
**Tuesday, January 13, 2026**  
*(Approved by the Church Council on March 10, 2026)*

1. **7: 06PM Call to Order** – Chris Hoelter
2. **7:08 PM Opening Prayer** – Pastor Hoelter
3. **7:10 PM Attendance and Approval of November 11th Meeting Minutes**  
In attendance: Chris Hoelter, Elaine Von Wald, Suzanne Frank, Chuck Kunert, Jim Riedl, PR Hoelter, Amity Cunningham. Via zoom - Marsha Wolfe. Absent: PR Ruberto Ek Yah, Edgar Burgos, Ruth Gray. Motion to approve minutes with Spelling corrections by Suzanne Frank, 2nd Elaine Von Wald. Minutes Approved by voice vote.
4. **7:15 PM Board/Officer Roundtable:**
  - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe). See written report from Suzanne Frank for BOE. See Written report for TLCS from Marsha Wolfe. In addition, reservations need to be made now for the teacher’s conference in Oct and funding needs to be found now so that those can be made. Wondering if the church credit card can be used to make those now and then Trinity gets reimbursed this fall by PPS. Elaine said that that is not an issue and can be used for that purpose. Dana is going to move to the front office (formally Ruth Gray’s Office). When the new PR comes then PR Ruberto has offered to move back to his old office area.
  - ii. **Board of Finance and Properties Report (Chuck Kunert /Ruth Gray)** See written report
  - iii. **Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)** See written report.
  - iv. **Pastor’s Report** (Pastor Hoelter) PR Hoelter will be gone on Vacation from 1/29/26 - 2/10/26. **See written report.**
  - v. **Treasurers Report** (Elaine Von Wald) **See written report.**
  - vi. **President’s Report** (Chris Hoelter) **See written report.**
5. **8:15 PM Board Action Items**
  - i. Approve the 2026 Housing Allowance allocation. Motion that Trinity Evangelical Lutheran Church and School, authorize and establishes the portion of annual salary that the following individuals elect to be treated as housing allowance:

Name	Amount Per Year	Amount Per Pay Period
Don Seleski	\$43,080.00	\$1,795.00 (24 paychecks)
Krista Moore	\$15,477.20	\$773.86 (20 paychecks)
Ruberto Ek Yah	\$24,678.00	\$1028.25 (24 paychecks)

By Suzanne Frank, 2nd Chuck Kunert – Motion Approved by voice vote.

- ii. Motion for Approval by the Council to expend the additional \$25,000 to complete the security grant projects from the maintenance fund. Motion to approve by Amity Cunningham, 2nd Elaine Von Wald - Motion Approved by voice vote.
- iii. Assignment of responsibility to begin a capital campaign to raise sufficient funds to complete the necessary roof replacement OR Authorize obtaining a loan from LCEF of the amount necessary to replace the roof. (Note: we have ~\$50,000 available from the Maintenance Fund that could serve as seed money for a capital campaign.) Pres. Chris Hoelter will begin working on the campaign package.

**6. 8:30 PM Announcements**

- i. **Next Council Meeting – Tuesday, March 10<sup>th</sup>**
- ii. **Next Congregation Update Meeting – Sunday, February 22<sup>nd</sup>**

**7. 8:40 PM Closing Prayer – Chris Hoelter**

**8. Adjournment**

Respectfully submitted,  
Amity Cunningham – Secretary



Trinity Lutheran Church Council Meeting  
Tuesday, January 13, 2026

**“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 Hoelter
  3. **7:10 PM Attendance and Approval of November 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** (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)
    - iv. **Pastor’s Report** (Pastor Hoelter)
    - v. **Treasurers Report** (Elaine Von Wald)
    - vi. **President’s Report** (Chris Hoelter)
  5. **8:15 PM Board Action Items**
    - i. Approve the 2026 Housing Allowance allocation.
    - ii. Approval by the Council to expend the additional \$25,000 to complete the security grant projects.
    - iii. Assignment of responsibility to begin a capital campaign to raise sufficient funds to complete the necessary roof replacement OR Authorize obtaining a loan from LCEF of the amount necessary to replace the roof. (Note: we have ~\$50,000 available from the Maintenance Fund that could serve as seed money for a capital campaign.)
  6. **8:30 PM Announcements**
    - i. **Next Council Meeting – Tuesday, March 10th**
    - ii. **Next Congregation Update Meeting – Sunday, February 22<sup>nd</sup>??**
  7. **8:45 PM Closing Prayer** – Chris Hoelter
  8. **Adjournment**
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**Trinity Lutheran Church Council Meeting Minutes**  
**Tuesday, November 11, 2025**

