

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: January 18, 2018

1) Call to Order

2) *John Shardlow called the meeting to order at 7:04pm.*

3) Devotional / Shared Prayer

Pastor Lauren led us in prayer.

4) Establish a Quorum

a) Members present: *John Shardlow, Mike Dolan, Keith Gilbert, Beth Jacobson,*

Jessica Henry, Joe Zeigler, Darci Bontrager

b) Members absent: *Jeff Johnson, Tom Lund*

c) Others present: *Pastor Lauren Wrightsman, Dave Booms, Laurel Hofeldt*

5) Approval of Agenda

A motion to approve the agenda was made by Jess and seconded by Darci. The motion was approved unanimously.

6) Approval of December minutes

A motion to approve the December minutes was made by Joe and seconded by Jess. The motion was approved unanimously.

7) Monthly Reports

Staff reports are attached. Any additional discussion is listed below.

a) Finance:

b) Staff

(1) Pastors

(a) Senior Pastor

A motion to approve \$5000 to pay for final 75th Anniversary costs with Memorial funds was made by John and seconded by Joe. The motion was approved unanimously.

(i) Stewardship Update

(ii) Innovations in Management

Exec met with Dan and Bruce to review proposed staff and leader sessions.

(b) Associate Pastor

(2) Church Administrator .

c) Committee Reports

i) Mission & Outreach- Darci

ii) Stewardship- Keith

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iii) Children- Joe

There was no CM advisory meeting during Christmas break. Next meeting is scheduled for Monday, January 22. Sunday, January 28, 10:10 am - Please meet outside the main office. Julie will lead Council members on a Cornerstone tour. In particular, I wish to draw attention to the classroom and activity spaces adapted to support this vital ministry.

iv) Youth & Family- Jessie

v) Adult Ed- Beth

vi) Christian Life- Beth

vii) Nominating- Mike Tom

Pastor Lauren and Mike have scheduled a meeting for February 13th.

viii) Task Force Updates

(1) Strategic Planning:

(a) Mission and Outreach Taskforce update

(i) Financial implications for M&O

(b) Campus Improvements task force

Members have been identified and encouraged to meet soon. An initial document, authored by John, has been written and attached.

8) Items for Discussion

9) New Business (Action Items)

10) Upcoming dates

11) Adjournment

A motion to adjourn was made by Joe and seconded by Beth. The motion was approved unanimously.

12) Closing Prayer

Pastor Lauren led Council in the Lord's Prayer.

Respectfully submitted,

Mike Dolan

Council Vice President

Roseville Lutheran Church

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Council Report

Senior Pastor, Lauren Wrightsman

January 11, 2018

1) Action Items in Progress / Pending

a. **Innovations in Management:**

- i. **Executive Conversation:** Thursday, January 18
- ii. **Staff Conversation:** Thursday, January 25
- iii. **Council / Lay Leader Conversation:** Thursday, February 1
5:30 – 10:00 p.m. – Social Hall
Dinner will be served
Spouses / partners welcome

b. **75th Anniversary celebration:**

- i. We had our “debrief” meeting this past week and are working towards creating an Archival Team. We will be connecting with Paul Daniels, SPAS Archivist (St. Paul Area Synod) to develop a plan and a budget
- ii. We will have final numbers for the cost of the 75th Anniversary for our January Council meeting

c. **Direction for the Strategic Planning:**

Innovations in Management: in process

Worship and Music Task force

Conversation planned for brainstorming with worship and music staff

Facilities and Building Task Force – in process

Council and Congregation – how do we get the congregation involved in conversation with our council?

