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Agenda

Reference: Email from Mike McHugh dated 1/9/2013 13:52

ST STEPHENS LUTHERAN CHURCH COUNCIL MEETING

January 13, 2012

AGENDA

1. Devotion - ?
2. Adopt minutes from November Council meeting (5 minutes)
3. Q & A on previously distributed committee reports (5 minutes)
4. Committee Spotlight: None (0 minutes)
5. New Business:
 - a. 2013 Budget Presentation (Action Required) (10 minutes)
 - b. Agenda for Congregational Meeting (15 minutes)
 - c. Connecting Table (Action Required) (5 minutes)
6. Old Business
 - a) Progress reports on 2012 goals / projects (10 minutes)
 - b) Youth / Interserv update (10 minutes)
 - c) Mission Statement update (10 minutes)
 - d) Strategic Plan Roll out (10 minutes)
 - e) Constitution Task Force Update (10 minutes)
 - f) Real Estate sale update (5 minutes)
7. Adjournment

Attendees

								d=Devotions			c=Committee Focus							
N			chair	% att	dev.	focus	1 6/21/12	2 8/16/12	3 9/20/12	4 10/18/12	5 11/15/12	6 1/10/13	7 2/21/13	8 3/21/13	9 4/18/13	10 5/16/13	11 6/20/13	
1	Treasurer	Dave	Bergeson	x	100%	0	0	x	x	x	x	x	x					
2	Fellowship	Kathy	Canniff	x	50%	0	0	x			x	x						
3	Fellowship	Tiffany	Cook		17%	0	0	x										
4	Stewardship	Dean	Eisfelder	x	83%	0	1	c	x	x	x		x					
5	Financial Sec	Brent	Harms	x	17%	0	0	x										
6	Finance	Beth	Hostager	x	83%	0	1	x	x	x		x	c					
7	Youth	Molly	Hoyt		17%	0	0		x									
8	Property & Maint	Dale	Johnson		17%	0	0	x										
9	Fellowship	Diane	Johnson		17%	0	0		x									
10	Fellowship	Patrice	Katzenmaier		17%	1	0			d								
11	Missions	Patty	Longard	x	67%	0	0	x	x	x		x						
12	President	Mike	McHugh	x	83%	2	0	x		x	d	d	x					
13	Evangelism	Steve	Morganson	x	83%	0	0	x	x	x		x	x					
14	Pastor	Cassie	Nault	x	50%	0	0			x		x	x					
15	Foundation	Dave	Paton	x	0%	0	0											
16	Vice President	Deb	Pirkl	x	100%	1	0	d	x	x	x	x	x					
17	Missions	Gale	Ribard		0%	0	0											
18	Youth	Judy	Rognli	x	50%	0	1		c	x		x						
19	Constitution	Mark	Rogosheske		33%	0	1	x					c					
20	Secretary	Andy	Ruff	x	100%	0	0	x	x	x	x	x	x					
21	Pastor	John	Snider	x	100%	2	0	x	d	x	x	x	d					
22	Education	Michelle	Steffen	x	100%	1	0	x	x		x	x	x	d				
23	Property & Maint	Loren	VanPelt	x	33%	0	0					x	x					
24	Youth	TBD	TBD	x	0%	0	0											
25	Worship & Music	Chris	Youngren	x	83%	0	0		x	x	x	x	x					
	count	25	25	18		7	4	15	13	13	9	14	13	1	0	0	0	0

Meeting Notes

Meeting called to order at 19:07 by President McHugh.

Pastor John led devotions.

M/S/C to approve minutes of 11/15/2012 council meeting as written.

Committee comments:

Pirkl: Fellowship committee is looking for hosts for the Mardi Gras progressive dinner 2/9. Participants will meet at church for appetizers, divide into groups, travel to host homes, eat an entrée, enjoy fellowship, and return to church for dessert. Dinner will be catered. The focus is on fellowship sans stewardship.

