

**WINDSOR HEIGHTS LUTHERAN CHURCH**  
**Congregation Council Meeting Minutes**  
**Tuesday, December 22, 2020**  
**Virtual Meeting**

**Present:** John Ambrosion, Jessica Chance, Pastor Robin Coughenower, Sue Crum, Duane Danielson, Jill Hyda, Pam Lundell, Suzanne Nelson, Pastor Chris Olkiewicz, John Reed, Halley Ryherd, Amanda Shepard-Eakins, Samuel Steensen, Mitch Yeager

**Visitors:** Scott Steensen

**Absent:** None

***We Gather in God's Name***

I. Call to Order

- Ryherd called the meeting to order at 6:31 PM.
  
- Nelson shared an opening devotion and prayer from Martin Luther.

Nelson moved to approve the agenda. Seconded by Steensen. Motion carried.

II. Secretary's Report

Crum moved to approve the November 2020 minutes. Seconded by Reed. Motion carried.

III. Treasurer's Report

- Danielson provided the report to Council. The Certificate of Deposit matured in December and was renewed.

Steensen moved to approve the Treasurer's report. Seconded by Chance. Motion carried.

- 2021 Budget Review
  - Scott Steensen reviewed the proposed 2021 budget. The budget is balanced with a total income of \$509,500. Interest income is down due to current rates. The mortgage retirement debt service continues to be paid down with additional principal payments beyond the scheduled monthly payments. Benevolence will be held steady but an increased percentage for the total budget. Scott also reviewed the transfer funds.

Reed moved to decrease the property insurance line by \$3,000 to \$12,000 and increase the repairs & maintenance line by \$3,000 to \$9,500. Seconded by Nelson. Motion carried.

Yeager moved to recommend the 2021 budget to the congregation at the Annual Meeting. Seconded by Nelson. Motion carried.

- 2020 Audit Report
    - Danielson performed the audit with assistance from Brian Ryherd. A sampling of four months were reviewed. Documentation supported the expense payments.
- IV. For the Good of the Order
- Nelson thanked the pastors, staff, executive committee and health advisory team for their leadership during this unprecedented year.
- V. Pastors' Reports
- Pastor Robin commented that the Christmas Stroll was a success and enjoyed by many people. Along with boxes of food and cereal, \$744 was collected for the Urbandale Food Pantry.
  - Pastor Chris discussed the synod assembly on May 22 and selection of WHLC voting members. Lundell volunteered to attend. A male delegate will be sought from the congregation. The delegates will be voted on at the Annual Meeting. Responses were received from the short, COVID survey. Many comments affirming the ministries provided during this time, and several new ideas were gathered that will be explored further.
- VI. Old Business
- Health Advisory Team
    - The team met earlier in December. Confirmation and Faith Formation meetings are being planned for Wednesday after January 1<sup>st</sup> when metro schools begin some form of in person learning. Other groups will remain as-is. The team will meet again in January to assess the current situation.
  - Tree Removal
    - The tree has been removed. Several other dead trees were to be removed at the same time. Pastor Chris will confirm if this has taken place yet or not.
  - Stewardship
    - A letter was sent to the congregation regarding 2021 giving and plans.
  - Nominating Committee
    - A president-elect and two council persons have agreed to serve. One more person for council is being sought.
  - Annual Meeting
    - The meeting is scheduled for Sunday, January 24 at 11:30 AM. Google Meet will be used for the online platform. Many in the congregation have used this platform for various groups already. The Finance Committee will hold sessions for questions & answers on the proposed budget for Sunday, January 17<sup>th</sup> at 10:30 AM and Wednesday, January 20<sup>th</sup> at 6:30 PM. The budget will be provided to the congregation by the week of January 10<sup>th</sup>. The WHLC website will have a button as a place for all the links and Annual Meeting materials. A quorum is 50 people. Voting will be taken with a no votes first. If no opposing votes, a

consensus vote will be taken. A clear explanation of the voting process will be communicated.

- Christmas Season Activities
  - A virtual Christmas Eve service will held at 4 PM. A vigil will occur from 6-7:30 PM on Christmas Eve. A virtual Christmas service will be held at 10 AM. The Southeastern Iowa Synod will lead a service presided by Bishop Current on Sunday, December 27<sup>th</sup> versus a WHLC livestream service at 9:30 AM. The livestream will be linked in the same places as the usual WHLC service.
- Meeting with the Bishop
  - The meeting will occur on Tuesday, January 19<sup>th</sup> at 5:30 PM. The Council is asked to think about information to provide on WHLC and our ministry.

#### VII. New Business

- Church Mutual Insurance
  - A quote was obtained from Church Mutual, which is the recommended insurer of the ELCA. A commercial underwriter reviewed the property. Current property insurance is under GuideOne. A partial refund would be received from GuideOne if insurance moved providers.

Ambrosion moved to transfer the property insurance Church Mutual. Seconded by Lundell. Motion carried.

- January Council Meeting
  - The meeting will be held on **Monday**, January 25<sup>th</sup> at 6:30 PM.
- Annual Meeting Reports
  - Reports are due to Heidi Hennig in the office by January 3<sup>rd</sup>.

#### VIII. Housing Allowances

Council met in Executive Session to discuss personnel related matters.

The Executive Session was closed.

#### IX. Announcements

- Council Meeting – January 25<sup>th</sup>, 6:30 PM
- Council Congregational Update – Ambrosion

### ***We Close in Prayer & Send in Mission***

#### X. Reflections & Closing Prayer

- Pastor Robin shared a poem related to a reading from Luke on advent.

XI. Adjournment

Meeting adjourned at 8:12 PM.

Respectfully submitted,  
Jill Hyda  
WHLC Council Secretary  
December 22, 2020