

WINDSOR HEIGHTS LUTHERAN CHURCH
Congregation Council Meeting Minutes
Tuesday, December 19, 2024
Room 127 & Google Meet

Present: Linda Anderson, Sharman Blake, Quent Boyken, Norm Carlson, Jill Hyda, Pam Lundell, Matt McNamara, Pastor Chris Olkiewicz, Maren Steensen, John Swanson, Sally Watson, Barb Waymire, Donna Yeager

Absent: Michael McNamara, Bill Morris, Kevin Nicolet

Visitors: Scott Steensen

We Gather in God's Name

I. Call to Order

- Swanson called the meeting to order at 6:37 PM.
- Swanson shared a devotion from Jeremiah and 1 John. Swanson opened the meeting in prayer.

II. Approval of the Agenda

One item was added to new business.

Yeager moved to approve the agenda. Seconded by Watson. Motion carried.

III. Secretary's Report

Boyken moved to approve the November 2024 minutes. Seconded by Blake. Motion carried.

IV. Treasurer's Report

- Waymire provided the report to Council. Income was down for the month but still ahead on a year-to-date basis. Expenses are in line. Finance committee is working on the 2025 budget. The first ERTC refund was received last month. The other five quarters may be a refund for around \$83,000. Bob Joy does expect the other five refunds will be received, and so far, clients have been receiving 100% of the filing requests. The refunds will be placed in a separate permanent fund for future use.

Matt McNamara moved to approve the Treasurer's Report. Seconded by Anderson. Motion carried.

V. For the Good of the Order

- Swanson thanked Matt McNamara, Michael McNamara, Carlson, Nicolet and Blake for their service on Council, as their terms expire at the end of the year.

VI. Pastor Report

- Pastor Chris shared annual reports for the annual meeting are needed by January 3rd. The Weekly Window will include a notification for the annual meeting and will include a statement on intent to amend the bylaws, which will be posted on the website. Verbal announcements will be made at worship on January 5 & 12. A list of possible annual reports was reviewed.

VII. Old Business

- Elm Tree
 - The work has been completed.
- Insurance
 - Boyken received the binder on the insurance and coverage received. Premium payments will be higher in 2025. Pastor Chris asked to revisit and ask for quotes the middle of next year.
- Annual Meeting
 - The meeting will be held on January 19th at 12 PM with a potluck at 11 AM.

VIII. New Business

- Town Center
 - A check was received for \$1,500. The town center sign has an old service schedule, and we want to update. WHLC is responsible for the repainting payment. A light in the parking area is flickering. McNamara will communicate with the town center on both the sign and the light.
- Annual Meeting Agenda
 - A copy of the draft agenda was provided.

Watson moved to approve the Annual Meeting agenda. Seconded by Carlson. Motion carried.

- Budget
 - 2025
 - Scott Steensen provided an overview to Council. The budget is around \$514,000 with a slight increase of \$10,000 compared to 2024. This is a 2% increase. Insurance premiums will be higher around \$4,800. Vacation Bible School is increased around \$1,200. An increase in the maintenance for the grounds is also included. Permanent funds and memorials are used often for one-time items. Two budget question-and-answer sessions are scheduled for Sunday, January 12th and Wednesday, January 15th. Swanson asked if refinancing in 2025 will make any change or have consideration. Waymire stated that interest rate will likely increase by 2%, but the principal balance is lower because of additional payments WHLC has made. Anderson asked about a list of members on the remaining standing committees. Boyken suggested Council ratifying the appointments to the Finance Committee and Personnel Committee in 2025.

- Finance Committee: Scott Steensen, Barb Waymire, Matt McNamara, Dick Pedersen, John Ambroson, Zach Siefert
- Personnel Committee: Mike Blake, John Swanson, Pastor Chris, Sally Watson
- Worship Committee/Ministry Team: Jill Hyda, Linda Faase, Jim Spizale, Jeri Spizale, Jessica Chance
- Parish Education Committee: Zach Meyer, Megan Siefert, Linda Russell, Pam Lundell

Council discussed personnel-related matters.

- Yard Contract
 - Matt McNamara shared for the third straight year there are no increases for yard and snow removal. The contract includes 20 mowings. Any additional mowing is around \$179 extra. Four additional mowings were completed in 2024 for \$723.08. Some additional services outside of the contract were completed with leaf and tree limb removal. McNamara recommended payment, and Council supported it. McNamara will also inquire about additional de-icing of the parking lot area beyond sidewalks.

IX. Announcements

- Council Meeting – Tuesday, January 28, 2025, 6:30 PM

We Close in Prayer & Send in Mission

X. Reflections & Closing Prayer

Pastor Chris closed the group in prayer from the fourth Sunday of Advent.

XI. Adjournment

The meeting was adjourned at 7:52 PM.

Minutes taken by Jill Hyda
December 19, 2024