New business

2012 budget vs actual. Hostager / Pirkl. We ended 2012 with a \$48,233 surplus. Variances:

- Youth director: vacancy reduced expenses \$19000 vs budget.
- Pension accounting: We moved from pay in advance to pay current so we only paid 11 months in 2012. This reduced 2012 spending about \$4000.
- Energy: Low gas prices and a warm Winter put energy spending \$8000 below budget.

2013 budget. Notable changes relative to 2012:

- Pledges: Down about \$46000 vs 2012.
- Salary and benefits: Hiring a new youth director and other adjustments will increase salary and benefits \$44000.
- Music: We are adding regularly scheduled special music in 2013 at cost add of \$21000. This will be funded by transfer from dedicated fund.

McHugh: Budget includes no increase in base salary for staff. McHugh proposed we include \$4500 for one time bonus for the staff. Total will be split in approximate proportion to salary.

M/S/C to approve budget as presented with the addition of the staff bonus.

Annual meeting.

- Committee reports are due to Jan Perkins by 1/14/13. Please send electronic versions
- Annual reports will be available to congregation by the Sunday before, ie. 1/20/13
- Agenda:
 - Budget: Hostager to present. Key message: good year. Actual giving was greater than pledges. Budget next year is conservative. Reflects lower pledges.
 - Youth update.
 - Strategic plan.
 - Treasurers report.
 - Land sale?

- Report on constitution.
- Questions for committees?
- Set up nominating committee. Need 6 total. Two year term?

Evangelism: Morganson reviewed progress towards addition of a connecting table. Steve visited three local churches for ideas. Reid Kubat quoted \$1850. Scope may include addition of a flat screen TV to display news. The committee estimates total cost could reach \$5000? Kubat estimates the project could be completed by mid-February for “bring a member to church”.

M/S/C to approve construction of a connecting center to be paid for out of special funds. Total estimated cost to be about \$5000 and paid for from the Vogt fund.

Youth committee: Judy Rognli has resigned. There are still 1.5 years left on her term. Discussion. Pastor Cassie indicates we do not have a healthy youth committee. Members have pitched in including Janine Bauert, Margaret Meyers, and Larry Longaard. We should have four members and two youth. As is, we need someone new to step in and assume leadership. It's intimidating for a new person. Leisha Tays sent out a mailing to people on the youth committee and received no response. No resolution at this meeting... to be continued.

Old business:

ELCA. Some members question whether we are getting what we want / need from ELCA. No discussion or resolution at this meeting.

2012 goals. No discussion.

Mission statement update: Pastor Snider. The committee is working with consultant Jack Fortin. The goal is thriving, faithful, transformed Christians. The mission will be tied to music. John will preach on this on for several Sundays. There will be a workshop on Saturday March 16th. The committee will invite the congregation to participate. The team has developed five questions for congregation input. They are broad and open ended. It's easy to make plans but tougher to implement. Mike: We like the word connection; connect with God our self and the world.

Strategic plan rollout timing: Plan is for after youth and mission are resolved. Intent was to have this complete by 1/2013 but we are lagging. Why so long? The committee is working hard on this. They've read four different books as part of the process.

Constitution. Mark Rogosheske presented proposed changes. Mark suggests we consider use of continuing resolutions. These can be attached to constitution and bylaws to address issues but do not require the formality of changes to the constitution. Council was not ready to vote on the changes so we agreed to review them after the meeting and vote via Email.

Youth committee / Interserve update. Pastor Cassie. Committee met twice. Attendance was light. Congregation responded to surveys. Good response. Respondents indicate they don't feel connected if they don't have kids involved. We don't have youth on committees or council. Is

this a flag? Next meeting is first week in February. Innerserve will make recommendations. Youth committee will consider their input. Innerserve will present. Where? Adult forum? Council? Council is waiting for recommendation from Youth committee. Committees seem staff centric. Communication is weak. Innerserve is interested in connecting with Jack Fortin.

Devotions: Van Pelt volunteered to lead devotions for next meeting

Meeting adjourned at 20:40. We closed with the Lord's Prayer.