9. **7:04 PM Call to Order** – Chris Hoelter

10. **7:04 PM Opening Prayer** – Pastor Ek Yah

11. **7:07 PM Attendance and Approval of September 9th Meeting Minutes** – Pr. Hoelter, Chris Hoelter, Amity Cunningham, Ruth Gray, Pr. Ru Ek Yah, Chuck Kunert, Jim Riedl, Elaine Von Wald. Absent Edgar Burgos, Suzanne Frank. They are out of town. **Motion to adopt by Chuck Kunert, 2<sup>nd</sup> Amity Cunningham – Passed.**

12. **7:10 PM Board/Officer Roundtable:**

- i. **Board of Education Report – TLCS & TELC (Suzanne Frank/Marsha Wolfe)** – See written report. TELC finances are in great shape per report by Suzanne Frank to Marsha. 2 new families starting very soon. This Friday is L.E.S.T. fundraiser dinner. Dec 3<sup>rd</sup> singing at the Grotto. All school field trip on 12/11 to see the Nutcracker.
- ii. **Board of Finance and Properties Report (Chuck Kunert/Ruth Gray)** – See Written report. 3<sup>rd</sup> Security Grant bid happening 11/12/25 – Capital Electric. Dorcas is taking over on replacing the chair upholstery, Naga hide color TBD.
- iii. **Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)** – See Written report. Arch Books being provided free to us by Concordia Publishing for a whole year. We will provide them to each of our Sunday school kids every week. Trunk or Treat was extremely well attended despite the date being before Halloween. It was advertised extensively on FB and Instagram and our sign out front for several weeks ahead of time.
- iv. **Pastor's Report (Pastor Ek Yah)** – Last week we had an ICE presence in the neighborhood, it did affect attendance briefly. Pr. Hoelter did a Graveside service at Willamette this last week.
- v. **Treasurers Report (Elaine Von Wald)** – See written report
- vi. **President's Report (Chris Hoelter)** – See written report.

13. **8:15 PM Board Action Items**

- i. The implementation of a fund-raising program to cover major construction repairs to the facilities. We currently have about \$80,000 in that fund that the board proposes using as incentive to raise an additional \$160,000 over the next three years (\$55,000/year). The President has been asked to spearhead this

- ii. Begin the process of hiring a half-time maintenance man. A job listing will be added to the bulletin announcements and shared by the office via email distribution.

#### **14. 8:30 PM Announcements**

- i. **Next Council Meeting – 1/13/2026**

#### **15. 8:47 PM Closing Prayer – Chris Hoelter**

#### **16. Adjournment**

Respectfully submitted,  
Amity Cunningham – Secretary

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### **January 2026 Principal's Report**

#### **November Theme: Resilience**

#### **Enrollment Update (2025-2026):**

**- Total student enrollment: 53 students**

#### **Principal News:**

#### **Accreditation Update:**

Trinity took NLSA up on the opportunity to “reposition”, as we tried to shift some schools around and not have so many all going through Self-Studies and visits all on the same year (the result of COVID extensions).

Accordingly, Trinity is on a six-year term, and will not be up for re-accreditation until summer of 2028. This means that Trinity will apply for accreditation renewal in the spring of 2027 and complete its Self-Study during the 2027-2028 school year, with an accreditation visit scheduled for the spring of 2028.

Because this is already an extension for repositioning, Trinity must complete the Self-Study and have a successful visit in spring 2028. There is no opportunity to request an extension beyond that.

#### **Hot Lunches: Up and running!**

#### **Upcoming School Events:**

- January 13,14,15, L.E.S.T. afternoon prep
- January 14 Staff Meeting 3:15-4:00
- January 19: No School, Martin Luther King Jr. Day
- January 20,21,22 L.E.S.T afternoon prep
- January 21 Staff Meeting 3:15-4:00

- **January 22 End of Quarter 2 Report cards need to be turned in to the office by Wednesday, January 28.**
- January 23: No School Teacher Work Day
- January 26-30 National Lutheran Schools Week

### **Report on Counselor and Substitute Teacher Positions**

- 1. Counselor Position:** Pat Kunert and I will be interviewing all 3 candidates in the afternoon on January 23.
- 2. Substitute Teacher Posting:** I am interviewing 2 candidates for substitute teaching positions in the morning on January 23

