

# PALM VALLEY LUTHERAN CHURCH COUNCIL MEETING AGENDA

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June 19, 2024, 6:30 pm, Conference Room

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## G.R.A.C.E.

**G**row in Faith  
**R**each the Community  
provide **A**we-inspiring Worship  
**C**onnect in Small Groups  
**E**xceptional Serving

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Call to Order

Approve Agenda

Devotion – Linda Dufner

Consent Agenda

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Continuing Business

1. "Look Up!" "Think Big Picture!" "Think Big!"
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3. Ministry Master Plan ..... 30
a. Report from Manny Castro's Small Group
b. A proposal from the LEAD Program
4. Working Group Reports
a. Fundraising Guidance ..... 31
b. Rental Income
c. Worship Schedule Team..... 34
d. Member Survey
5. Intern Update
6. Personnel Team Update

New Business

- 1. Signe Fredrickson – Lutheran Foundation

Other Business

- 1. \_\_\_\_\_

Information

- 1. Intern Pastor Steven's Last Sunday – Sunday, August 11, Celebration
2. Church Retirement Gathering – Saturday, August 17, 6 pm
3. Next Month's Sunday CIC: Early: Dave Smith; Late: Susan Ames
4. Next Month's Council Member for Devotions – Stephen Loyd

Adjourn

# COUNCIL MEETING MINUTES

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## PALM VALLEY LUTHERAN CHURCH CHURCH COUNCIL MEETING MINUTES May 15, 2024, 6:30 pm, Conference Room

Present: Susan Ames, David Beck, Vince Brunssen, Tom Dove, Linda Dufner, Jason Dufner, Stephen Loyd, Tammy Oetken, Keith Outlaw, Linda Reed, Sue Rue, and Rick Salvo  
Ex-Officio Member: Pastor Dave Koppel  
Staff: Alan Dunn and Steven Namburi  
Excused: Carolyn Koehn, Dave Smith, and Nancy Wojnarski

Council President Tom Dove called the meeting to order at 6:29 pm. Pastor Dave Koppel offered a prayer.

MOTION: Rick Salvo moved to approve the agenda for the meeting as presented. Motion carried.

Tammy Oetken gave the devotion.

### **CONSENT AGENDA**

The Consent Agenda was reviewed and discussed.

MOTION: Keith Outlaw moved to approve the Consent Agenda. Motion carried.

### **OTHER REPORTS**

Executive Administrator/Financial Report – Alan Dunn reviewed the attendance reports, we are tracking close to the 2021 numbers; the financial reports were reviewed, income to expense net is \$2,034, overall, we are less than projected by \$11,855.

### **CONTINUING BUSINESS**

1. Strategic Ministry Plan Development – Tom Dove asked the council if they had any new or additional comments.
  - a. “Who do we want to become?” - responses were: Continue to be more inviting and welcoming; Remember homebound; Prayer more visible; Bring back Sundaes on Mondays and handing out water at Wal-Mart.
  - d. SWOT Analysis Review – reviewed and discussed the “Threats” identified at the council retreat in February, an unwillingness to change and not growing were listed several times. We have changes coming with our Seminarian and Intern Pastor’s time with us ending; and staff members retiring. We were reminded that we still need to be open to those who don’t want us to change. It was suggested that we put out a survey to the congregation asking, “Who do we want to become?”. A team led by Vince Brunssen will be formed to develop a survey.
2. Working Group Reports
  - a. Fundraising Guidance – The team has talked, there are currently no fund raisers that directly support the church, if want to do one, would it be something new or tag team with another event.
  - b. Rental Income – Susan Ames reported that the team does not have a rental package to present yet, she reported that if rentals for weddings were open to the public, we must allow same sex marriages to take place; we need to revisit the alcohol policy.
3. Monthly Generosity Presentations – Cultivating Generous Congregations – Alan Dunn presented the outline for “Year-Round Generosity Emphasis” the Generosity Team will be using beginning in May; he said that the team is not just focusing on financials.

## **NEW BUSINESS**

1. Pastor's Question – Pastor Koppel reported that the ELCA is shrinking, from about 7 million members to approximately 2.9 million, there are not enough pastors, and financial generosity is going down. He asked the council “If institutional Christianity is a burning building, what do you want to grab?”; answers received were: Bible, Music, Community, Grace, Faith, Sacraments, Cross and People.  
Pastor also commented that we have substantial staff shifts coming up, we should look at it as an opportunity. He proposed 40 days of prayer, council agreed, Pastor Koppel will move forward putting it together.
2. Working Group Report – Worship Schedule – the team has not had a chance to meet, Stephen Loyd shared ideas he had; the team will meet in the next week or so.
3. Endowment Policy – Tom Dove reported that the Endowment Team has been asked to review the current policy and suggest changes, the council members assigned to that team are also asked to review the policy and make suggestions.
4. What Younger Generations are looking for in a Church – Stephen Loyd presented information on what the different generations are looking for in a church.
5. Endowment Team Recommendation – Approve a grant to Campus Outreach Washington DC for \$10,000 with the possibility of \$10,000 each for the next two years. Approved.
6. Audit Team Report – No report.
7. Alan and Denise's Recognition – Scheduled it for Friday Evening, August 23<sup>rd</sup>. Tom Dove will send out sign-ups for various “jobs.”

MOTION: Vince Brunssen moved to extend the meeting by 15 minutes. Motion carried.

## **OTHER BUSINESS**

1. Member Recognition – Ken Anderson – Ken & Martha Anderson are retiring from teaching Sunday School at Palm Valley; the council wants to recognize them on May 26<sup>th</sup> for their many years of service.  
MOTION: Stephen Loyd moved to draft a proclamation to recognize Ken & Martha Anderson. Motion carried.

## **INFORMATION**

1. Weekend Financial Assistance – Alan informed the council that if someone comes by on the weekend for help, there is a packet in his box with one HEB gift card to give; complete the enclosed forms, have them sign the form, make a copy of their ID and the gift card, put the form and copies back in the envelope.
2. Bus Transportation Update – A driver has been lined up and we expect to start the program in a few weeks; they will start with Providence and bring them for the 8:00 service, will begin contacting the residents there soon.
3. Alan Dunn reported that repair work on the Cemetery Road will begin Memorial Day weekend.

MOTION: Jason Dufner moved to adjourn. Motion carried.

The meeting adjourned at 8:49 pm and closed with prayer.

Sue Rue  
Council Secretary

## PASTOR KOPPEL'S REPORT

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It's been a busy month. As school was winding down, summer programs and events at Palm Valley have been gearing up.

I attended the **funeral of Ethel Melton**, (Tammy Savard's mom), and **officiated at the funerals of Gladys Johnson** (Jayne Baxter's mom), **Wilford "Bill" Coyle Michael**, and led a service of blessing of ashes for **Sharon Stiles**. On the 14th we will have a funeral for **Rachel Wahlburg**.

**I officiated at the wedding of Justin Davis and Shari Ullevig.**

I met with Alan to go over the **generosity/stewardship plan** for the fall.

We celebrated **Lax's last official Sunday with us** before his internship

**Traditional Worship setting changed back to setting 1** for the season of Pentecost

**Continued to research alternative income stream ideas** with pastors around the US and met with our own AI team. I am convinced that we have been thinking too small. [*Abiding Hope* in Littleton, CO has two preschools, generating 1.5M and netting the congregation \$600,000 per year. They are also receiving a \$300,000 grant from the Lilly foundation this year. *Christ our Shepherd* in Peachtree City, GA, with a 3-acre campus, now has acquired an additional 30 acre parcel that they are developing for rental use.]

**Continued to work with seminaries** for an intern for 2024-2025. At present, there is an extreme shortage of seminarians, and many have geographical restrictions. **It does not appear that we will have an intern this academic year.** Additionally, we can expect a significant shortage of ELCA pastors in the next five years, even with a number of congregations closing.

**Posted additional ads for Executive Administrator and for Director of Youth Ministry.** We are receiving very few resumes, and we will need to be prepared for potential vacancies and have a stopgap plan.