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- d. **Personnel Policy:** In process. Will be brought forward at the February council meeting.
- e. **Stewardship** - Considering a “Give Day” to help with our shortfall in giving and are setting up a team to address and execute
- f. **Tax code: Johnson Amendment and Charitable giving**
 - i. Johnson Amendment stays

New Tax Codes for Charitable Giving – have been changed

- Stewardship will be addressing how we talk about this issue with our members

Budget Requirements (if any)

75th Anniversary Final Amount

2) Action Items Completed

Wedding Policy

3) Questions for the council to address. Do any require council vote? (Yes or No)

4) Other comments

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Submitted By: Dave Booms-Church Administrator

Date: 1/10/17

New items

- a. Building and Grounds
 - i. Prepping space for Project home
 - ii. Mild winter, so far, has produced a reduction in plowing & salting
 - iii. Replacement of three (3) circulation pump motors on the boiler system that supplies heat to the Activity Center, Social Hall, Classrooms, Hallways and Offices
- b. Design Team
 - i. January notes not available at this time.
- c. Communications
 - i. Lenten Devotional support/production
 - ii. Event support for Project Home, LIFE Ministry Events
 - iii. Work with Stewardship on promotion of classes, "I Am RLC" Stories, E-Blast content'
- d. Hospitality
 - i. Planning to do three special events for this year.
 - 1. Legacy dinner w/endowment
 - 2. "Evening in Tuscany" or "The Epicurean Experience"
 - a ticketed event with reserved seating
 - 3. Candy Cane Breakfast
 - ticketed event
- e. Volunteers

The majority of our volunteers for support/hospitality/worship assistants have been the same set of people for the last 15-20 years. They are primarily of the WWII and Korean War generation. Appeals for new volunteers go out regularly. Those that respond to be a new volunteer in the areas mentioned above are primarily 75+ year olds. Luckily turn out for Community related issues (to feed, clothe, house, etc...) has been good to great.

 - 1. Losing more than we're gaining
 - 2. Desire to help high, capacity to help diminishing
 - Gatherings are turning into social functions. That is good ministry/fellowship for the participants. However the purpose of the gathering is not being accomplished.
 - 3. Help to do the mural put-up/take down a prime example
 - Within this decade we've gone from up to 24 volunteers to a low on Jan 8, 2017 of seven.
 - i. Only 4 of the seven were able to help

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- ii. Those that helped were not able to do any heavy lifting. And the majority of this work is heavy lifting.
- 4. If the trend continues we will likely have to start bringing in paid individuals to do set-ups, take downs, dish wash, serve food, etc...

Action Items in Progress / Pending

a. Building & Grounds

i. Rentals

- 1. New rentals, Nat'l Amateur Radio, NW-U Frisbee team practice,

ii. Projects

- 1. Security upgrades
- 2. Roof Repair
 - Eight (8) firms have been consulted so far
 - i. One has submitted a bid of \$300,000
 - ii. Two have asked for consulting fees (around \$30,00) before they will provide a bid
 - iii. The remainder have not provided bids
 - A couple of firms have given the opinion that there appears to be storm damage on the Worship Center roof. A claim has been submitted. If approved this could produce a saving in the \$30-\$40,000 range.
- 3. Lighting : While the winter delays construction on the outside of the building, Steve proposes moving ahead on development inside with retrofitting the majority of all remaining florescent throughout the building to LED. This upgrade is still eligible for an Excel rebate and cuts our electrical. consumption by over half. This upgrade will pay for itself in savings in 2 years, and lamps last 20 times longer. This upgrade is estimated to cost approximately \$35,000.
- 4. Solar Paneling
 - Research has suggested that a number of determinations need to be made. Some of which are:.
 - i. Solar for electric or heat
 - ii. If either
 - 1. What kind of building permits do you require
 - 2. How much sun do we get throughout the year
 - 3. Is my building or site appropriate for solar?
 - 4. What size and type of system should I choose for my business?
 - 5. Who will be responsible for ongoing operation and maintenance (O&M) of my commercial solar system?
 - iii. If electric
 - 1. Do we want to cover all or a portion of our needs
 - 2. Do we want to be a surplus producer of energy
 - Est. costs run from \$30,000 to 300,000 depending on what kind of system we choose to install and for what purpose.
 - Strongly recommend hiring an Independent Consultant so that education on solar paneling is not via a sales person.