### **2026 Educators' Conference Housing for TELC and TLCS**

**January 11, 2026**

#### **Board of Finance & Properties Report to Church Council**

1. The Security Grant Task Force has approved bids for upgrading security cameras, access control points, vehicle gates on the main driveway, and improvements to the locking mechanisms for external doors. The work will be done by Paramount Security Systems, Capitol Electric, and Harry's Locksmith. The total for all work on this portion of the Security Grant is \$157,304. We already spent \$12,710 on the external lighting, and the grant requires of us \$5,000 to be spent on training. That means we will need to cover \$25,000 beyond the grant award to complete our contracted work.
2. Gas leaks in the lines feeding the boiler were repaired.
3. The boiler inspector is requiring us to repair the compression tank valves and replace the temperature gauge at the top of the boiler with one that meets code. I have contracted with Tom Stevens Boiler repair to assist us with this. It will be done after we shut the boilers down this spring.
4. Leaks have appeared where the Mini-split compressors were mounted on the roof. I had the Pyramid rep out today and this is not covered by warranty, so I will build shelters to prevent further leakage and install on the two compressor lines over the old section of the school building.
5. Bearings were replaced a second time in the sanctuary air handler. Thanks to Scott Wolfe for making that happen.
6. Some placed a rock in the drain of one of the urinals in the boy's bathroom by the gym and it was plugging up the drain. I tried to extract it but couldn't but did manage to place it so that it now drains.
7. Roof ventilators all need work and so we have shut them off until the work can be done.
8. The lock and key list was completely reviewed and updated, and all locks are now labeled with labeling tape for clarity.
9. The motor was replaced on the commercial vacuum cleaners.
10. Dave Gaylord is assisting in trapping raccoons that have been tearing up the lawn outside the basement classrooms. One was caught last week and another escaped by actually tearing up the live trap.

11. We have had a string of minor vandalism carried out, we suspect, by a group of youth (ages 9-14) who jump the back fence and were accessing the roof of the shed by stepping on shelving on the side of the shed (which has been removed), using pallets as ladders (they are now stored in the shop), stepping on garbage cans (also now in the shop), and finally using cinder blocks which has been stored between the shed and shop (they are now in the shed). They were jumping from the shed roof to the shop roof and then to the main roof where they had damaged various items on the roof. They also attempted to break into the shop and shed, removing the gate from its hinges and beating on the garage doors with a metal pipe. We reported this to the police.
12. All major equipment is undergoing regular maintenance so that it is ready for the spring.
13. We anticipate planting new shrubbery in the next month where the arbor vitae were removed by the sanctuary.
14. Bids are being solicited from brick masons to repair the brick fascia on the sanctuary as we are seeing increased seepage into the interior of the building.
15. A bid was received this week to replace the roof over the fellowship hall, offices, and TELC classrooms. The roof would have a center beam so that it would have drainage to each side. The bid was \$157,000.

**Two action items:**

1. Approval by the Council to expend the additional \$25,000 to complete the security grant projects.
2. Assignment of responsibility to begin a capital campaign to raise sufficient funds to complete the necessary roof replacement **OR** Authorize obtaining a loan from LCEF of the amount necessary to replace the roof. (Note: we have ~\$50,000 available from the Maintenance Fund that could serve as seed money for a capital campaign.)

Respectfully submitted,

Chuck Kunert  
Chair, Board of Finance and Properties

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**January 13, 2026**

**Ministry and Outreach Board Report to the Church Council**

Pastor Ruberto Ek Yah led the Spanish members in a Pasada on December 19<sup>th</sup>. He is working with Mayan families on documentation for children who have been born in the U.S. to become Mexican citizens. Then, if a parent is deported, the children can legally accompany them and avoid splitting up the family. He helps them by copying documents such as birth certificates and translation of the forms so they can be sent to the proper government offices. He has done this at Ascension and may do it also at Trinity. It would likely be one family at a time. Pastor Ru is presently on vacation with his family in the Yucatan. He will return on January 16<sup>th</sup>. Thanks

to Pastor Bill Shimkus and Pastor Mark for covering the Spanish services in his absence and also thanks to Edgar and Steven Burgos for translation and music.

Pastor Hoelter reported that six members have been added to Trinity membership by transfer: Rebecca and Julia Williamson from Ascension, Gresham, Ken and Georgina Sievers from Messiah, Vancouver and Bill Markwart and Midori Suzuki by profession of Faith. Pastor Mark continues to visit Lisa Bowen, Ken Bannick and John Collins.

Our Sunday School continues under the leadership of Jan Gaylord and Jeff Travis. The children are enjoying the Arch Book they receive each Sunday through the Concordia Publishing House program we subscribe to. The children took part in the December 21<sup>st</sup> service presenting a Christmas pageant of the manger scene which also involved some of the parents. It was well received by the congregation.

Adult Bible class is currently studying the Nicene Creed led by Pastor Mark. Following this course, which will conclude at the end of the month, will be a six week video study titled "In the Footsteps of the Savior" narrated by Max Lucado. It will feature the Holy Lands.

