

Congregational Meeting Minutes

January 31, 2021

1:00 PM

- **Call to Order:**

The meeting of the Holy Trinity Lutheran Church of Thousand Oaks was called to order by President Miriam Nakayama at about 1:00pm. This meeting was conducted via Zoom.

- **Attendance:**

A quorum of congregational members was present:

- | | | |
|--|---------------------------|------------------------|
| 1. Jackie Chang (Secretary) | 19. Ron Klassen | 48. Norman Hughes |
| 2. Pastor Erik Goehner
(Pastor) | 20. Bernie Bauer | 49. Roger Stephenson |
| 3. Eric Hunzeker (Council
Member) | 21. Karla Lysdal -Moffitt | 50. Juanite Stephenson |
| 4. Marty Kreman (Council
Member) | 22. Janet Witt | 51. Sally Johnson |
| 5. Karie Lynch (Council
Member) | 23. Mike Sadowski | 52. Larry Johnson |
| 6. Miriam Nakayama
(President) | 24. Joan Eggert | 53. Darin Erickson |
| 7. Grace Nelson (Treasurer) | 25. Ally Sadowski | 54. Chris Erickson |
| 8. Kari Slattum (Council
Member) | 26. Nina Wong | 55. Brewster King |
| 9. Krister Swanson
(Council Member) | 27. Sheri Groenveld | 56. Anne King |
| 10. Brenda Tubbs (Vice
President) | 28. Nancy Truex | 57. Marian Beatty |
| 11. Bill Witt (Council
Member) | 29. Bruce Altrock | 58. Jeroen Bezemer |
| 12. James Yu (Council
Member) | 30. Mary Hurley | 59. Janny Franken |
| 13. Kiyoko Nakayama | 31. Kamlin Borgwardt | 60. Jane Narramore |
| 14. Brent Nelson | 32. Calla Chevalier | 61. Dave Narramore |
| 15. Shawn Howie | 33. Clarisse Yu | 62. Donna Pugh |
| 16. Susan Howie | 34. Jean Kammerer | 63. Randy Pugh |
| 17. Jack O'Neil | 35. Steven Kammerer | 64. Mark Groenveld |
| 18. Sue Bauer | 36. Don Morrow | 65. Dixie Hanson |
| | 37. Laurie Morrow | 66. Joan Cressman |
| | 38. Brian Carr | 67. Louise Lofquist |
| | 39. Angela Carr | 68. Robin Slattum |
| | 40. Brian Lindgren | 69. Virginia Walters |
| | 41. Rachel Lindgren | 70. Roger Walters |
| | 42. Susan Everson | 71. Kathleen Sands |
| | 43. Joe Everson | 72. Ronald Borgwardt |
| | 44. Jerry Miller | 73. Kathy Lindgren |
| | 45. Margaret Miller | 74. Jim Wilber |
| | 46. Shirlee Stone | 75. Jeanne Balsey |
| | 47. Gordon Stone | 76. Peggy Rothring |

77. Steve Hanke	89. Terri Kelly	101. Gary Lindgren
78. Barbara Wagner	90. Beth Seybold	102. Karen Lindgren
79. Richard Ferrin	91. John Seybold	103. Della Vivien
80. Wanda Ferrin	92. Sue Smits - 3	104. Karen Kreman
81. Shirley & Gutnecht	93. Bill Hurley	
82. Mike Engstrom	94. Rob Hill	Unidentified members:
83. Laurel Engstrom	95. Colleen Hill	105. 1-805-231-2184
84. Gary Gitch	96. Elmer Heerema	106. Iphonelb mntppppp
85. Kathy Gitch	97. Chris Tubbs	107. Marjorie's Ipad
86. Elsa Fowler	98. Ted Schulltz	108. Dick -PC
87. Sharon Nystrom	99. Maya Goehner	
88. Desta Goehner	100. Marty Schwalm	

