



Council Minutes

May 18, 2025 @ 10:15 AM

In Person/Zoom Option

1. Call to Order: Diane Herron – President
 - a. President calls the meeting to order: Time 10:23 AM
 - b. Take Attendance.
 - Diane Herron (President), Michelle Rhodes (Vice President) Kent Mueller (Treasurer),
 - Rich Tarter (Secretary), Jeff Tisdell, Renee Stafford, Pam Johnson, Bonnie Brix,
 - Don Streiff, Sally Rakovec, Alivia Schiferl, Pastor Heather Brown
 - c. Handout Agenda and other items from team reps.
2. Devotions: Rich Tarter
3. Guest: Brenda Fellenz-Personnel Policy PLEASE READ PRIOR TO MEETING.
Brenda will be answering questions or concerns, then a vote will take place.

I, _____ make a motion to approve the revised Personnel Policies.
_____, second the motion. Discussion.....All in favor ____ Yay ____ Nay Motion _____
 - a. The personnel changes are a year in the making.
 - b. There was some confusion on the changes and on the reference documents outlining the what was changing.
 - c. Rich to email noted discrepancies to council members and to Personnel team for review.
 - d. Council members invited to June 17th personnel team meeting to discuss noted changes.
 - i. Rich accepted to be present at June 17th meeting.
 - ii. Motion made:

I, Sally, make a motion that recommendations council members have about the intended policy changes go to Rich by June 1st for discussion at the June 17th Personnel team meeting. Renee seconds motion. Discussion. All in favor All Yay. None Nay. Motion Passes.

 - e. Brenda reported that the brat fry on the 16th was a success.
4. Acknowledgements/Review: Diane Herron
 - a. Celebrations & Acknowledgements from past month
 - b. Share
5. Secretary's Report: Rich Tarter
 - a. Action item: Any changes to minutes from the last meeting?
 - i. Action item: Approval of the April 2025 minutes
 - ii. I, Jeff move to approve April's Council minutes.
Bonnie, second the motion. Discussion.... All in Favor All Yay, None Nay. Motion Pass
6. Financial Reports: FLC Treasurer – Kent Mueller
 - a. Review monthly report.
 - b. Action item: Approval of the _____ report
 - i. I, _____ move to approve the Financial Reports.
_____, seconds motion. Discussion.... All in favor ____ Yay, ____ Nay. Motion _____
 - c. **Insurance Renewal**: Finance Committee recommendation: *Cindy makes a motion to recommend to council to move forward with the insurance renewal at the increased rate of 6.74% and for the*

policy to include the additional umbrella of \$750 per year to increase our General Liability back to \$2M AND to keep making monthly payments which only cost \$84 extra per year. Pam seconds. All Aye. Motion passes.

i Council Motion: I, Don, move that we adopt the additional coverage to \$ 2 million. Sally seconds this. All in Favor. All Yay. None Nay. motion passes.

- d. **Increase Deductible in Savings:** Finance Committee Recommendation: The current deductible is \$5,000 and is stored in our Mission Investment Fund. The deductible is going up to \$10,000. *Kent makes a motion to recommend to council to increase the Insurance Deductible reserve from \$5000 to \$10,000 from our general reserves.* Jeff seconds. All Aye. Motion passes

i Council Motion: I, Sally, move to increase the insurance deductible coverage from \$5000 to \$10000 per the recommendation of the finance committee. Don seconds the motion. All in Favor. All Yay. None Nay. motion passes.

- e. **Capital Improvement Fund Policy:** Finance Committee Recommendation: Kent Mueller suggested that Finance Team come up with a policy on how the funds may be used and distributed when it comes to the Capital Improvement Fund. The Finance team has worked on it since January and is ready to submit it to council for approval. This may be determined at a future meeting to give council time to review the policy. (See attached, also in the Council review folder for May) Sheveney makes a motion to make a recommendation to council to review and approve the Capital Improvement Policy. Cindy seconds. All Aye. Motion passes.

i Council to review at a later date.

7. Pastor Heather's Report: Pastor Heather Brown

- a. Pastoral Report
- b. Peacemaking Covenant
- c. Org Chart
- d. New Member possibility from Middleton WI.
 - i Ways to recognize them.
- e. Garage Sale discussion:
 - i In July during Hub City Days, July 24th – 26th.
 - ii Volunteers coming forward.
 - iii Coordinate and communicate with neighbors.
 - iv Where to store items before and after the sale.
 - 1 A corner of the garage is being utilized now.
 - v Change to start time from 6AM to 7 AM.
 - vi Proceed donation considerations:
 - 1 Capital Campaign
 - 2 Synod.
 - 3 Neighbor to Neighbor Ministry donation.
 - vii Food Truck during event.
 - 1 Check and coordinate with Hub City committees.
 - a Trucks on Main Street only?
- f. Fresh Expressions Project progressing over the summer.