**We hosted Bless the Badge for first responders** from Williamson County and beyond on May 16.

Celebrated with several of our **graduates**.

**Continued to meet with the youth who will be attending the ELCA youth gathering** this July.

Met with team from **Down Home Ranch** to foster a greater partnership

I **continued coaching both Lax and Steven**, and have begun to work with Steven on chanting for the traditional service.

Met with the **Worship Times taskforce**.

Continuing to work on a **Fall Sermon & Small group series for the fall based on finding ways to love people of a different political persuasion.**

Continuing to work on a **Lenten drama series for 2025.**

As there are many challenges that we will face in the next 5 to 10 years, **I suggest that we move ahead with a strategic plan for ministry.** As a first step, I will be calling the congregation to **40 Days of Prayer** beginning on June 16<sup>th</sup> to align ourselves with God's will as we move forward.

**This is a time filled with potential for us.** Together, following God's will fueled with His power, we can accomplish great things. This is a time for courage and bold steps of faith. Join me in prayer that we may know God's will and have the courage to do it.

Thank you for your partnership in ministry.

Dr. Dave Koppel  
Senior Pastor



**Bless the Badge**



**Lax's last Sunday**



**Graduation Celebrations**



**Planning for the ELCA Youth Gathering**



**JAM**



**Davis - Ullevig Wedding**

## **IMPORTANT DATES**

- **June 14 Water for Africa Day at Dell Diamond [Round Rock Express vs Tacoma Rainiers - MyProVenue™ \(tickets.com\)](#) Code: W4A**
- **June 17 Day Camp Begins**
- **June 23-28 Mission Arlington**
- **June 23, July 28, August 18 Intergenerational Sunday School 10:45-11:45**
  
- **July 4 Parade**
- **July 7-12 Camp Chrysalis**
- **July 16-20, 2024 ELCA Youth Gathering**
- **July 22-26 VBS**

- **August 11 Steven's last Sunday with us**
- August 23<sup>rd</sup> party for Alan and Denise
- **August 25 –Denise preaches.**
- **August 29<sup>th</sup> Denise and Alan's last day**
- *September 2 Labor Day*
- **September 7 God's Work Our Hands**
- **September 8 Kickoff Sunday – combined service, lunch**
- **September 15 small group & sermon series begins**
- **September 15 confirmation classes begin – tentative**
- **September 28 Fall Fair**
- **October 23 & 30 First Communion class**
- **October 27 Reformation Sunday**
- *October 31 Halloween*
- **November 3 All Saints' Sunday / First Communion/ time change**
- **November 24 Round Rock Community Thanksgiving Service at Community Christian Church**
- *November 28 Thanksgiving*
- **December 1 First Sunday of Advent**
- **December 24 Christmas Eve (Tuesday)**
- **December 25 Christmas Day (Wednesday)**

**2025:**

- *January 20 Martin Luther King Day*
- **January 26 Annual Meeting, combined service**
- *February 17 Presidents' Day*
- **March 1, 2025 Global Church Gathering**
- **March 5 Ash Wednesday, Lent begins, Evening services begin**
- **April 13 Palm Sunday**
- **April 17 Maundy Thursday**
- **April 18 Good Friday**
- **April 20 Easter**
- **April 27 Confirmation (tentative), combined service**

## INTERN PASTOR

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As we transition from spring into the early days of summer, I am pleased to present a report on the activities and initiatives undertaken in May.

**Attended Conference at Corpus Christi: Synod Conference:** Attending the Synod Conference in Corpus Christi was a significant highlight of May. Witnessing the bishop elections firsthand was an enlightening experience both in terms of the sessions attended and the fellowship shared with other attendees, and it offered insights into the broader workings of our church. Additionally, enjoying the local seafood was delightful.

**Home Visits:** Continuing the vital ministry of home visits, I aimed to visit more homebound members than last month. Although some visits were hindered by our elders' personal schedules and programs, I still managed to spend meaningful time with many of our cherished members, providing spiritual support and companionship.

The honorable elders I spent time with were Leonard and Connie Aitkens, Emily Fehlis, George and Joy Warriner, David Teinert, Robert Behrens, Carroll Pimpler, Pat and Herb Wolff, Wilma Peterson, Nancy Kind, Johnnie Pecht, Marie Sherva, Fritz and Betty Hodde, Gloria and Billy Richardson, Bess Hester and Roy Krienke. Each visit was an opportunity to provide spiritual support and companionship that strengthened our church family.

**Sermon Development and Spiritual Leadership:** I continued to take on more parts in our worship services. Each opportunity allowed me to grow in confidence and skill in delivering sermons and spiritual guidance. I also remained actively involved in our twice-weekly Bible study sessions, which continued to deepen my faith and inspire others in our congregation.

**Learning to Speak in Meetings:** I took the opportunity to develop my speaking skills during council and staff meetings. This experience has been invaluable in improving my communication abilities and confidence in leadership roles within the church.

**Funeral Participation:** I was honored to participate in two funerals this month. These experiences improved my understanding of providing comfort and support to grieving families, enhancing my pastoral care skills.

**Academic and Candidacy Work:** May was a busy month academically. I completed my New Testament studies and continued preparing my final evaluations, including the Approval Essay and Roster Minister Profile. Balancing these responsibilities with my pastoral duties has been challenging but rewarding.

**Women's Tea and Bless the Badge:** I had the pleasure and honor of serving at the 'Women's Tea' event. It was a joyous occasion that allowed me to engage with our ladies and children, fostering a sense of community and shared faith. I also attended the "Bless the Badge" event, where we acknowledged and honored the services of our police department.

**Closing Remarks:** For all this, I am deeply grateful for the support and guidance from the Church Council, Pastor Dave, and our congregation. This month's diverse experiences have contributed significantly to my growth as an intern pastor. I remain committed to serving our church with dedication and love, and I look forward to the continued journey of faith and service together.

With warm regards and blessings,

Steven Namburi, Intern Pastor.



## YOUTH MINISTRY DIRECTOR

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### Wednesday Night Youth

Wednesday Night Youth this month has been a lot of fun. We started the month with a Bible study on Dragons in the Bible. We have many youth that are interested in Sci-Fi. We followed that with a lesson on angels. The next week we celebrated the high school seniors and talk about future plans. We had a wonderful fun game night. We ended the month with a movie night watching The Barbie Movie.



### Youth Activities

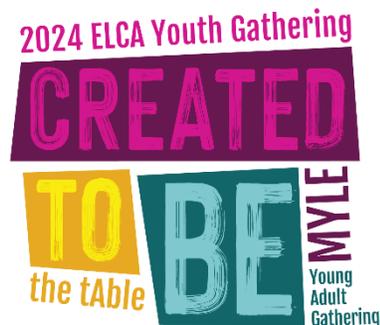


The 5 youth that are attending the ELCA Youth Gathering in New Orleans this July have been going through a five part series of Pre-Gathering trainings to prepare for their trip. We have scheduled these meeting in conjunction with Christ Lutheran Church in Georgetown. We completed these meetings this month. We are ready for New Orleans.

### Denise's Activities

I continue in the Stephen Ministry roll where I am able to support youth and families in times of struggle. The Round Rock Youth Workers meeting was at Palm Valley this month. We discussed summer activities and how we can support each other. I also informed every one of my leaving Palm Valley.

I continue as the Synod's liaison for the ELCA Youth Gathering in New Orleans in the Summer 2024. Our youth have been meeting with the youth of Christ Lutheran – Georgetown to prepare for the Gathering. We have 5 total meetings each one based on the 5 days of themes; Created To Be! Brave, Authentic, Free, Disruptive, and Disciples.



I enjoy supporting the youth in their outside events.

Anatasia at the Palace Theater 5/11/24  
Blair D.



Willey MS Band Concert 5/21/24  
Derek and Collin A.



There have been many graduation parties this month.



Ben W.



Jack B.



Lucy O.



Mikah J.