b. Communication

- 1. March-April-May TABLE (Feb. 1 Deadline)
- 2. Updating eBlast template
- 3. Epiphany design

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- c. Audio/Visual refit & repair
 - i. A/V upgrades & maintenance
 - 1. New projector
 - 2. New Amp for Commons
 - 3. Upgrading wiring
 - 4. Analog to Digital upgrades
- d. Manual revision
 - i. Employee
 - ii. Wedding
- e. Hospitality
 - i. Executing Prep & service of Monthly events
 - ii. Assessing move to environmentally friendly, sustainable, service-ware.

Action Items Completed

- a. Communication
 - Advent/Christmas materials, bulletins
 - Holiday event support (graphic design, programs, website/FB support, etc):
 - Cornerstone Christmas Program
 - Christmas Festival
 - Christmas Eve Worship
 - New Year's Eve Concert
- b. Building & Grounds
 - i. Advent & Christmas prep
 - ii. Multiple Concert set-ups & take down.
 - iii. Installation of new Security Cameras
 - iv. Mural take down
 - v. Paul Oman painting installation
- c. Hospitality
 - i. Christmas Festival concert
 - ii. Fellowship breakfast

Questions for the council to address. Do any require council vote? (Yes or No)

- 1) We request a vote for approval of fluorescent to LED light project and a designation of the source of funding.
- 2) Request an approval on seeking an Independent Consultant for Solar paneling. The follow-up would be to bring costs estimates to Council for funding approval

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John put together a Campus task force document. A motion to approve the document was made by Darci, Jess seconded. Motion approved unanimously. Task force will get specifics on items 1 and 2. The document is attached.

Council Report

Staff Member name: Pastor Sara Spohr

Date: January 2018

1) Action Items in Progress / Pending

- Mission and Outreach Taskforce. This very faithful task force met for a final meeting on January 10, we are finalizing our recommendations and request time to make our presentation to council at the February meeting. We are working now to get our presentation together, to determine specific tasks for a transition team, and assuming the council approves of our work we are thinking strategically about how we will share this information with our congregation.
- Lent - Lent is just a few weeks away and so I have been working on several things that will be a part of our Lenten worship and discipline. The CYF team is working on Lenten Mentors for our 9th graders and a small group study to complement worship for our 7th and 8th graders. We also will have a congregation wide challenge to read the book of John during Lent, this challenge will have devotional material to go with it and several adult education opportunities to support our reading. Our Lenten devotions have been written by an excellent team of Roseville Lutheran writers.
- During January Adult Education 10:10 hour is hosting speakers from our Mission and Outreach partnerships, last week we heard from Michael Jordan and Jess Henry about their May 2017 visit to Tanzania. The rest of the month we will have opportunities to grow in our partnerships with Bridging, MORE school, and Central Park Elementary. Strengthening these partnerships is a key piece of our task force recommendations (you just got a preview!) Please consider attending these speakers/events if you are able. We are excited about the strength of our partner ministries to be central to our making a big difference in reaching out to our community.

Budget Requirements (if any)

2) Action Items Completed

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- Christmas was a wonderful celebration. Our staff and leaders and volunteers worked really hard to make Roseville Lutheran a welcoming place for visitors and to share a message of love for worshippers.
- The CYF team is getting summer sign up forms ready to go. They are carrying on excellent ministries in Cornerstone, Confirmation and Youth Programs while working ahead to make sure our summer programs are exciting and growing experiences for our young people.

Budget Requirements (if any)

3) Questions for the council to address. Do any require council vote? (Yes or No)

- Please include 30 minutes on the February agenda for a report and recommendations from the Mission and Outreach task force.

4) Other comments

Youth & Family Ministry Team update: January 2018

Meeting – n/a; temporarily, we had met on a monthly schedule in order to draft and review policy statements, but now we're returning to our normal meeting frequency of every two months.

