**RLC Council Meeting January 21, 2016**

Present: Dave Hofeldt, Sara Mohn, Jeff Johnson, Jim Stark, Heidi George, Kevan Moulton, Jake Von de Linde, Georgia Nygaard  
Staff: Pr. Lauren, Pr. Sara, David Booms, Laurel Hofeldt  
Guests: John Shardlow and Kathy Miller (for FMSC presentation)  
Absent: Vanessa Anderson

**Call to Order:** Dave Hofeldt

**Opening Prayer:** Pastor Lauren

**Review Agenda:** Dave Hofeldt

**Review November & December minutes:** Jeff Johnson

* Motion was made to approve November minutes. Unanimously approved
* Motion was made to approve December Minutes. Unanimously approved

**Feed My Starving Children Overview & Update:** John Shardlow & Kathy Miller

* RLC has committed $22,000 for 100,000 meals
* Dates: May 2, 3, 4 & 5
* Request to be in church to help people sign up Jan 31 and Feb 7
* Will be assigning liaisons to different church groups.
* Provide a link to the website for donations.
* More emphasis this year on the $50 contribution per volunteer

Checking with council on “getting the word out,” especially as regards a “special ask”

Discussion: Jan 31 may be too crowded as there are already two major functions going on in the church. Feb 7th would be a better date. Also, FMSC is a focus topic for April, so there will be more follow up then.

**Finance Updates:** Laurel Hofeldt

* YTD Financial Update: giving almost 3% behind budget, but other receipts slightly up, so receipts ~1.8% ($13,788) behind YTD budget. Expenses pretty much right on target; net is about $11,175 behind YTD budget
* Intent to Give follow up: number of intent to give cards returned is currently about 270, previous year about 350 were returned. Average intent to give is up 30% per giving unit, but overall we would receive fewer donations than previous year. Pastors will follow up with messages in services in Feb
* Status on prep for audit: Discussion as to what level and what type of audit should be considered. Need to do some prep., plan is to have some form of audit done for 2015-16 fiscal year. Full-blown external audits are very expensive ($20-$25,000), and last one done in 2002. Other options are internal or external reviews (internal one done 2005), or review of “agreed upon procedures” (accounting phrase, last done in 2010).
  + Laurel to contact other churches to see what is typical and bring costs to council meeting in Feb

**Draft of New Restricted Gift Policy:** Laurel Hofeldt

* Finance committee has begun draft of policy on restricted gifts. Currently nothing in place. Discussion was held on two on options for wording.
* Council chose to keep Restricted Gift Policy separate from policies that would pertain to ministry groups seeking to raise funds through special asks.
* Keep 1st paragraph but site the referenced legal statute pertaining to restricted gifts to charitable organizations to be used only for stated purpose.
  + Laurel to follow up on that
* New language to have a specific set of relatively broad categories of restricted funds, in line with our ministries and current accounting categories. Any new restricted funds would have to be approved by council.

**Managing special asks:** Pastor Lauren, Dave Hofeldt

* Discussion of how to manage special asks, and drafting policy for setting up process for how ministry teams / staff / groups should go about seeking special requests.
* Will be discussed further in staff and exec and brought back to council for further discussion

**Budget Goals for 2015-16:** Sara Mohn

* Pool for cost of living increases
* Maintenance
* Rainy day
* Pastor Lauren suggested a finance forum week or so prior to the annual meeting

**Proposal for Unrestricted Gift:** Dave Hofeldt

A motion was made by Dave Hofeldt that RLC Council transfer $15,000 from an unrestricted estate gift to the Mission & Outreach budget, with the stipulation that these funds be used first as might be needed to assist the RLC Feed My Starving Children or Project Home initiatives; if not all of the funds are needed, any balance remains in M&O budget and can be allocated as they deem fit. The motion was seconded and carried unanimously.

**Communication topics:**

* One idea focus topics and coordination: Pastor Sara, Pastor Lauren
  + Ministry team liaisons should make sure teams are aware of schedule and help to coordinate
* Coordinate ministry tables in the commons area
* Pastor Lauren is reviewing how we do Announcements, Welcome table, Frequency of Table and may make further changes

**Nominating Committee:**

* Will present a brief message to the congregation on February 20th and 21st.
* An insert needs to be created to accompany this presentation highlighting positions that are available.
* Nominating committee will also have a blurb ready by Feb 1 for the table.

**Staff Updates:**

* Pr. Sara: Mar 17 & Apr 21 council to come an hour early to interview confirmation students if possible
* Dave Hofeldt: Thanks to Pastor Sara for carrying huge load in Nov
* Lauren’s installation Jan 24
* Dave Booms: Staff retreat: to Dunroven, Feb. 28-29, brainstorm and discussions.
* Dave Booms: reviewed status of facilities, technology, etc.; proposals in Feb.

**Shelby Systems upgrade proposal:** Laurel Hofeldt

Laurel discussed the advantages of upgrading to the Shelby Next cloud-based database system. Many other churches already on this. Based on current budgeting for database and related services, upgrading would increase annual costs by $1044 but provide many new features and streamline others. Requires $6497 initial setup and conversion cost but saves ~$5500 cost of replacing server this year.

A motion was made, seconded and unanimously approved to forward with upgrade and fund the setup and conversion using unrestricted memorial funds.

**Ministry Team Updates:** All

**Finance**

* Finance committee has two new people with finance/accounting backgrounds attending

**Youth and Family/Family Ministry**

* Sent folks to Recharge
* Working on Family Feedback Surveys
* Budget is on schedule still working on scripts and selling gift cards
* Will take part in the Garage Sale on April 20th
* Planning family trip to Duluth
* Vacation Bible School: June 13 -17 Ever
* Musical update: exciting, exciting Tammy Pust &

**Stewardship**

* Talking about the drive/metrics
* Fun run May 22 Talking about different committees having water stations along the way
* Life ministry hopping helper family funfest
* Women’s card making event

**Mission & Outreach**

* Project home
* Slovakia
* Feed my starving children
* Everybody on the committee has been the chair

**Adult Education**

* Have aligned with Mission & Outreach this last month to arrange sessions by
* Alan loft the sandwich man
* Liv Shryer from St. Andrews
* Rev. Justin Grimm from St. Paul Synod

**Next Meeting: February 18, 2016**

**Closing Prayer**