# CHILDREN'S MINISTRY

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June 2024 Children's Ministry Church Council Report

## Children in Worship

Pray ground- we added another rug and quieter toys

Crossover Children's Church- We began taking kids out after the children's message, during the sermon, on June 2. We learned that the group using the Parish Hall was not finished yet, but we announced where the children would be, so we continued with that plan. Afterwards I spoke with the group and even though I offered to move to the Palm Room, they agreed we could share the space.

Milestones- Our children's ministry team is considering changing and adding some worship milestones for our children. Here are some suggestions:

- 1st grade- pass our communion cups
- 3rd grade- receive Bibles (previously this was 4th grade)
- 4th grade- Acolyte training
- 5th grade- communion

## JAM

Our last JAM was May 22 and we will start back August 21. In the mean time we have the following summer meetings planned:

- June 12th- Youth and JAM Family Game Night
- June 15th- Family Trip to Waco Zoo
- June 17-21- Day Camp here at Palm Valley
- June 19th- Youth and JAM Water Fight Night
- June 26th JAM Playground Olympics
- July 7-12- Camp Chrysalis
- July 22-26- VBS

## Sunday School

The last Sunday school class will be May 19th.

We will offer three intergenerational classes on June 23, July 28, and August 18.

Bible Study for Women

We are studying the book, "When Making Others Happy is Making You Miserable" by Karen Ehman.

VBS - Our VBS student registration is full and we have started a waitlist. We could use more adult volunteers. Our theme is "Camp Firelight" so we will be asking the congregation if we can borrow camping equipment and artificial trees to decorate.

# ENDOWMENT

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**Monday, May 7, 2024, 6:30 pm**

Members attending: Tom Dove; Team Leader-Linda Dufner, Joy Kovar; Roland Krienke; John Reed; Dave Smith & Nancy Wojnarski (by Zoom)

Members not attending: Scott Brandt; Carolyn Koehn; Michael Koehn; Pastor Dave Koppel; Dwayne Kostih, Tammy Oetken; Mike Robinson; Bil Sands & Steger

Staff attending: Alan Dunn

Linda Dufner welcomed everyone, called meeting to order & lead us in prayer.

John Reed moved to approve minutes from January 3, 2024, Dave Smith seconded & approved.

Dave Smith moved to approve minutes from March 18, 2024, John Reed seconded & approved.

## **PVLC Endowment Fund Grant Requests**

Tom Dove made motion to approve & seconded by Roland Krienke the grant request from Campus Outreach Washington D.C. with Abby Boldt (PVLC Member) as the contact person for \$30,000 paying \$10,000 for 3 years. The organization will provide a detailed report every year in January. Team approved the request after much discussion.

Dave Smith made motion & seconded by John Reed to table the grant request from Palm Valley Lutheran Cooperative Preschool Grant Application for the third-year grant of \$150,500 this will bring the total 3 years to \$434,500 which is less than original grant request of \$489,000 to \$649,000. There was much discussion concerning their original grant request moving from 2-day preschool to a 3-day & then to a 5-day preschool. The Preschool has been licensed for a 3-day preschool but have decided not to move to a 5-day preschool. Our Team approved to table this grant request because it was originally approved that the Preschool would grow to a 5-day preschool.

Tom Dove & Alan Dunn requested the Endowment Team to review the PVLC Endowment Fund Policies & send changes to Alan. Alan will put together all changes & send out to the Team to review than Team will send to Church Council to approve.

There was a motion made by Dave Smith to adjourn meeting, seconded by John Reed & all approved.

Meeting adjourned at 8:10 pm.

Minutes prepared by Joy Kovar

# PROPERTY TEAM

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## Palm Valley Lutheran Church

Property Team Meeting Meeting Minutes

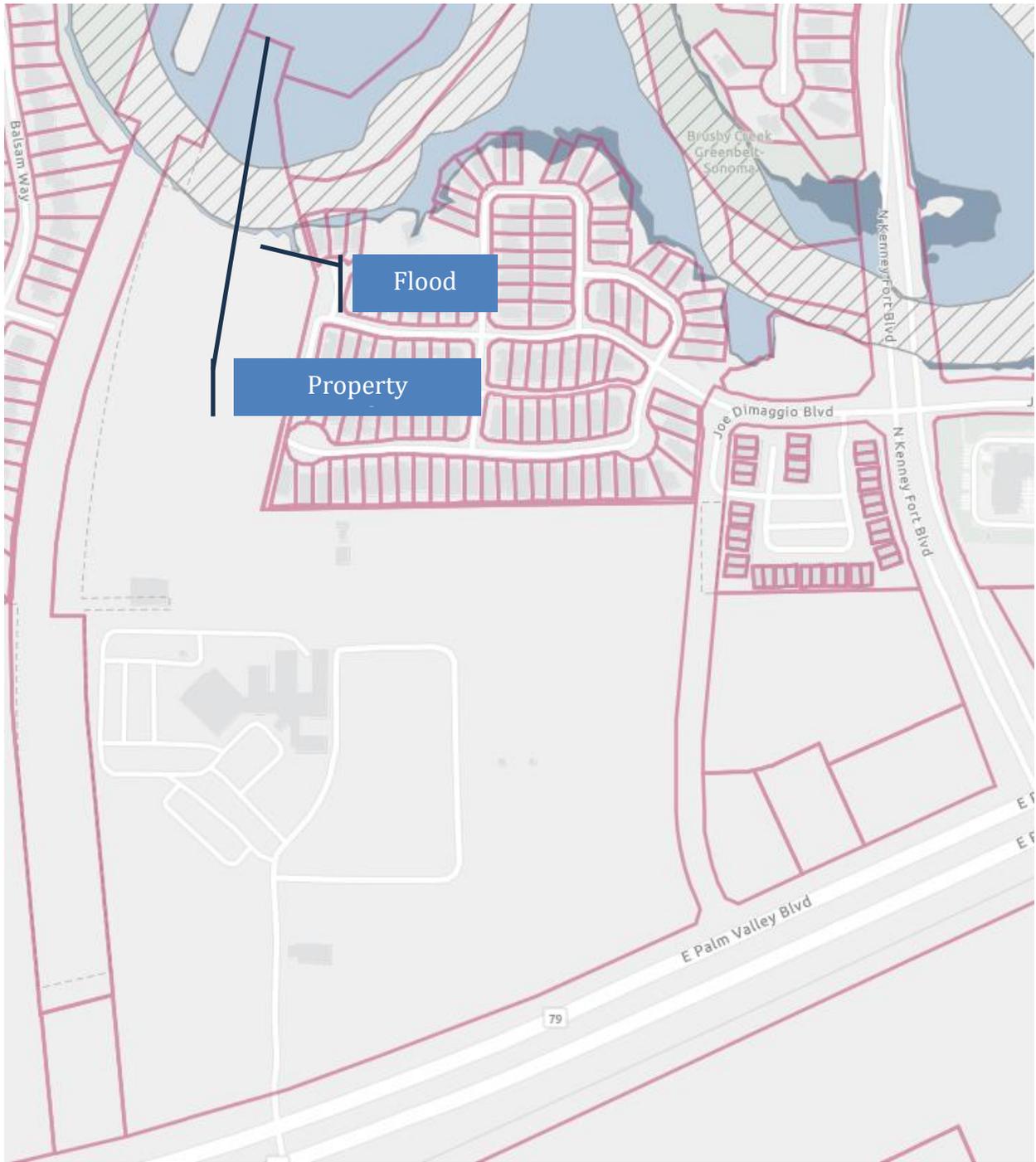
Monday, June 3, 2024, 7 pm, Office Workroom

Present: Rod Dietz, Alan Dunn, Paul Kersten, John Reed, Dave Smith

Absent: Susan Ames, David Beck, Jason Dufner, David Koch, Michael Koehn, Dwayne Kostih, Garlon Oetken, Keith Outlaw, Carl Schoener, Brian Wickman

1. The team reviewed and approved the previous meeting minutes.
2. Steeple Update
  - i. Historical Commission Submission – No Update
  - ii. Funding – The family donating the bulk of the funds is working to raise the remaining funds.
3. Church Well. We will check the well to see if it is viable for irrigation. This will save dollars on water bills.
4. Sound System – CLC – Soundboard Replacement. The existing soundboard needs repair. The cost of repairing and renting a board while ours is being repaired is more than \$4,700. The new board setup is less than \$3,000.
5. A new Sprinkler Controller has been installed on the east side of the Sanctuary. Covers the cemetery entrance and the south side of the sanctuary.
6. Cemetery Road Repair – Front Parking Lot Changes. The contract has been signed to repair the cemetery roads and remove small islands at the handicapped and senior adult spaces.
  - a. Friday, June 14th, the asphalt repairs and some crack fill
  - b. Wednesday, June 19th, continuing crack fill
  - c. Thursday, June 20th, finishing the crack fill and doing the striping
7. Northern Section of Property (see attached)
  - a. Potential Uses – The team was updated on the discussion on the potential use of the northern section of our campus.
  - b. The flood zone was identified during the work to plat our property.
8. Status of Joe Dimagio extension. John Reed received an email from Don Childs regarding this extension. The email stated, “Ed and I are speaking to a developer of the side of Joe Dimagio @ US 79. They are planning on building the first couple of hundred feet of Joe Dimagio to serve their site. Beyond that, we do not plan on extending until the need is there.” Gerald D. Pohlmeier, CIP Program Manager, Dity of Round Rock.