Highlights since last Council meeting –

- 1) Recharge event: staff, cornerstone shepherds, and confirmation small group leaders attended a 1-day event designed to re-charge people involved in youth ministry. The day included large group worship and breakout sessions on many topics. Most RLC attendees met to discuss the sessions they attended the following afternoon, so as to maximize the sharing of information.
- 2) The Lock-In is scheduled for January 19: more than 50 youth have registered and are looking forward to a night of fellowship, as well as a chance to reconnect with 5 staff members from VLM who will join in the fun!
- 3) Lenten Mentors are still needed for ninth grade confirmation students. This would be a 45 minute commitment each Wednesday evening, following the 7:00 Lenten worship service (except for the week of March 5 as the students will be on Spring Break). Staff will prepare discussion questions for you. Let Abby Matter know (soon!) if you are interested.

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Council Report

Laurel Hofeldt, Director of Finance & Data

January 17, 2018

1) Action Items in Progress / Pending

- a. Sue Menier – Approved Child Care maintenance/renovations in progress.
 - i. Kitchen work is done
 - ii. Bathroom work to begin shortly
- b. Preliminary work being done for 2018-2019 budget process
 - i. Cost projections
 - ii. Salary projections
 - iii. Waiting on M&O report to Council to determine effect on budget
 - iv. Will meet with staff and ask ministry teams for their budget info in February
- c. Stewardship – now that we are into 2018 the majority of increased giving from the Intent to Give cards has begun. I will be working with Trupti to project 2018 offering and set goals for expanding sustained giving in 2018.
- d. 2017 Record of Giving will be e-mailed OR mailed by January 31 to all donors of record with \$100+ in donations for the calendar year.
- e. 75th Anniversary expenses are closed out – Lauren will speak further to this.
- f. The 75th Anniversary/Roof Repair Fund received \$11,655 in donations.

2) Action Items Completed

- a. 2017 Year-End IRS and MN Dept. of Revenue Tax reporting is complete
 - i. 2017 W-2s have been distributed
 - ii. 2017 1099s have been distributed
 - iii. Sales & Use Tax Return has been submitted. (We don't pay any sales & use tax but are required to file an annual return with the state.)
 - iv. MN Withholding Tax Return and IRS 941 have been filed.
- b. December Month-End Summary and Statement of Operations (attached). December is always a big catch-up month with Christmas offering. As of December 31 (half-way through our fiscal year) we are behind our budgeted position by only \$1,500. Keep in mind, however, that ending the fiscal year "on budget" would mean that we end the fiscal year with the budgeted \$60,000 deficit.

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3) Questions for the council to address. Do any require council vote? (Yes or No)

4) Other comments:

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Roseville Lutheran Church December 2017 Month-End Financial Summary

| Church Operations 2017-2018 | | | | | | Prior Year | |
|-----------------------------|---------------|---------------|---------------|---------------|-----------------|-----------------------|----------------------------|
| | Dec Actual | Dec Budget | YTD Actual | YTD Budget | YTD Variance | 2016 Dec Actual | 2016-2017 YTD Actual |
| Offering | 215,290 | 198,608 | 722,702 | 754,259 | 31,557 | 190,057 | 729,028 |
| Other receipts | 4,103 | 5,085 | 54,608 | 46,710 | 7,898 | 8,798 | 39,552 |
| Total Receipts | 219,393 | 203,693 | 777,309 | 800,969 | -23,659 | 198,855 | 768,581 |
| Expenses | 138,940 | 142,923 | 780,766 | 802,967 | -22,201 | 146,718 | 782,156 |
| Net | 80,453 | 60,770 | 3,457 | -1,999 | -1,458 | 52,137 | -13,575 |