Respectfully submitted,
Andy Ruff,
Secretary

2012 Task List

Last updated 11/15/2012

	Task	Leader	Comments.
1	Establish a Past Presidents Advisory Council	McHugh	
2	Grow Volunteerism	Mission	
3	Increase Outreach to New Residents	Outreach	
4	Adjust Church Costs to a Sustainable Model	Finance	
5	Promote Deferred Giving / Circle of Gratitude	Steward, Found	
6	Establish a Publicity Task Force	Pastor John	
7	Tighten Internal Controls / Processes	Finance	
8	Establish Annual Audit Procedures	Finance	
9	Establish a Capital Projects Plan	Facilities / Finan	
10	Insert More Youth Into Church Governance	All Committees	
11	Real Bread & Cups of Wine for Communion	Worship	
12	Establish a Community Garden	Mission	
13	Increase # of Committee Members	All Committees	
14	Increase # of Joint events w Pueblo de Fey	Pastor John	
15	Increase Use of Technology in Worship	Michelle	
16	Increase Choir Participation	Gerritt	
17	Plan and Sponsor Additional Tanzania Trip	Tracy/Dean/Beth	
18	Introduce New Short (30 minute) Service	McHugh / John	

Committee Reports

Education

Reference: No report as of 1/10/2013 18:00

Evangelism and Membership

Reference: Email from Steve Morganson dated 12/8/2012 14:40

1. Pastor John will ask Jan Perkins to pick up where Erica left off in organizing people to receive welcome packs and banana bread.

2. We discussed plans for the "Bring A Friend To Church Day" We agreed that the following must be completed for preparation.

a. Temple Talk-Mark

b. Literature organized=Steve

c. Worship adjustments=Pastor John

d. Welcome pack-Steve

e. Visitors Booth if time permits-All

f. Publicity=All

3. To follow up on Mike's request we discussed plans for constructing a Welcome Center. Mark agreed to ask Jeff Kubat if he would be interested in taking on the project. We agreed that it should be erected in front of the brick wall on the right hand side of the Narthex.

4. Writer agreed to screen evangelism ideas to follow up on the aforementioned projects as time permits.

Regards

Steve

Reference: Email from Steve Morganson dated 1/7/2013 15:07.

1. We have been looking into the construction of a Connection Center in the Narthex. Reed Kubat has submitted sketches and a quote of \$1,850 for construction of a booth which is compatible with wood in the narthex. We have also discussed putting a large TV screen behind the booth which could be used for announcements, funerals etc. This could add \$1,000 and another \$600 for a computer to operate the screen. Electricity would have to be hooked up for possibly another \$1,000. Allowing for miscellaneous additions we should expect a cost as high as \$5,000. Pastor John will contact Steve Blake to determine specifics for the screen and computer. Mark will check with Mark Johnson for costs on hooking up electricity.

2. We reviewed plans for "Bring A Friend To Church Day"

a. I agreed to set up a sign up book for church activities

b. Mark agreed to do one temple talk 3/27 and get an additional volunteer for a second temple talk on 3/20.

c. In addition notices will be placed in the newsletter and church bulletin.

3. Pastor John agreed to get cost revisions for the Connection Center to the council executive committee and request approval.

4. No welcome packs were delivered this month.

Regards
Steve

Fellowship

Reference: Email from Kathy Canniff dated: 1/8/2013 22:23

Our Committee met on Sunday, December 30, 2012 (January Meeting)

Attending: K. Canniff, A. Pfankuch, P. Katzenmaier, D. Johnson, L. Ritt

Upcoming dates/events:

The sign-up for “Mardi Gras Mystery Dinner” is in narthex, February 9, 2013, 5:30 p.m.

Action Item:

We are always looking for volunteers to fill the dates for Sunday morning donuts/coffee. Any Committees that would be interested in helping, please sign-up. Donuts, juice and coffee is served between services.