Submitted by Alan Dunn.



# REJOICE! WORSHIP TEAM

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June 2, 2024, 10:50 am, Conference Room

Attendees: Susan Ames, Jessica Brunsen, Vince Brunsen, Linda Dufner, Carol Dove, Alan Dunn, Pastor Dave Koppel, Laurie Strawbridge, Blake Targonski

1. Stage lighting/ Room lighting
  - (i) Estimates and options for stage lighting are being explored.
  - (ii) The lights for dimming the CLC are in place and switches need to be installed.
2. Names included in the Prayers of the People will be added to a slide in place of the names being read.
3. Flooring – Options for replacing the floor in the CLC are being considered with consideration for endurance, sound and the impact on sports in the CLC.
4. Soundboard/Streaming
  - (i) The current soundboard has been evaluated and found to be failing. It has been fixed temporarily, but a new one will be needed. The decision was made to replace the current system with a digital system at \$3000.00. Still under consideration is how to protect the system during sports events and improve the band's sound.
5. Team Purpose and Meeting Time
  - (i) This team will assist in planning the Rejoice service to include music selection, special presentations, decorations, and other areas impacting worship.
  - (ii) The team's meeting time will be decided by a survey sent out by Alan to identify the best time to include both music directors.
  - (iii) Tom has asked for a new leader for this team.
6. Summer Crossover Children's Church
  - (i) This is an experiment for the summer. Eleven children participated this Sunday. They will be learning about worship and Bible stories.
6. Resources for worship
  - (i) Website: Sundays in Worship
  - (ii) Google search Revised Common Lectionary
  - (iii) Pastor uses NRSV
7. Service Ministry Training
  - a. Training for Lay Readers and Communion servers was discussed.

Minutes respectfully submitted by Susan Ames.

# TRADITIONAL WORSHIP

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June 3, 2024, 7 pm, Palm Room

## MISSION STATEMENT

As brothers and sisters in Christ, we are called to invite people to know Christ, build a community of faith, and serve all people in love to the glory of God.

Attending: Ken and Marie Bucher, Marvin Goad, Sharon & Roland Krienke, Sue Rue and Sheila Smith

Ken called the meeting to order and opened with a prayer.

The minutes of the April 1, 2024 meeting were reviewed.

Motion: Sue Rue motioned to approve the minutes as written. Motion carried.

## **Old Business**

**Space in the Sacristy Update** - Storing chairs, a guitar, and a television (used in the Korean services) in the North Sacristy causes issues with the altar guild getting to banners and paraments. An alternate space suggested is the “coat closet” in the Narthex. However, it is now overcrowded with pre-K graduation gowns, 3 wheelchairs, and some flower pots. We definitely need one wheelchair, but not 3. Marvin will talk to Alan about a hook for the guitar and see if he is aware of the other issues and can offer assistance.

Update on robes for choir – On our summer “to-do” list.

Additional table for memorial services – Is there an issue with what we currently use? The tables we use for communion cups, covered with a tablecloth, seem satisfactory.

## **New Business**

**Summer and Fall Services** – Sue said she is on a subcommittee of the Council to make recommendations for changes to the Sunday worship schedule. The recommendations will be presented to the Council at the June meeting. Sharon commented that we need to have the Sunday School hour between the traditional and contemporary services so families will have a choice of which service to attend without a long wait time for Sunday School. We need this ministry to grow and thrive for the future of our church. The Intergenerational Sunday School sounds exciting and will hopefully spark enthusiasm.

The soundboard in the CLC is reportedly about to go out. The speaker on the left side (as one faces the stage) is not working again, making it difficult to hear the sermon. The speakers in the sanctuary are very old and worn out. Alan is aware of the issues, and hopefully, the Property Committee is also aware, so steps can be taken to remedy this.

**Advent and Christmas Scheduling** – With Thanksgiving on November 28<sup>th</sup> and Advent beginning on December 1<sup>st</sup>, we have the week of November 25<sup>th</sup> to decorate for Christmas. We liked having the decorations up for all Sundays in Advent in 2023. We set November 26<sup>th</sup> at 5:30 to decorate, giving Maintenance time on November 25 to set up the trees. This information will be shared with the Rejoice! Worship and Music Team. We set January 6<sup>th</sup> at 5:30 to take decorations down.

Last year, the angel topper for the tree in the Sanctuary was found to be in bad shape and not useable. We think Melissa Felfe is working on repairing it, but we need to check so we will be prepared.

**Budget** – There are many line items in the Worship and Music budget over which we have no control (bulletins, mailouts, etc.). Ken will advise Alan to budget the same amount as this year to purchase music, piano, and organ repair and maintenance.

The meeting was adjourned, and we closed with the Lord's Prayer.

Respectfully submitted,  
Sheila Smith

Next meeting date: August 5, 2024

# COOPERATIVE PRESCHOOL

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PVLCP Board Meeting  
Tuesday, May 14, 2024

1. Call to Order: Sonia Murray at 0935
2. Financial Report: Alan Dunn
  - a. Deposits are in the safe. Will add them in when Brenda gets back
  - b. Endowment has tabled application for now. Council will discuss it tomorrow evening. Alan will keep Bailey updated.
3. Secretary Report: Kasi Moench
  - a. Kasi made a motion to accept minutes from the April meeting. Second motion made by Hannah. All in favor, none opposed. Motion passes.
4. Preschool Report: Bailey Plato

Age	2 Day	3 Day	Total	WAITLIST
18 mos	2	7	9	
2's		18	18	
3's		18	18	
Kinder Readiness		17	17	

**Total Enrollment: 62**

5. Committee Reports:
  - a. Church Council Representative
    - i. Next Women's Forum will be CPR education
    - ii. Alan will be retiring at the end of August
6. Action Items
  - a. Graduation – Nikki and Cassie
    - i. May 9<sup>th</sup>, 1:00 p.m. - Everything went great! Overall, everyone liked having graduation towards the end of the school day instead of the morning!
  - b. Director Evaluation
    - i. Sent to Cassie. Will be completed in June.
  - c. Endowment Update
    - i. Tabled for now by the Church
  - d. Changing the Registration Fee
    - i. Kasi makes a motion that starting June 1st the Registration Fee will be \$200. Caitlyn seconds motion. All in favor, none opposed. Motion passes

Age	3 Day	Capacity	Spots Available
18 mos	8	10	2
2's	14	21	7
3's	14	18	4
Kinder Readiness	19	24	5

**Total Enrollment: 55**

Meeting ended at 1013.

## ALTERNATE INCOME TEAM

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Alternate Income Meeting Minutes  
May 29, 2024, 6:30 pm, Conference Room

Present: Linda Reed - Team Leader, Tom Dove, David Kautz, Sue Rue, Alan Dunn, Pastor Koppel.  
Excused: Mike Robinson, Barry Hamilton

The meeting was called to order at 6:30 pm. Pastor Koppel opened with prayer.