| Number of Givers 2017-2018 | | | | | Prior Year | |
|------------------------------|----------|------------|----------------------|------------|----------------------|------------|
| | December | | YTD through December | | 2016-17 YTD Thru Dec | |
| | # Givers | Avg Giving | # Givers | Avg Giving | # Givers | Avg Giving |
| General Fund | 500 | \$ 295 | 669 | \$ 941 | 729 | 902 |
| Bldg Designated | 82 | \$ 224 | 110 | \$ 393 | 134 | 316 |
| 75th Anniversary/Roof | 23 | \$ 251 | 73 | \$ 149 | - | - |
| Christmas Offering | 232 | \$ 169 | 235 | \$ 168 | 312 | 156 |
| M&O | 47 | \$ 121 | 134 | \$ 319 | 114 | 288 |
| Memorials/Estate | 4 | \$ 30 | 24 | \$ 2,877 | 53 | 1,754 |
| Other Designated | 100 | \$ 823 | 149 | \$ 613 | 117 | 112 |
| EF/Love Lights | 75 | \$ 42 | 113 | \$ 50 | 78 | 56 |
| All Other | 2 | \$ 22 | 5 | \$ 68 | 13 | 146 |
| Total | 646 | \$ 467 | 790 | \$ 1,180 | 836 | 1,078 |

Fund Balances 12/31/2017

Available Cash & Short-Term Investments

805,969

Designated/Restricted Funds:

| | |
|------------------------------------|----------------|
| Building Fund | 68,153 |
| Building Fees | 22,674 |
| Mission & Outreach | 48,991 |
| Kitchen Fund | 47,698 |
| Memorials | 32,849 |
| Estate Gifts | 350,959 |
| Matching Gifts | 2,300 |
| Other Funds | 213,387 |
| Total Designated/Restricted | 787,011 |

Child Care:

Current Yr -5,951

Preschool:

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1215 Roselawn Ave. West | Roseville, MN 55119

Current Yr 1,334

Operating Fund:

Current Yr -3,457

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| Roseville Lutheran Church Statement of Operations FY 2017-2018 | | | |
|---|-----------------------|--|-----------------------|
| As of December 31, 2017 | | | |
| | Actual YTD | Var. Actual to YTD Budget % | YTD Budget |
| RECEIPTS | | | |
| Total Offerings | 722,702 | 95.82% | 754,259 |
| Other Income & Receipts | 54,608 | | 46,710 |
| TOTAL RECEIPTS | 777,309 | 97.05% | 800,969 |
| BUSINESS EXPENSE & COMPENSATION | | | |
| Staff Salaries | 446,895 | | 449,622 |
| Staff Benefits | 99,491 | | 105,226 |
| Business Expense | 8,024 | | 5,138 |
| TOTAL BUSINESS EXPENSES & COMPENSATION | 554,409 | 99.00% | 559,985 |
| TOTAL WORSHIP & PRAYER | 14,524 | 119.62% | 12,142 |
| TOTAL MISSION & OUTREACH | 37,002 | 85.00% | 43,532 |
| TOTAL EDUCATION & CHILDREN | 4,986 | 67.43% | 7,395 |
| TOTAL YOUTH & FAMILY MINISTRIES | 8,593 | 92.86% | 9,253 |
| TOTAL CHRISTIAN LIFE | 26,848 | 106.54% | 25,200 |
| TOTAL PROGRAM MINISTRIES | 91,953 | 94.29% | 97,522 |
| SUSTAINING/BUSINESS MANAGEMENT | | | |
| Stewardship & Online Giving | 5,467 | | 4,662 |
| Bank Fees, Insurance, Payroll Processing | 18,924 | | 24,110 |
| Office Support, Computer/Network, Council | 13,435 | | 12,433 |
| Communications, Printing, Publishing, Mailings | 18,909 | | 18,204 |
| TOTAL BUSINESS MANAGEMENT | 56,735 | 95.50% | 59,409 |
| PROPERTIES & BUILDINGS | | | |
| Utilities/Assessments | 28,719 | | 36,500 |
| Cleaning & Maintenance | 12,152 | | 8,808 |
| Grounds & Parking Lots | 5,131 | | 6,384 |
| HVAC, Lighting & Security, Vehicles | 3,941 | | 6,633 |
| Mortgage & Building Projects/Improvements | 27,726 | | 27,726 |
| TOTAL PROPERTIES & BUILDINGS | 77,669 | 90.26% | 86,051 |
| TOTAL SUSTAINING MINISTRIES | 134,404 | 92.40% | 145,460 |
| TOTAL EXPENSES | 780,766 | 97.24% | 802,967 |
| RECEIPTS OVER/UNDER EXPENSES | -3,457 | | -1,999 |

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Report from Beth J.