- **Recorders:** Kari Slattum took note of members present. Jackie Chang took screen shots for a voting record.
 - Special requests for voting on-line: Say Aye and raise hand and keep hand up until vote is tallied. Same for nays.
- Pastor Erik opened in prayer.
- **Accomplishments** - Miriam Nakayama discussed 2020 accomplishments
 - Updated ramp, new lighted sign, became RIC congregation, started Authentic Diversity committee, distribution center for Harbor House, hired Inger and Jesus, provided weekly on line worship.
 - Established COVID safe outdoor worship services.
 - Held events – chalking parking lots, pumpkin carving, advent wreath making.
 - Furnished youth room, conducted stewardship, held MANNA drive throughs, supported Honey Tree which is now back in session.
 - Special thank you for specific committee chairs.
- **Ministry Goals** - Miriam Nakayama discussed 2021 ministry goals
 - Worship in person outside and then inside when safe.
 - Hire rostered youth and family ministry position by beginning of 2022.
 - Promote small growth groups.
 - Maintain campus – seal parking lots, repair damaged sidewalks, fence and secure dumpsters, explore potential uses for old HUT area, investigate use of LEDs in parking lot
 - Explore bringing in more diverse staff, education about racism, find ways to welcome LGBTQ, support Harbor House, Manna, Honey Tree and Lutheran Social Services.
- **Additional Pastor** -- Shawn Howie – guest speaker
 - Think we need to hire a full time associate pastor, sooner rather than later. We've tried part time and it hasn't worked. Need associate pastor rather than just rostered person partially to decrease the load on Pastor Erik.

- Economy will open up. We have a multitude of needs with Honey Tree, youth, family,....
 - HTLC has fabulous facilities that we can use. Now we need someone who can preach, who promotes vibrant faith development and equips others for faith ministry.
 - Need sustainable financial way to support this. We are a well to do congregation with money in the bank. Call process is lengthy. Think we should hire associate pastor this summer. Shawn is happy to work with whomever he needs to work with in order to make this happen. The sooner we start the better.
 - Would like to start investigating this process and present a plan to the congregation in May.
- **Harbor House (HH)** - Sheri Groenveld spoke regarding Harbor House.
 - Thank you to congregation of Holy Trinity.
 - When Covid hit, Harbor House needed to wind down the winter shelter and meal program. Anthem church volunteered that we could use their parking lot. HH started distributing lunches from Anthem.
 - After the rain started Holy Trinity offered space with sinks to wash hands, refrigerators to store perishables and a portico.
 - Services offered by HH at HTLC have attracted families that are on the edge in addition to helping homeless clients.
 - Current daily meal program serves about 1/3 homeless and 2/3 housed residents.
 - Served over 21k meals in 2020
 - Goal is to have daily hot meal and a lunch to take.
 - Fresh produce, jackets, toiletry, showers and laundry provided.
 - Walk to Bethlehem raised almost \$7.5k. Equates to 93 nights at a local motel.
 - Plan to get through March 31st with most fragile people housed. HH has 15 people in winter shelter, 25 in project Room Key.
 - Adopt a family gave gift cards to over 800 children.
- **Honey Tree (HT)** - Miriam introduced Darrin Erikson, co-president for Honey Tree, Calla Chevalier and Jane Narramore (co-president). Also on board - Angela Carr, Nina Wong and Robin Slattum.
 - Received 2020 PPP loan which will be forgiven.
 - Last fall, after significant work, the preschool reopened. Rooms cannot have as many students in each class as HT was accustomed due to covid restrictions. HT is following researched guidelines to make sure things are as safe as they can be.
 - HT continues to receive calls from interested new students. This winter there was enough interest to open a new class.
 - Since start of school, only 1 student has tested positive for Covid.
 - New web site coming for Honey Tree.
- **Finance** – Discussion by Grace Nelson
 - **2020 Financial Results**
 - Honey Tree tithed until it became apparent that they could no longer do this.
 - Managed to decrease expenses by \$83k which helped balance the budget.