The team reviewed and approved the April 10, 2024, Alternate Income Team meeting minutes.

The team discussed:

- Potential commercial leases of our outlying property areas again. Tom reported on a discussion he had with a local commercial real estate agent who is familiar with commercial leases. Tom also mentioned an idea of a commercial development for senior housing at the north end of PVLC property, in back of the Back Porch. Tom pointed out that the church property extends beyond the tree line and across the dry creek bed, with most in the flood plain.
- City and TXDOT roadway plan for Hwy 79. There's been talk of plans for widening and doing overhead lanes in the next few years. Tom and David met with Joe Vining of City of Round Rock to discuss plans for completion of Joe DiMaggio extension. Plans seem to have slowed on this roadway completion. Tom and David will also meet with Gary Hutter as well.
- Rental of Facilities. Tom reported on the work done by the Council team looking at rental fees, which are under review.  
David brought up the issue of marketing rentals of our facilities. Who handles it now? Laurie is event coordinator. Not same as marketing though. How would we market and who would be responsible? Could post videos on Facebook with ads.
- Church fundraising is under review by a team from Council.
- Grants that may be available to assist the church. We may need to hire a grant writer to write a grant application for us. People that may be able to assist are Kelly Clark, grant-writer for Down Home Ranch. Sacred Heart also has a grant-writer. Tom will check into who that person is.
- Ideas from other churches. Pastor Koppel has been researching what other churches are doing for alternate income. He shared that he found churches that raised additional income from running a health club, a custodial service, a 5-day-a-week pre-school with 5-day-a-week before-school and after-school care.

The meeting was adjourned close to 7:40 pm.

Our next Team meeting is Wednesday, July 10, at 6:30 pm, in the conference room.

Submitted by:

Linda Reed  
AI Team Leader

# AUDIT TEAM

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May 3, 2024

Palm Valley Lutheran Church  
Church Council  
2500 E. Palm Valley Blvd.  
Round Rock, Texas 78665

Attn: Alan Dunn

On April 25, 2023, Rod Dietz, Rick Salvo and I conducted the Annual In-House 2023 Audit. The following are our notes and comments concerning the Audit.

We were tasked to audit the Accounts Receivable, Accounts Payable and the Visa Card account. Verification by the Church Treasurer and church staff was visible for each month reviewed.

The following is an overview of the notes that were taken by each of the members of the Audit Team. The actual notes will be attached to this letter.

## **ACCOUNTS PAYABLE – RICK SALVO**

A total of 138 files/invoices for accounts payable were reviewed with on 2 points to note:

1. One document was misfiled in the “F” folder that should have been in the “E” folder.
2. One document in the “P & Q” folder was found to have an incorrect check number referenced on the hand typed receipt. A deeper look into the matter and it was discovered that a typographical error was made when creating the receipt. The correct documentation was located and noted on the incorrect receipt.

The nursery payroll records: no concerns were found. In a curiosity finding, I learned that eight individuals were paid for services rendered in the nursery.

## **ACCOUNTS RECEIVABLE – ROD DIETZ**

A Total of Six random months were reviewed – February, April, May, July, September and November.

Reviewed each item in the February folder and then every 4<sup>th</sup> or 5<sup>th</sup> document in the following five remaining monthly folders. Items pulled for further review and verification were as follows:

1. Sunday offering counts and corresponding bank deposits of cash/coin, verification of checks received and corresponding remote bank deposits. All deposits were made specific to the service in which they were tendered. Documentation for Lenten meals and offerings received as presented.
2. Matched monetary grants received from various organizations by letters of acknowledgement/amount with corresponding bank deposits.

3. Followed reporting of electronic payments, through to bank deposits for same, and verified bank fees were properly deducted for net deposit amounts.

In summary, no discrepancies were found and all transactions appeared to be properly documented.

### **VISA CARD ACCOUNT**

Reviewed 6 months of receipts and Visa Invoices for the following months – February, April, June, August, October and December.

- February - 50 items were reviewed, and no issues were found,
- April – 60 items were reviewed, and no issues were found.
- June – 70 items were reviewed, and no issues were found.
- August – 45 items were reviewed, and no issues were found.
- October – 50 items were reviewed, and no issues were found.
- December – 60 items were reviewed, and no issues were found.

I found that all documentation of purchases and payments was properly handled.

A letter was sent to 10 or 12 vendors asking them to verify payment of an invoice, but at the time of this writing there has been no response.

A selection of church members was sent an email with their 2023 contribution statement asking them to notify us if there was an error in their statement. Only one responded asking for clarification, which Alan Dunn sent her the needed clarification.

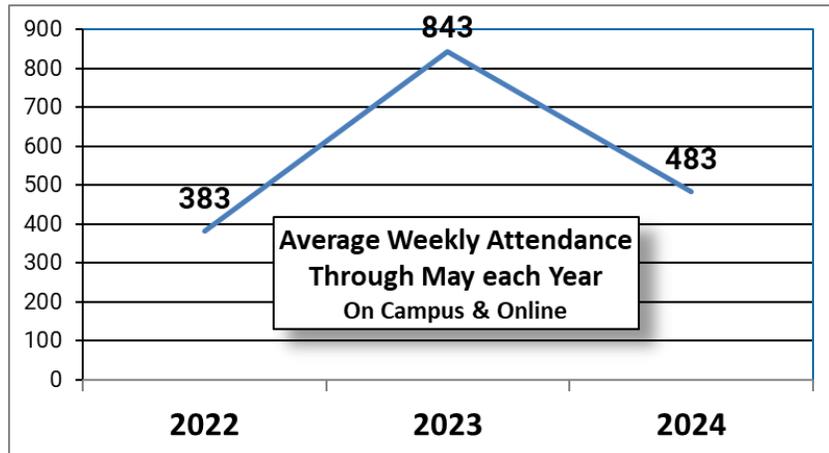
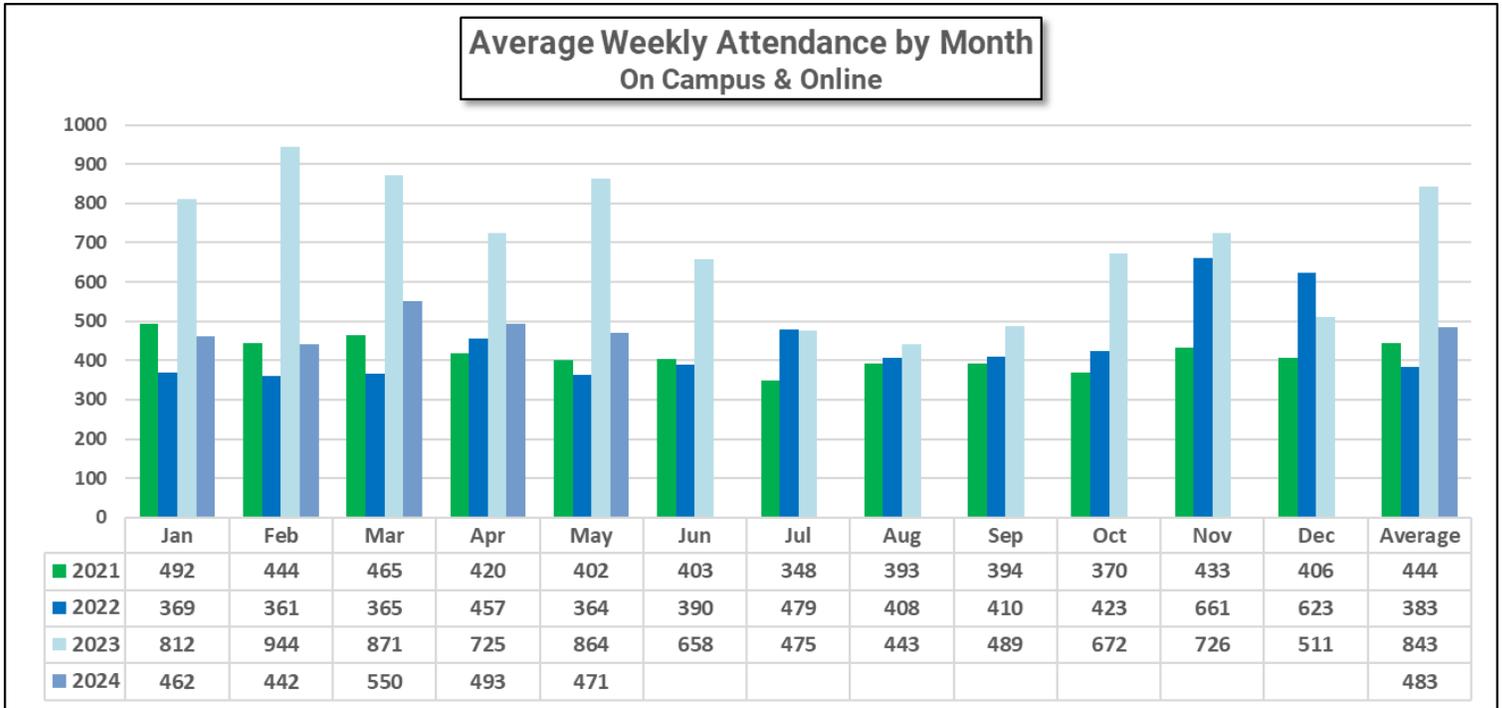
Brenda has done a wonderful job and has made our job much easier.