For January 18th council report

Adult Ed

- 1) Nothing to report. I was not able to attend meeting. Progress in scheduling 2018-2019 adult ed speakers/topics continued, no doubt.
- 2) Are other committees involved/partnering with Adult Ed (i.e. official 10:10 hr time or concurrent sessions)? Anything I can/should suggest or ask Adult Ed?
- 3) None

LIFE Ministry

- 1) I was not able to attend meeting. Restaurant week (happening this week!) I enjoyed having brunch with a few members (2 were quite newer) and folks seemed interested in other opportunities to spend time doing something together or getting more involved in volunteering at church. More events coming up quickly: Sock Hop for kids event Sat. Jan. 20th (low on volunteers, but I think enough coverage now) & Bowling Sunday Feb. 11th.

Some reports back from the meeting expressed potential burnout/"existential crisis" of leadership. Direct expression from a co-chair is that the Life ministry efforts and publicity are treated as not as important and often pushed aside/demoted in visibility.

- 2) Recommendations from council given the above info. ?
- 3) None

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Mission & Outreach Ministry Team update: January 2018

Meeting – Jan 11th, next meeting will be Feb 22nd, after council meeting to discuss the findings of the M&O Task Force that will be presented at the February Council Meeting.

Highlights since last Council meeting –

- 1) Mission Month- January
 - a. 10:10 Hour speakers
 - b. Dresser build, Big Wrap and Blankets Drive –this week
 - i. 51 dressers will be built
 - ii. Towel wraps, cleaning kits and tie blankets will also be made
- 2) Project Home – February
 - a. move in date is 2/1 and move out is 3/1 - plan to work around the preschool drop off time
 - b. Need volunteers
 - c. Will attend soup dinners on 2/21 & 2/28
- 3) Sharing Tree successes
 - a. Tags with descriptions of organization was a success, will keep same organizations next year
- 4) Our Neighbors & Me
 - a. April 29th - Justice Choir will perform at RLC at 6 PM
 - b. ONAM Retreat-The plan is for Duchess Harris to present on Saturday May 5th 9:00-12:00 at RLC
- 5) Feed My Starving Children
 - a. Plan to get RLC t-shirt for volunteering
- 6) Keystone Update
 - a. More discussions are being held to see how RLC can become more involved with Keystone
- 7) Slovakia Update
 - a. Builders group going in May, including 2 past youth that went in 2016. First graduation class celebration June 24-26.

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1-16-2018 Stewardship meeting report

1 Items considered / ongoing

- 1.1 Marketing/communication plan for upcoming 10:10 and Saturday classes
- 1.2 Stewardship messaging in the new “eBlast” format
- 1.3 Stewardship articles in upcoming issues of the Table
- 1.4 Recap of experience so far with the pilot “Overflow” small group
- 1.5 Stewardship messaging in the bulletin
- 1.6 Messaging in a static slide to display during offering in 9 and 11 services

Several slides will be created, each with the heading “Your Gifts in Action”, along with a single image that reinforces that message (baptism photo, 3rd grade Bible presentation, etc.) and the Text-to-Give info at the bottom. Only 1 slide will be shown each week, with a different slide shown each week in rotation.

1.7 Tactical fundraising goals for 2018

Agreed that we are at the point that to increase giving, general appeals aren’t enough. We will need to reach out individually to certain targeted individuals/families. Discussed the logistics of who will do that and how it could be done. No decision was made. Further discussion needed.