- Net surplus of \$32k after PPP loan forgiveness.
 - Additional 2020 Benevolence decline.
 - Actually have more money going to HH from Walk to Bethlehem – total \$9k,
- **2021 Proposed Budget**
 - Overall assumption that in mid to late summer we can resume indoor services and activities. Choir not to start until at least fall 2021. Timing could be delayed.
 - HH will not tithe in 2021.
 - Plan that in March 2021 we can resume outdoor services based on current state and county guidelines.
 - Entire 2020 Payroll Protection Plan (PPP) loan was forgiven.
 - Expect 2021 PPP loan of about \$51k. Do not yet know if it will be approved.
 - HTLC and HT apply separately for PPP loans based on each entity's personnel.
 - Benevolence from HTLC is 9% of offerings – a calculation.
 - Invested in safety cones and antibacterial lotion and other covid protective products in 2020. Decreased costs in 2021 since we will only be purchasing consumable supplies.
 - Have allocated money to help pastor with guest speakers until we hire an additional person.
 - Vanco fees increased because more people are donating electronically instead of by check.
 - #3100 Staff Benefits include many very fixed costs
 - Pastor noted that we added an unemployment line. We aren't required to fund this as a religious nonprofit, but as we watch covid effects, believe that this is important for our employees.
 - Office Support is pretty fixed and balances out overall.
 - #3400 Utilities – have decreased since not using the facilities so much during covid. Also just a best guess as remodel is complete and we do not know what these numbers will be when we start using the facilities.
 - #3505 Janitorial Service - Changed cleaning services so this is different. Old crew used to help with set up but stopped working as soon as covid started which is when we went to a cleaning service that ends up being a cost savings.
 - #3600 Insurance and taxes have not changed much.
- **Payroll – all staff stepped out for this discussion.**
 - Reflects 2% annual token of appreciation increase for everyone except pastor.
 - Pastor has a 4% increase since he is underpaid per the Synod. We are looking at a 5 year plan. Pastor is very reluctant to accept the raise.
 - Some members believe that staff portion of budget is way too high.
 - Grace explained that office manager position was changed from non-exempt to exempt and then because of California state law, position was returned to non-exempt. Overtime will now be limited.
 - During covid pandemic, there has been an immense work load for pastor and the office manager. Some would like to bring Pastor to parity within the next 3 years.

- Thousand Oaks is an expensive area in which to live and we need to pay HTLC staff that we depend upon in life and death situation. This type of role deserves our respect, gratitude and fair compensation.
 - Discussion tabled so that we could finish on time.
- **Motion** - Mark Groenveld made motion to accept the budget for 2021 as presented.
 - Budget discussion continued.
 - Dixie Hansen called the question for the vote. Call was seconded and passed. Discussion terminated.
 - **Motion to accept the 2021 budget was seconded and passed.**
- **Surplus Proposal**— Discussion by Grace Nelson

2020 Surplus Proposal


- \$32,105 surplus
- Council recommends:
 - \$5,000 to Lutheran Retreats, Camps and Conferences (LRCC)
 - Balance of \$27,105 to dedicated fund for future Youth and Family Rostered Position (assistant pastor)

- Majority of the surplus is proposed to be put into a fund for a future Youth and Family rostered position. Anyone can donate into this fund for youth and family position.
- Concerned that this surplus is in great part due to the PPP loan, would it be more appropriate to dedicate this money to other payroll function and not LRCC?
- Certain metrics some want to see before bringing on 2nd person – HT being able to tithe, increase in non-pledged offerings. Then hoping 2nd person will be on board at beginning of 2022.
- Discussion about whether to hire a rostered or non-rostered person.
 - Rostered person can help Pastor Erik in more ways. Most of congregation wants a rostered person in the church.
- **Motion** - Randy Pugh made motion to approve the 2020 Surplus Proposal as listed by council. Motion seconded.
 - Discussion
 - The proposal is that we will put the surplus into a fund for Y&F ministry position. Not part of motion - council will come back in May.
 - **Amendment to Motion** - Amended motion to change slide to remove stipulation that new hire not be required to be rostered. Amendment seconded.