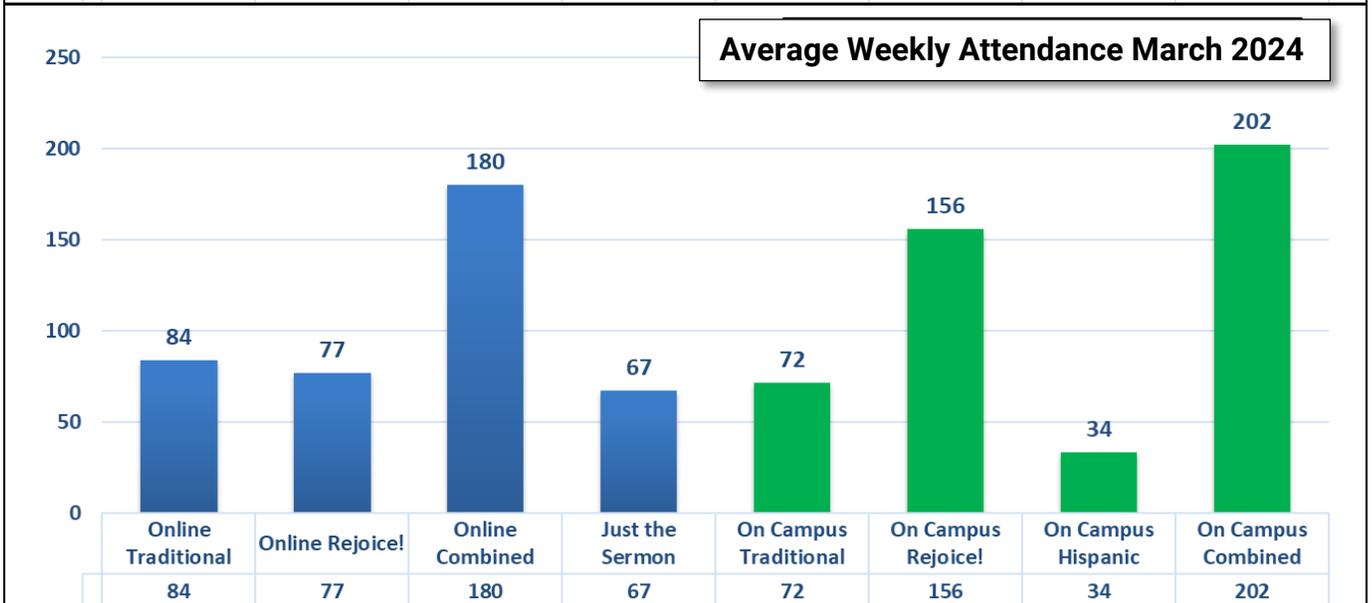
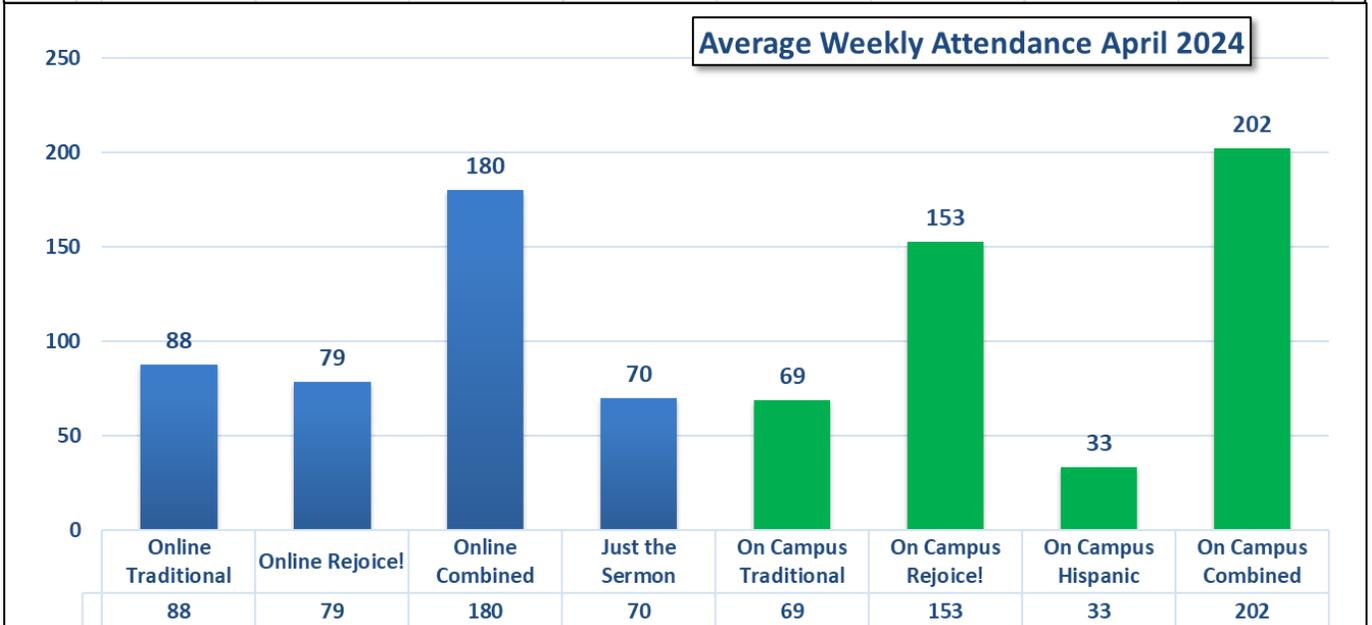
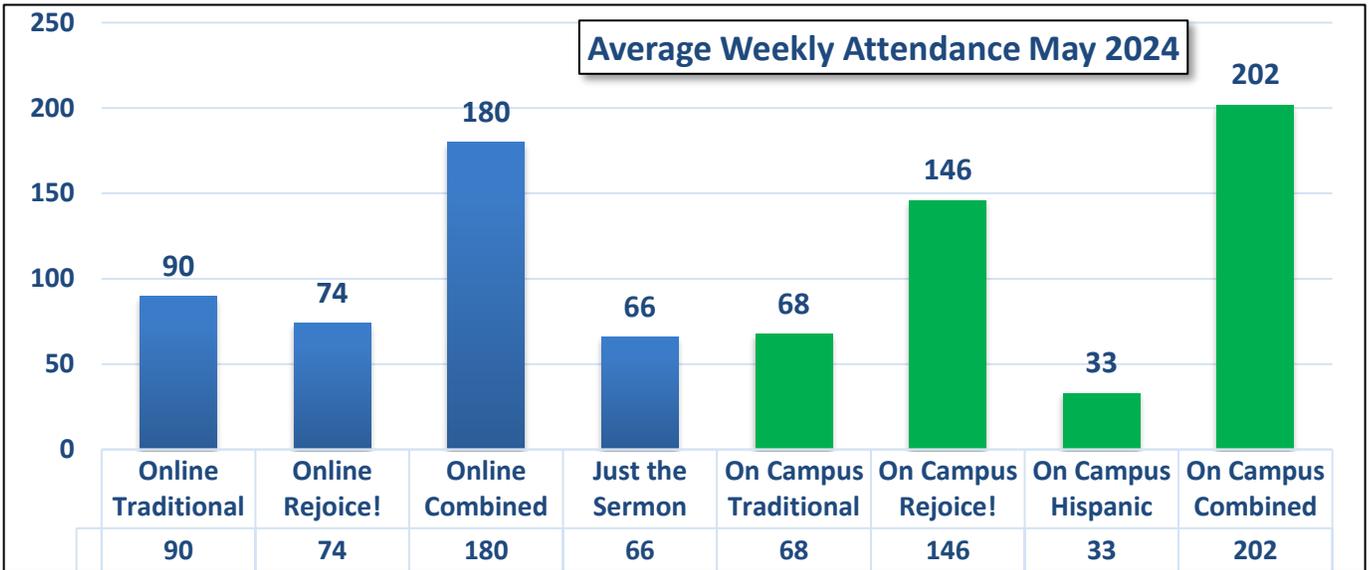
Attached are the notes and documentation from Rick, Rob, and myself.