The new sign on the lawn facing Killingsworth is up and being put to good use. Comments on the sign have been very positive.

Thanksgiving at Trinity went very well with a bilingual service followed by the Thanksgiving meal in the gym. We had good attendance at the service with most of those attending also going to the meal. Plenty of food and fellowship made the event a great success. Also sixty food boxes were given out to those in need in the congregation and in the community. Thanks to Jill Gaylord and her volunteers for purchasing food and packing the boxes. Thanks to Angelica Ek Juarez and her crew for the distribution of the boxes.

In addition to the Christmas season service offerings (Advent evening services, Sunday services, Christmas Eve and Christmas Day services) Christmas toys and gift cards were distributed to children and teens from 60 families. The toys were provided by KGW TV as we have participated in their program for many years. Monetary gifts by congregation members were used to purchase gift certificates for teens of the families. Thanks to Fred Kramer for his leadership in this outreach program and to Angelica Ek Juarez and her helpers for getting these gifts to the children and teens.

#### **Lent/Easter Planning:**

**Ash Wednesday – Feb. 18<sup>th</sup>** Bilingual service at 6:30. No meal will precede it.

**Sundays in Lent:** Feb. 22, March 1, 8,15,22.

**Wednesday Lenten services:** Feb. 18, 25, March 4, 11,18,25. Service time: 6:30. Soup Suppers: 5:30 (Mark Duin, chairman of the Lay Ministry Committee, will organize the soup suppers)

**Holy Week:** Palm Sunday – March 29 (regular service times) Maundy Thursday – April 2, Good Friday – April 3. Maundy Thursday, Good Friday services: English @ 6:00, Spanish @ 7:30 pm.

**Easter Sunday:** regular service times Breakfast between morning services, egg hunts: Sunday School between services, community @ 12:00 on the field.

Outreach ideas for 2026, other than the annual events, were explored. Suggestions: a carnival for kids in the community, a craft fair, a movie night. No decisions were made and these ideas and others will be further considered.

Respectfully submitted  
Jim Riedl, Ministry and Outreach Chairman

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**Pastor's Report to the Church Council - January 13, 2026**

“New” Trinity Members

Rebecca Williamson – transfer from Ascension, Gresham

Julie Williamson – transfer from Ascension, Gresham

Ken Sievers – transfer from Messiah, Vancouver

Georgian Sievers – transfer from Messiah, Vancouver

Bill Markwart – profession of faith (formerly Bethany, Portland, now closed)

Midori Suzuki – profession of faith (formerly Bethany, Portland, now closed)

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**Treasurer's Report Church Council Meeting - January 13, 2026**

To Church Council:

I am in the process of gathering information of the quarterly financial reports for LCEF and have most but am still waiting for the endowment fund statement. Those reports will be sent to church council when sent to by LCEF before January 31.

Action Item: Attached is the annual housing allowance resolution that needs to be approved by church council for the 2026 year.

For Discussion: With the voted increase in the multiplier adjustment for senior pastor it was proposed to consider adjusting other leaders' salaries. Attached is the 2025-2026 scale before the additional senior pastor adjustment and the NW District guidelines. If there is an adjustment for principal, should there be a factor depending on the number of enrolled students? For assistant pastor, what factors should be considered in an adjustment? Recommendation: Any adjustments be effective starting 7/1/2026.

Respectfully submitted,  
Elaine Von Wald, Treasurer

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:

<b>Name</b>	<b>Amount Per Year</b>	<b>Amount Per Pay Period</b>
Don Seleski	\$43,080.00	\$1,795.00 (24 paychecks)
Krista Moore	\$15,477.20	\$773.86 (20 paychecks)
Ruberto Ek Yah	\$24,678.00	\$1028.25 (24 paychecks)

The housing allowance will be paid from January 1, 2026 to remain in force and effect until such time as amended or revoked.

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### **Presidents Report – January 13, 2026**

#### **Marketing Task Force**

After an extended break the Marketing Task Force will begin meeting again starting January 15<sup>th</sup> with the goal of increasing our direct marketing efforts and work on reaching more families. We plan to utilize the marketing budget over these next few months letting families know about the school and early learning center, with next year's school enrollment opening in a couple months.

#### **Call Committee Update**

The call committee is still waiting to hear from Pastor David Murillo regarding the divine call that Trinity has extended to him. When we last spoke to him and provided the updated call information on December 19<sup>th</sup> and 21<sup>st</sup>, Pastor said he would wait until after the holidays to begin his process of prayerful contemplation regarding the call.