The Mardi Gras Mystery Dinner is now in the process of being put into action. It will be on the Saturday night before Ash Wednesday, February 9, 2013, 5:30-8:00. Flyers were put in Sunday's bulletin and it is in the Update. This is a first-time event and we are hoping to stir-up interest for it. We are planning for forty, but hoping for lots more people to attend.

Old Business:

The trip to North Heights Lutheran Church's production of “It's a Wonderful Life” was enjoyed only by a few brave souls with 4-wheel vehicles, due to the snowstorm that day. Tickets were non-refundable. Cannot recall any other event in the past being snowed-out!

Yours in Christ,

Kathy Canniff, Chairperson

Anne Pfankuch, Diane Johnson, Patrice Katzenmaier, Lori Ritt, Tiffany Cook

Finance

2012 actual and 2013 budget discussed in detail at the council meeting. Reference 2013 annual report for numbers.

Missions

Reference Email from Longard dated 12/6/2012 21:11

Missions Committee Meeting Minutes 12/6/12

1. Loaves and Fishes Special is still well in the black, though we will continue to hold regular Pots and Pans offerings - next offering will be January 20th 2013.
2. Fair Trade sales were light at the Holiday Botique, so we plan to staff a table to sell coffee and chocolate this Sunday December 9th, and continue to sell until our stock is depleted. Overall, Fair Trade Sales remains also in the black.
3. We discussed our Collections Corner; Patty will work with Chris Youngren to establish a regular donations area in the Narthex starting in 2013, and we began to discuss some organizations for whom we can collect and donate items. Our trial collection will be soup cans through January (see next item).
4. We discussed "Souper" Bowl Sunday events for Feb 3rd - Missions committee will help organize this event, and we hope to collect cans of soup during January to lead up to our festivities on "Souper" Bowl Sunday. Will discuss more at our next meeting in January.
5. We held a fruitful discussion about the tithing of the large memorial that has been bequeathed to St Stephen's. We agreed that the tithing will be kept local, and maintain the spirit of the original intent for youth activities. We have a few ideas on the table, and will present final plans back to the Council in the next few months.

Respectfully Submitted
Patty Longard

Reference: Email from Patty Longard dated 1/9/2013 15:09

Mission Committee Meeting 1/3/13

Attending: Shanley Harper, Vicki Jackson, Pastor Cassie, Patty Longard

1. We discussed further plans for Souper Bowl Sunday on Feb 3rd - plan to partner with Leisha and youth to make an intergenerational event between services, focusing on collection of soup cans (or other non-perishable food donations) for Neighbors, and a trivia game for all. We plan to meet on the 31st to finalize plans.
2. We briefly discussed our budget, any changes / final draft on hold pending approval of the church budget.
3. We returned to the discussion of tithing the memorial gift that was given to St Stephen's youth. We continue to entertain multiple options, and have agreed that the money should be used locally, and perhaps also pertaining to the youth. Will contact Leisha/youth and Stewardship committees for possible partnerships in this project. We have also decided to table action on this item until Spring, once the 30 hour famine and MN Foodshare month have finished, though we will continue to entertain options during this time.

4. Although our Loaves and Fishes budget remains well in the black due to a recent memorial donation, we decided to continue regular offerings to the cause. We will be holding a Pots and Pans offering on Sunday January 20th.

Respectfully Submitted
Patty Longard

Pastor's Report – John Snider

Reference: Email from Pastor John dated 1/10/2013 14:27

It will be good to gather as leaders since it's been two months, two months with lots to celebrate, work being done and challenges faced. A few of the highlights:

We celebrate:

It was a blessing to welcome **18 new members**, many with children, into our community. It was wonderful to be able to hire **Jan Perkins** to be our Church Administrator. I was pleased that the **Rooted in the Word** Saturday group were disappointed that we advertise this 2013 as the final year for this ministry, okay, we'll continue! In January **two new 12 Step Groups for Spiritual Direction** were started both lead by lay leaders and off to strong starts. The **Letters of Faith** facebook community has continued to grow and those involved reading some wonderful, spiritual material on a daily basis. I loved our **Christmas Program**, especially with the parents and grandparents sang back to the kids. Christmas Eve services were done beautifully. **Pueblo de Fe** had a Synod-wide Las Posadas here which we can be very proud of. **Via de Cristo** continues to grow and our members continue to play key roles in that important ministry.