Sincerely,

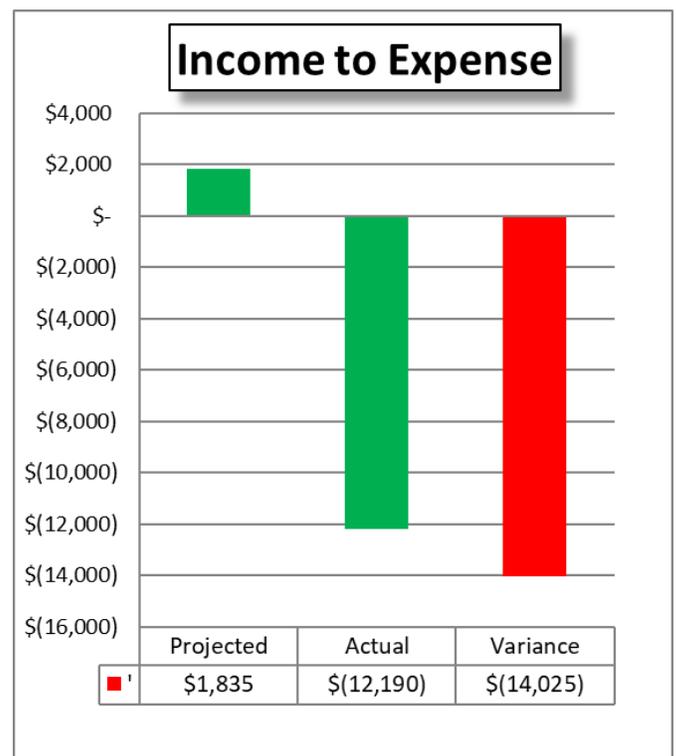
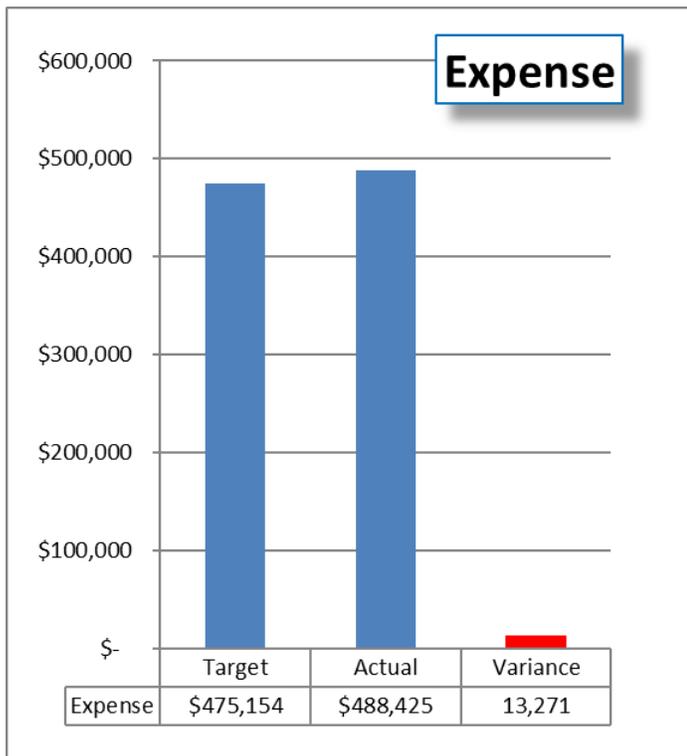
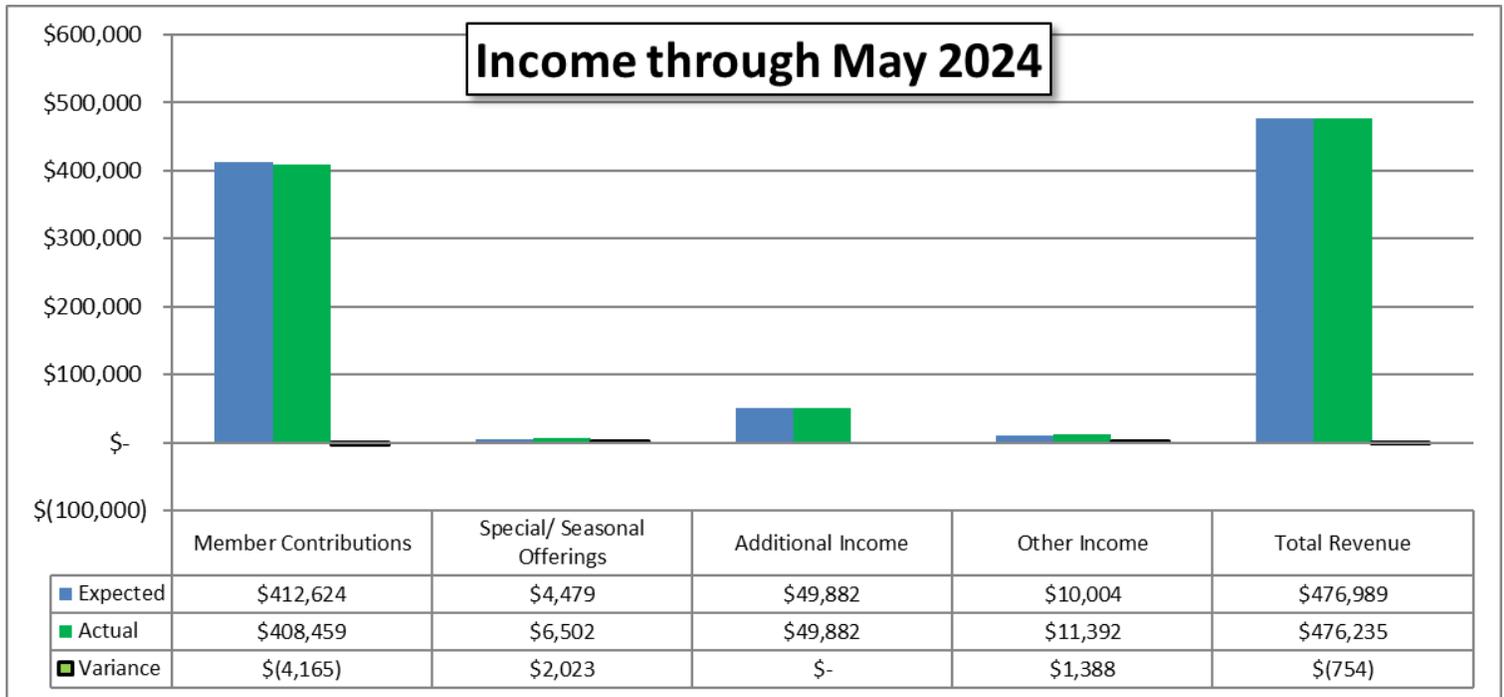
Anita Hulsman