- i \$500 acquired
 - ii from the undesignated Memorial fund.
 - iii FLC encouraging members to invite non-members to the events.
- g. The Financial Secretary, Pam, will be leaving her position at the end of the year. She is recognized with over 12 years of service in that role.
 - i A new financial secretary will need to be recruited before the end of the year.
- h. The Youth Counselor/Director, Kim Vrana, will be stepping out of that role at the end of the year. He is also recognized with over 12 years of service in that role.
 - i A new youth director will need to be recruited to fill the position.
- i. More to come in later meetings on the Peace Making Covenant.
- j. Pastor Heather has requested vacation for June 22nd. Motion made for vacation approval:
 - i I, Renee, make a motion to approve Pastor Heather's vacation request for June 22nd. Bonnie second's the motion. Discussion. All in favor: All Yay. None Nay. Motion Passes.

8. Old Business: President: Diane Herron

- a. Update on the Audit
 - i None.
- b. Active Shooter, Stop the Bleed, Emergency Box with Tourniquet Kit
 - i Diane and Michelle are working on this initiative.
 - 1 The police as well as other resources are being consulted for guidance.
 - ii Discussion:
 - 1 Do we create a sub-committee to start an Active Shooter program for FLC?
 - a To create and manage policies and procedures.
 - b To provide training on how to use the Stop the Bleed, as well as other possible kits/devices.
 - c To recommend if we need AED devices in the church.
 - i AED inspection and up-keep?
 - d Create exit plans?
 - 2 Should this sub-committee eventually become a team to manage the program and equipment?
 - iii Initiative tabled until June council meeting.
 - 1 To gain more guidance and information.
 - a Good Samaritan vs policy driven – liability.
 - b Training needs.
- c. Contact Form Results
 - i Has been created.
 - ii Contact Diane with questions or changes.
- d. Binder Cover letter Discussion.
- e. Temple Talk & Capital Campaign Sheets will be kept on the office bulletin board
 - i Spreadsheets to be shared with council.
 - ii Council Reps to share with team chair if/when appropriate.
- f. Reminder: Annual Team Calendar Meeting on June 10th from 6-7:30.
 - i Alicia is organizing the meeting and refining the process for efficiency.

- ii Please have a Representative or team Chairperson attend. Bring your calendar for Sept 2025 through May 2026
- iii In the past the annual calendar meeting was launched by the Education team. Since that time, it became part of the Communication Specialist job description. Pastor Heather will clarify this moving forward.
 - 1 Changed this year to incorporate paperless changes to the process.
- g. How do we grow the congregation? PLEASE HAVE YOUR TOP 3 PICKS FROM THE ATTACHMENTS READY TO DISCUSS.
 - i Topic moved to June council meeting.
 - ii Michelle to email council members for pre-meeting feedback prior to June council meeting.

9. Parsonage Update: Jeff Tisdell

- a. Received quote from Nikolai Construction.
 - i. Includes fuel oil tank disposal.
 - 1. Does not include any fuel oil contamination cleanup if tank has leaked into ground.
 - ii. Does not include black dirt or seeding.
- b. Waiting for quote from Bach.
 - i. Expect to have quote by June 1st.
- c. Facilities committee to discuss before making recommendations to council.
 - ii. Council discussion postponed until Facilities recommendations, possibly in June council meeting.
- d. Considerations:
 - iii. Goal to possibly have congregational meeting as early as August.

10. Other Business: Diane Herron

- a. Communion Assistant for June:
 - June 1: _Michelle_
 - June 8: _Rich_
 - June 15: _Renee_
 - June 22: _Not Needed_
 - June 29: _Bonnie Possibly, TBD at a later date_

11. Mission Team Updates

- i. Personnel Team (Diane)
 - 1. Business items/Priorities
 - 2. Updates: Update on whether to pay \$39 per month for the Choir position Paul Kapla finds, make a motion.
 - I, _Bonnie_ move to approve/not approve to pay \$39 per month to advertise for the Choir position. _Sally_ 2nd _All_Yay_None_Nay Motion _Pass_
- ii. FINANCE TEAM (Jeff)
 - 1. Business items/Priorities
 - 2. Updates

3. Motions/Recommendations, if any

iii. FACILITIES (Don)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendation, if any
3. Budget update, if any
4. Garage cleanup update.
5. Better way contract signature update.

iv. GLOW/EDUCATION & FAMILY MINISTRY (Pam)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Teen Night May 30th, Fellowship Hall 5:30 pm – 9:00 PM.
5. VBS @ Good Shepherd Church June 23, 24, and 25 from 5:30 pm – 8 pm.

v. FAITH-IN-ACTION (Michelle)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Dairyfest Parade May 31st 11- 1 PM.
5. Church Night @ the Rafters baseball Game. Bus \$40 Saturday June 14th
 - i 2 hr buffet – Ho Chunk Certificate.
 - ii Drinks available until the 7th inning.

vi. FLY/FAITH LUTHERAN YOUTH (Michelle and/or Jeff)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Mission Trip Planning.
5. Mission Trip presentation to come in August after trip.

vii. SOCIAL CONCERNS/GREEN TEAM (Renee)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Immigration rights and ICE discussion.
 - i Social Concerns wants to host immigration awareness forums.
 - 1 Wood County Sheriff acting as ICE Agent.
 - 2 Collaboration with First Presbyterian Church of Marshfield.
 - 3 To make congregation aware of issues.
 - a Using church for meetings and presentations.
 - i Meeting rooms in building is ok.
 - ii Meeting in the church worship area for presentations is not advised.