Work in Process:

The **Visioning Committee** has been working hard towards our Annual Meeting on a vision statement. There is a lot of talent gathered at the meetings, a real exchange of ideas and an eagerness for the congregation to get involved with the process. My sense is we will be defining ourselves in a way that will direct a strong 5 year plan that will become very specific. The congregation will receive a mailing immediately following the annual meeting. The **constitution committee** has been doing great work preparing some necessary changes. We are developing a **program for parents on Wednesday nights**. They have gathered for special occasions now we're going to try a weekly program starting with Lent. Our **Lenten theme: Travel Companions: 40 Days with a New Friend** will focus on picking a spiritual guide either contemporary or from church history to read and study. Worship will be at 11 a.m. but at 6:45 p.m. and be about 20 minutes. We will help coordinate smaller groups who are reading about the same person.

Challenges being faced:

The **budget** is a puzzle but a place for continued work and faith. We have a surplus from last year and an anticipated deficit this year (as we have in years past). We begin years anxious and

then end them in the black. Through the good work of our Finance Committee and the Stewardship Committee will continue to make progress and live faithfully. Membership is holding its own but **worship attendance** is slipping. We will address this in the mission plan with worship ideas but there is continued work to be done. We all feel more inspired by a full church. Public worship is a part of our spiritual life and there is no replacement for it. Ongoing concerns about the **ELCA** and its leadership are being talked about. I trust this community to deal with this issue in a way that furthers the Body of Christ and this congregation.

Pastor's Report – Cassie Nault

Reference: Email from Cassie dated 1/10/2013 12:31

We made it through Christmas in one piece and dare I say joyfully. Some highlights/points of interest over the last months:

*Over 20 families came together on Wednesday, November 28th to make Advent wreaths for their homes and to learn and practice doing an Advent devotional in their home throughout the season.

*The Children's Christmas Program went very well on December 9th, under the direction of Kim Henning, Tiffany Cook, and Tanisha Pikula.

*Confirmation students went Christmas Caroling on December 19th at Southview Care Center; there were 28 of us. For a few students it was their first time at a nursing home.

*Tangled Blue, Jonathan Rundman, and Nate Houge joined us for a "Coffee House" Christmas concert on Saturday, December 15th. We didn't pay anything for this concert, it was supported by a free-will offering at the event; we agreed that we'd like to host it again next year, with earlier notice and a better chance for publicity.

*We handed out 101 Christmas ornaments to children between the three services on Christmas Eve; this means that we had at least 101 children in the Christmas Eve worship services. ☺

*Our annual Healing Service is coming up: January 20th in both worship services. Invite your friends; we will be lighting candles in worship and there will be an opportunity for prayer at the altar.

*Tangled Blue is joining us in worship on February 3rd for our first "First Sunday" worship of this year.

Peace,
Cassie

Property and Maintenance

Reference: Email from Loren VanPelt dated 1/10/2013 23:08

Property and maintenance report, January 2013

In June we completed the update of most all of the lights for our building and we have seen the results. We are saving around \$200 dollars per month. We also have installed more programmable thermostats and will continue to find ways to save on energy.

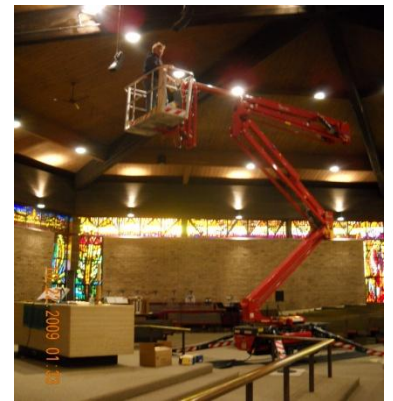
The following list was not authorized for all projects in 2012, they were just ideas.