- Discussion on the amendment.
 - Past council member noted that hiring a second rostered person is one of the most requested things that have been brought to him.
 - Option to remove rostered delineation so less detailed.
 - Two members with students noted that rostered is different in terms of faith growth and help for Pastor is important.
 - **Question called, seconded and passed.**
 - **Motion** to vote on amended motion removing the word rostered from proposal slide. Yes vote means “rostered” will be removed. No vote keeps word “rostered”. Motion seconded. **Motion did NOT pass.**
 - Back to the original motion to accept 2020 Surplus Proposal as on the slide.
 - There is a difference between calling someone to the congregation vs hiring someone. HTLC cannot officially enter into the call process until the congregation approves this.
 - **Motion to call question** - Brenda Tubbs made motion to call question. Motion to call question was seconded and passed.
 - **Return to Motion on floor** made by Randy Pugh to approve the 2020 Surplus Proposal as listed by council. Motion already seconded. Motion to approve the **2020 Surplus Proposal passed.**
- **Gift Policy Revision** - Grace gave a summary of dedicated accounts and discussion of generous gifts.

Gift Policy Revision

- Under current policy, unrestricted gifts (above and beyond offerings) are designated:
 - 50% to the endowment fund
 - 50% to be used for the good of the congregation, but may not be used on operating expenses
- Recommending policy change to:
 - 50% to the endowment fund
 - At the council’s discretion the 50% balance can be used as an investment in the future of the church for growth or seed opportunities, including operational goals



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RH From Rob Hill to Everyone

- Would like to change the last sentence in the Gift Policy Revision from:
 - 50% to be used for the good of the congregation, but may not be used on operating expenses, to
 - At the council’s discretion, the 50% balance can be used as an investment in the future of the church for growth or seed opportunities, including operational goals.

- **Motion:** Anne King made motion to accept the gift policy revision.
- Discussion
 - Some in congregation are uncomfortable with the words “operational goals” and want additional wording for limitations on gift use. The concern is that we might start relying on this type of gift for operational expenses as we cannot make gifts sustaining.
 - “Growth and seed opportunities” wording was supposed to narrow the focus. The intent was to limit the use of the gift so it was not used for insurance or utilities rather for a new goal while still offering more flexibility. The difficulty is that without additional flexibility then a substantial amount of money may be stuck in a restricted account.
 - Note that we have money in vacant lot fund and a total of \$500k in capital reserves. A policy like this makes capital our only use. Think about donations in the future. When is enough in reserve enough?
 - Let council do further exploration and provide better wording.
 - **Motion** – Karla Lysdal-Moffitt made motion to table motion for gift policy revision. Motion to table discussion seconded.
 - **Motion** - Grace Nelson made motion to call conversation. **Motion to call seconded and passed.**
 - Vote made to table motion – this sets it aside without action intentionally. **Motion passed and Gift Policy Revision was tabled.**
- **In summary, we have approved the 2021 Proposed Budget and 2020 Surplus Proposal.**
- Miriam closed us out in prayer.
- Raffle winners–

<ol style="list-style-type: none"> 1. Della 2. Mike and Laura Engstrom 3. Desta Goehner 4. Janny Franken 5. Steve Hanke 6. Joan Cressman 	<ol style="list-style-type: none"> 7. Gary and Karen Lindgren 8. Rob and Colleen Hill 9. Mary Hurley 10. Jerry Miller 11. Brenda Tubbs 12. Jim Wilbur 	<ol style="list-style-type: none"> 13. Marc Groenveld 14. Susan and Joe Everson 15. Nina Wong 16. Marty Kreman 17. Darin Erickson
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