1.8 Brief discussion of Pew Racks, and how to increase usage of Sustainer cards.

2 Questions of council or other committees

- 2.1 Exec and pastors will need to discuss who/how to reach out to certain targeted individuals/families about increased giving.

3 Action items for council to address

- 3.1 None.

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ROSEVILLE LUTHERAN CHURCH CAMPUS IMPROVEMENTS TASK FORCE

Background:

Our church has deferred important maintenance investments for too long. These include roofs throughout the campus, windows, drainage, and potentially structural issues.

The church council is committed to making the investments needed to address these conditions and more. Importantly, the Council wants to address these issues from the perspective of long-term sustainability and stewardship. We don't want band aid solutions and we would like to consider these improvements in ways that reflect our Mission, Vision, and Values.

The creation of this task force is an implementation step in our Strategic Plan. The Council is seeking members and friends of RLC, who are subject matter experts, have important institutional memory, or know the facilities, based on past involvement.

Roles and responsibilities:

The task force will serve in an advisory capacity to the RLC Council. The Council wants this group to work collaboratively with Campus Manager, Steve Henry and his staff. The task force will be co-chaired by a staff leader and a lay leader of the church. It is hoped that the group can reach consensus about its recommendations, but this may not be possible in all situations. If there are differences of opinion regarding priorities, the Council will consider all points of view and make the final decisions.

Tasks to be undertaken:

1. Near term investments

The Council is aware of **major roof maintenance** needs. Staff have already contacted several roofing contractors and are in the process of soliciting bids. We intend to make these improvements as early in the spring as possible. The task force should review the information provided by the contractors with staff and make a recommendation regarding which contractor to choose.

Pursuant to our commitment to sustainability and resilience, the Council wants a full exploration of the benefits and implications associated with mounting **solar panels** on the campus buildings. What are all the potential benefits and what challenges might they present? These questions are both pragmatic and mission and vision focused. Having a visible manifestation of our commitment to sustainability has merit beyond energy cost savings and reduction in our carbon footprint.

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One of the known problems associated with the roof on the Worship Center is drainage. The design of the roof is flawed. There is no gutter, or conveyance system, which causes water to sheet down the walls. This problem has contributed to masonry damage and ground settling next to the foundation. Any alternative solution will create a need to manage the water that is collected and conveyed away from the building. There is interest in evaluating the feasibility of creating a **raingarden**, or similar natural storm water management solution.

The Council would like the task force to explore the options, including regulatory considerations and potential grant funding.

Window replacement is also necessary. The task force should review the situation and evaluate alternative window products. In addition to recommending the windows for the church to install, the group should also address priorities and present a recommendation regarding the phasing of the window replacements.

2. Mid to Long-term Recommendations:

Once the near-term issues have been analyzed and recommendations have been provided, the Council welcomes the task force's ideas regarding campus maintenance and sustainability. Should the Campus facilities Assessment report be updated? Are there smart building technologies the Church should consider? Should RLC provide charging stations for electric vehicles? Are there facilities planning issues associated with our aging membership and changing community?

Should RLC update the purpose of its Building Fund? How can we stay more current regarding campus maintenance and avoid major deferred maintenance costs in the future?

3. Membership

Task force members will be invited to serve on the task force. It will be co-chaired by Church Administrator, David Booms and past Council member, Jim Stark. Once formed, the task force will be approved, along with a schedule for this work and a description of the form in which the work product will be delivered.

4. Schedule

Recommendations regarding roof maintenance are needed as soon as possible. The other short-term issues are related and will be needed soon after recommending the strategy and contractor for the roof repairs.

Mid to longer-term issues are less time sensitive and the group can be more deliberative in addressing them.

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long-term commitment on the part of its members. 60-90 days has been suggested as an expectation regarding the duration of the group, but the Council trusts the group to make its own determinations regarding the number of meetings, times and frequency of meetings.