My goal was for the items listed in red to be addressed in 2012

Any items not completed may be addressed in 2013 if the budget allows.

- SANCTUARY

Sanctuary Estimated Cost:
 This project requires new Light fixtures
 and Design and is not available yet



- Improve Lighting
- Lighten the color of the walls (bleach the wood above the stain glass windows)
- Choir seating/Safety (close the gap behind the Organ) Just material \$2,000
- Choir Clam Shell \$4,346.00
- Shades for stained glass windows (remote control) \$6,000 ?
- Drop Down Screen (remote control)/Projection system \$10,000 ?
- **Handicap seating Temporary for March wedding** **COMPLETED 2012**
 - (Remove ½ of front row and 1 end section)
- Entrance doors Change to all glass or half Glass \$2,000
- NARTHEX
 - Airlock Double Entrance doors
 - Flat screen TV's to show current events and location's above the information table
 - Coat Hangers (all wood) no plastic
 - Improved lighting □ **COMPLETED 2012**
- ENTRANCE TO FELLOWSHIP or FELLOWSHIP HALL
 - Add Coffee Station Cost for the brewer **COMPLETED 2012**
 - Add tall Tables and stools Done 2/25/2012 **COMPLETED 2012**
 - Improve lighting **COMPLETED 2012**
 - Repair or update the sound system
 - Window Shades \$800 to \$1,000 per window \$5,600 to \$7,000

- Repair one window (NW corner) \$200
- Paint heat covers \$85
- Add shelves to scout closet area COMPLETED 2012
- KITCHEN
 - Improve counter tops (unknown)
 - Add shelves or Cupboard space above coffee maker \$150 ?
 - Add filtered water system for cold water faucet/coffee/ice maker \$300
 - Replace Coffee maker with a Double Air pot Coffee Brewer and hot water faucet \$1,700
 - Improve lighting COMPLETED 2012
 - Replace freezer \$900
 - Add Ice maker (included)
- LOUNGE
 - Repair Heating system (we have a suspected bad return line that prevents good heating capacity. This also affects the Chapel area as well.) (unknown)
 - Drop down screen system and Projection system (unknown)
- CHAPEL
 - Repair Heating (unknown)
 - Improve lighting (see last page)
- LIBRARY
 - Update Lighting COMPLETED 2012
 - Computer with internet. To help with book and video check in and check out and send E-mail reminders for returns and possible downloads and research.
- GATHERING ROOM
 - Stain Glass windows
 - Remove window A/C
 - Update Lighting COMPLETED 2012
 - Add Ceiling fans
 - Remove chalk board
 - Drop down screen and projection system
 - Gas Fireplace with Mantel
 - Window shades
- Closing Room
 - Add Closet space to cover back wall (Added storage space close at hand)
 - Update Lighting COMPLETED 2012
 - New drop down screen and projection system
 - Window shades

- WEDDING ROOM
 - Window Shades
 - Remove White Board
 - Update Lighting COMPLETED 2012
 - Small Water filter
 - New Faucet and Water spout
 - OR Remove the sink and Cabinet
 - Add closet/coat rack, (Lockable for wedding party personal items)
- NERSERY
 - Window shades
 - TV/Entertainment cabinet (lockable)
- PASTORS OFFICE
 - Update lighting COMPLETED 2012
 - Window shades
- ASSOCIATE PASTORS OFFICE
 - Update lighting COMPLETED 2012
 - Window shades
- OFFICE
 - Window shades
 - Repair A/C system (New Condenser) COMPLETED 2012
- BATHROOMS
 - Update lighting COMPLETED 2012
 - Air Driers
 - Handicap access
- ALL LOWER CLASSROOMS
 - Update lighting COMPLETED 2012
- ROOM 106 (Mold issue)
 - Outside work is needed such as drain tile and improve water runoff with the use of gutters and downspouts into the drain area.
 - Reseal the brick outside
 - Repainting the brick inside
 - Replace carpet
- MONTESSORY SCHOOL
 - Replace all light fixtures Update lighting
COMPLETED
 - Window shades
 - Bathrooms need to be fixed up
 - 1) Repair and paint the ceiling tiles