# EXECUTIVE ADMINISTRATOR





# FINANCIAL REPORT



## PALM VALLEY LUTHERAN | INCOME-GENERATING FUNDS

As of Jun 13, 2024

	<b>Under Management</b>	<b>Investment income</b>	<b>Interest &amp; Dividend income</b>	<b>Total income</b>
Endowment	\$4,557,308	\$265,690	\$41,287	\$306,977
Trinity Place	\$570,708	\$32,285	\$5,837	\$38,122
Isadore Wallin	\$308,554	\$17,117	\$3,095	\$20,212
Capital Expansion	\$128,321	\$7,095	\$1,038	\$8,133
Capital Reserve	\$106,600	\$6,002	\$1,119	\$7,121
Telander	\$213,296	\$11,092	\$2,015	\$13,107
Iver Wallin	\$117,440	\$6,213	\$1,089	\$7,302
Land sale	\$831,732			
<b>Total</b>	<b>\$6,833,959</b>	<b>\$345,494</b>	<b>\$55,480</b>	<b>\$400,974</b>
Cemetery	\$912,001	\$56,075	\$9,314	\$65,389

## GIFTS TO OUTSIDE ORGANIZATIONS

<b>RECIPIENTS</b>		<b>% of Total Given</b>
Individual Gifts	34,401.80	12%
Financial Plan for Ministries	37,800.00	13%
# Endowment	195,200.00	66%
Trinity Care Place Fund for Seniors	30,000.00	10%
<b>Total Given</b>	<b>297,401.80</b>	
<b>INCOME</b>		
Member Contributions (2024 Estimated)	1,009,687.00	
Designated Gifts - 2023	34,401.80	
Endowment Income - 2023	492,633.00	
	1,536,721.80	
<b>Percent of Income Gifted to Outside Organizations:</b>		<b>19.4%</b>

# MINISTRY MASTER PLAN

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Report from Manny Castro’s Small Group (Addendum)

Proposal (Addendum)

Funding

Intern Cost - January 1 through August 11	39,802.84
Budgeted	58,850.00
Balance	19,047.16

## FUNDRAISING TEAM INTERIM INFORMATION

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DRAFT PVLC Policy for Fundraising:

- Scope
- Administration
- Fundraising definition
- Evaluating organizations for fundraising
- Frequency of fundraising
- Commitment to donors

**Scope:** Palm Valley encourages activities that advance our mission and vision. Sometimes, these activities include requests for monetary donations or gifts of physical goods. Our fundraising policy's purpose is to ensure that these activities continue to promote PVLC mission and vision with positive impacts both inside and outside our church. Further, the policy outlines the frequency of fundraising activities to ensure the causes we support can have a maximum impact. In all our activities, we commit to donor privacy.

### Administration

Who will administer the policy? What is the process to get on the calendar? Will it be first come, first served? Is there an exception process? Who approves exceptions? Is there an appeal process?

- Who in the organization should evaluate proposals for new events?
- Is there a minimum net profit goal for an event (such as 50 percent of gross proceeds or a specific dollar amount)?
- What are the demands on staff time?
- Are volunteers available to work on the event?
- Is this event similar to others in the area?
- Who is authorized to sign contracts with vendors and suppliers?
- Will any publicity that uses your organization's name in connection with the event be cleared first by your organization? Who is authorized to release its use?
- Does your organization have any any restrictions regarding possible event sites, specific sponsors, and/or donor recognition?
- How will the post-event evaluation be conducted?

**Fundraising definition:** any request for cash donations or non-cash donations, exclusive of requests for personal time or volunteering.

- Includes
  - Cash donations
  - Special offering appeals
  - Non-cash donations
- Excludes:
  - donations of time and volunteering at events where cash and non-cash donations are not part of the event scope
  - events where cash donations are optional (ex: fall fair)
  - Endowment Fund activities
  - Organizations that rent PVLC as a venue for their own fundraising events
  - Marketing of PVLC property rental opportunities
  - Bereavement committees for member funerals
  - Caring Angels requesting support for members (ex: meals during surgery recovery)

**Evaluating Organizations for Fundraising**

PVLC seeks to support fundraising activities that promote our mission and vision.

- Palm Valley Ministry Fundraisers (internal)
  - In general, no restrictions for events that support PVLC ministries that are part of our plan for ministries. Council may request details about the fundraising events to confirm that activities align to PVLC mission.
- External organizations
  - 501C3 certification must be provided
  - Promotion of external organizations within the church for awareness or advertising should support the mission and vision of PVLC. The policy administrator may reject an organization that does not align with PVLC mission and vision.
  - Organizations that receive donations from PVLC endowment funds must receive approval to hold any additional fund raising events at PVLC

**Frequency of Fundraising**

PVLC seeks to maximize the impact of fundraising efforts and believes that the frequency should be limited to a maximum of one per week with a limit of two per month. Exceptions to the frequency may be approved by the policy administrator.

**Commitment:**

PVLC commits that contributions will be used in accordance with fundraising intentions. All fundraising activities shall indicate:

- Who is sponsoring the event?
- Who is the beneficiary of the funds raised?
- Who is the official spokesperson, if any, for the event?
- Who is the primary contact for the event?

Further Palm Valley commits that donors’ information will never be sold to, rented to, or exchanged with other organizations. All information concerning donors or prospective donors (including their names, addresses, and telephone numbers; the names of their beneficiaries; the amount of their gift, etc.) shall be kept strictly confidential by PVLC, its staff, and volunteers, unless permission is obtained from donors to release such information.

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From Tom's list, there are many that I would consider fundraisers and others that I would consider activities.

### **PVLC Fundraisers**

#### **Youth**

- Pancake Breakfast (Fall) – Synod Youth Gatherings
- Breakfast Tacos (Easter) – Summer Youth Missions
- Souper Bowl of Caring – Serving Center
- Soup after the annual congregational meeting - National Youth Gathering
- Garage Sale – Youth Summer Camp
- ~~- Men's Banquet (I don't see this starting back up.)~~ – agreed no longer an activity

#### **Generosity Ministry**

- Generosity Month – August

#### **Preschool**

- Preschool Silent Auction - March

#### **Church General**

- Stock the Pantry – Intern Pastors

### **Evangelism**

- Fall Fair - August
- July 4<sup>th</sup> Parade – June/July

### **Fundraisers/Sponsorships of external organizations**

- Water for Africa
- Women's Tea – April/May
- RRISD FIT (They have asked for several appeals throughout the year.)
- Christmas Gifts for the Baptist Children's Home - November

### **Activities - cash is not requested; donations are appreciated**

#### **Children**

- Easter Egg Hunt Candy

#### **Community Care**

- LWR School/Health Kits
- God's Work. Our Hands. - July

## **SUNDAY WORSHIP SCHEDULE TEAM**

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### **PALM VALLEY LUTHERAN CHURCH SUNDAY WORSHIP SCHEDULE TEAM MEETING MINUTES May 22, 2024, 6:30 pm, Conference Room**

Present: Vince Brunssen, Stephen Loyd, Sue Rue, Pastor Dave Koppel, Alan Dunn and Steven Namburi

Sue Rue called the meeting to order at 6:32 pm.

Pastor Koppel offered a prayer.

#### **NEW BUSINESS**

1. Purpose of Team – to review the Sunday morning schedule and recommend a change if any.
2. Why are we looking at the schedule? – People in the congregation have asked it be looked at for possible change.
3. Schedule Models – the team reviewed the current morning schedule and several possible new schedules. We discussed that some of the schedules would require 2 or 3 pastors. We also discussed taking down two sections of chairs after the Rejoice service to help make the Hispanic service feel fuller and more intimate.

RECOMMENDATION: We recommend moving everything up 1 hour (Traditional Service to start at 9:00, Rejoice Service at 10:30, etc.), with the new schedule to begin Sunday, September 15, 2024, and evaluate after six months to see how it works.

MOTION: Vince Brunssen moved to adjourn. Motion carried.

The meeting adjourned at 7:30 pm and closed with prayer.

Sue Rue  
Council Secretary