- 2) Improve lighting COMPLETED
- 3) Install a short three sink counter top and cabinet
- 4) New hardware for the stalls
- 5) Replace the 2 toilets (short, kid size toilets) COMPLETED

- The ceiling will need to come down in the first classroom for access for the boiler repair if we need to replace the return pipe for the Lounge and Chapel heating repair. (this may only be necessary if the flush treatment doesn't work during the summer of 2012)
- MUSIC ROOM
 - Update lighting COMPLETED
 - Window Shades
 - Drop down screen with remote and/Projection system
- SMAC ROOM
 - Update lighting COMPLETED
 - Replace or repair entrance door
- YOUTH ROOM
 - New pool Cues and repair pool table pockets
 - New net for ping pong table
 - New Air Hockey Table COMPLETED
 - Speaker system for Music
 - Karaoke/ Dance game
 - Small water filter system
 - Repair ceiling tiles COMPLETED
- Noreen center
 - Move Gibson/Youth director Upstairs
- Noreen Center Gym
 - Update Lighting COMPLETED
 - Programmable Thermostats COMPLETED
 - Repair or replace games and Equipment
 - Add as needed shelves to organize new Game Equipment
 - Repair door seals
- OUTSIDE PROJECTS
 - LIGHTS
 - 1) 5 Parking lot lights COMPLETED
 - 2) Repair outdoor Sanctuary Lights (New Bases Required)
 - 3) Repair the 2 lights for the sanctuary cross
 - 4) Repair Noreen building lights and Motion lights
 - 5) Add motion lights to the North and South entrance
 - BRICKS

- 1) Secure retaining wall bricks (Use Glue and sealer)
 - 2) Add a retaining wall outside the west side of the Fellowship Hall
 - 3) Replace the rock retainer on the east side
- Trim bushes and remove unwanted shrubs COMPLETED
 - Trim and thin larger trees COMPLETED
 - Replace the Patio Furniture and throw away old tables.
 - FIRE PIT
 - 1) Cut and split wood to use at the fire pit
 - 2) Add a split wood rack for fire wood
 - 3) Improve fire pit, Add a circle of six benches
 - PAINT
 - 1) Paint the eaves all around the main building and the Sanctuary
 - 2) Paint all Metal frames and Vents outside the building
 - SIDEWALK
 - 1) Level cement on the South entrance to the Narthex
 - 2) Add sealant to all cracks
 - 3) Paint benches to prevent corrosion
 - ROOF
 - 1) Repair leak southeast side of Gym 12 feet in. Check from the peak to within 10 feet of the edge COMPLETED 2012
 - 2) Above Lounge, Add sealant to all Cracks and vents 10 feet above the flat section COMPLETED 2012
 - 3) Above the Narthex, Add Heat tape to both drains
 - 4) Support Drains going into the grass so they don't bend
 - 5) Protect the Narthex flat roof section from Icicles dropping from the Sanctuary
 - 6) Add gutter to the East side of both the offices and the fellowship area for better water control. 3 drains on the North side going to the valley and 2 drains on the South into the grass
 - 7) 2015 replace the shingles above the Office and Fellowship areas, at the same time improve the Flat roof sections above the lounge or redesign them.
 - PARKING LOT (we have two choices)
 - 1) Sweep and clean out cracks, reseal them and restripe all parking spots, (I would hire a company to clean out the cracks and sweep and fill the cracks with hot Tar, I could stripe the parking spots with the tool I have and a little help from others COMPLETED FALL 2012)
 - 2) Professionally recoat both lots and repair curbs and restripe as needed.
- (This has been approved)
- BOILER ROOM CODE REQUIREMENTS
 - On site personnel with Boiler certification (18 HP Special class License at a minimum)

- **Keep an up to date log book (ON GOING)**
- **Add an Emergency shutdown switch located outside the Boiler room door.**
- **COPLETED 2012**
- **Install a manual reset switch on each high temperature limit control of boiler (4)
COMPLETED 2012**
- **Install a manual reset button on the Low Water cut- off devise of the boiler. COMPLETED
2012**
- This list is from the Boiler inspection as of 12/21/2011
- **LIGHTING SYSTEM ANALISIS (FROM 4/22/2011)**
 - Approximately 162 Fluorescent light fixtures
 - Installed cost \$13,143.51
 - Rebate of \$6,462.78
 - Final cost after Rebate \$6,680.73
 - Estimated annual savings \$2,523.60
 - Estimated payback in 2.6 years
 - From Mike Verhulst, Center for Energy and Environment (www.mncee.org)

Note: This estimate is expired and a new one is in the process from a different supplier
**WE COMPLETED THIS PROJECT BY THE END OF JUNE 2012 BUT ARE STILL
WAITING FOR THE REBATE AS OF 01/10/13**
- **FIRE SAFTY EQUIPMENT**
 - In the past we were advised to replace all the sprinkler heads. We have 228 of them and no action was taken and no estimation of the cost. With no grants available we are no longer asked to replace them. (I advise that we ask each inspector about the trustworthiness of our current system).
 - Fire inspections have been made and we are up to date and in compliance.

OTHER IDEAS

1) BUILD A 2 CAR GARAGE/STORAGE BUILDING

- Locate just west of the Wentworth parking lot or near the location of the trash dumpster
- Fence in the unsightly trash dumpster
- Storage for Boy Scout trailers, Lawn equipment, Snow blower, and sweeper attachments and tall Ladders.
- Additional patio option off the back to serve and cook food.

2) ADD A BUTTERFLY GARDEN

3) Remove the tree south of the Narthex and plant two along the sidewalk.

FINAL NOTES:

- 1) The boy scouts have offered to take on a special project this year and I plan on taking advantage of that offer. If anyone has a request please let me know.

- 2) The improved lighting has lowered the cost of our electric bills and will be reflected in the future budgets
- 3) I do have a list of helpers and will try to be more organized with them this year

Thank you for your confidence in me.
Loren Van Pelt

Stewardship

Reference: Email from Dean Eisfelder dated 1/10/2013 08:29

For the most part, the 2013 pledge drive has been concluded. In mid-December, we sent out a final mailing to encourage everyone to renew their pledge at the same amount (or higher) as last year. The same letter was sent to just about every member. Some additional pledges were received following the second mailing but we are still short of what we had hoped to receive.

At the beginning of the pledge drive we set \$375,000 as our goal. As of January 9th, we have received \$303,112 in pledges with 130 families submitting pledge cards. Last year we received \$375,611.50 in pledges with 157 families submitting pledges. It should be noted that last year there was a second pledge drive held in February that produced approximately \$21,000 in additional pledges. This was matched by the Noreen Charitable Trust so that a total of \$42,000 in additional funds was available in 2012 for budgeting purposes.

The good news, as reported by the Finance Committee, is that we finished 2012 with a surplus of \$42,000 which will be applied toward the 2013 budget. That will still leave a significant funding gap but that will be discussed when we go over the details of the 2013 budget.

Dean Eisfelder
Stewardship Chair

Worship and Music

Reference: Email from Chris Youngren dated 1/10/2013 15:21

Present: Pastor Cassie, JoAn Myers, Jean Rosheim, Chris Youngren, Chair
We had a rather short meeting after having a very busy December with Advent and Christmas decorating and finding worship assistants for the many services. We discussed the upcoming Healing Service set for Sunday, January 20th at both services and Ash Wednesday which is February 13th.

Youth

Reference: No report as of 1/10/2013 18:00

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