- iii Presentations in bulletins, newsletters or church service slides, other than meeting announcements, is not advised.
 - 4 Individual participation in events does not affect FLC
 - a Individuals do not and shall not speak for FLC.
 - ii FLC to remain neutral on subject due to non-profit restrictions.
 - iii ELCA website has videos from our Bishop on the subject.
- 5. Discussion Films on Plastic in the World.
 - i Emil links to be used.

viii. WORSHIP & MUSIC (Bonnie and Sally)

- 1. Business items/Priorities/Upcoming Events
- 2. Motions/Recommendations, if any
- 3. Budget update, if any
- 4. Questions on when to sing when Praise Band is leading Church Services.
 - i Discussion
 - 1 We can use the service slide projection to help lead the congregation on when to sing with the Praise Band. When words to the songs are presented, the congregation is encouraged to sing along.
- 5. Service Assistants Discussion:
 - i Some positions vacant while others are over filled.
 - ii Looking at ways to better manage people volunteering for these positions and how best to communicate to all about filled and unfilled positions.
- 6. Capital Campaign Culvers Night.
- 7. Discussion on the noise level before and at the beginning of service. Levels are beyond conversational tone.
 - i How to mitigate noise levels.
 - 1 Slide countdown on projection screen.
 - 2 Meditation time.
 - 3 Transition from secular to sacred time.

ix. COMMUNICATIONS (Rich)

- 1. Business items/Priorities/Upcoming Events
- 2. Motions/Recommendations, if any
- 3. Budget update, if any.

x. EXECUTIVE COMMITTEE (Diane)

- 1. Business items/Priorities/Upcoming events
- 2. Motions/Recommendations, if any
- 3. Discussion on large TV in scout room.
 - i History of where it came from.
 - ii Is it needed in that room any longer?

12. Other Business:

- a. Devotions:

- i. June-Pam
 - ii. July- Sally
 - iii. Aug- Don
 - iv. Sept-Bonnie
 - v. Oct-Jeff
 - vi. Nov- Pastor Heather
 - vii. Dec- Diane
- b. Council Agenda: will go out to council members each month on the Tuesday before the council meeting.
 - c. Newsletter Highlights – To help communicate better with the congregation, we would like each mission team to submit highlights/bullet points of what happened this past month in the newsletter. Mission Team Highlights are Due by May 20th to the Office Manager.
 - d. Bulletin Information must be in by the Monday before the following Sunday at Noon.
 - e. Requests have been received for church members to use tables and chairs for graduation and other engagements outside of church.
 - i The policy of not lending out church equipment, that was voted on and passed in a previous council discussion was limited to kitchen equipment.
 - ii We do not have a policy in place for the lending of tables or chairs to FLC members outside of church.
 - iii Discussion:
 - 1 Other policies and consistency with tables and chairs.
 - 2 Items broken or not returned.
 - a Deposit?
 - 3 Request to support a graduation party for this weekend
 - a In the past we have loaned out this type of equipment.
 - b Check Deposit.
 - c 64 chairs and 8 tables on hand.
 - i Until a policy is in place, we can loan out metal chairs, but not he cushioned chairs.
 - iv Facility representative to take back to the Facilities team to create a policy that is consistent with other policies about loaning out church equipment/items.

13. Agenda for June Meeting: (Diane)

- a. Personnel Policy Review/Discussion.
- b. Parsonage Estimates.
- c. Opening and closing of church on Sundays.

14. Next Meeting: (Diane)

- a. Next Council Meeting- June 15th
- b. Wrap up: Items for Mission Team Reps to take back to their meeting:
 - i. Cover letter for Mission Team Binders: Deadline Aug. 1st
 - ii. Calendar Event, June 10th @ 6pm
 - iii. Anything else?

15. Meeting evaluation

What went well? What could use some work, anything missing or confusing?

16. Motion to Adjourn: Diane Herron

Time: 12:06 PM

- a. I, Bonnie move to adjourn the meeting 2nd by Pam. Discussion.... All in favor
All Yay None Nay Motion Pass.

2025 Faith Lutheran Church Council Members

Diane Herron (Co-President), Michelle Rhodes (Vice President),
Kent Mueller (Treasurer), Rich Tarter (Secretary), Jeff Tisdell, Renee Stafford, Pam Johnson, Bonnie
Brix, Don Streiff, Sally Rakovec, Alivia Schiferl, Pastor Heather Brown

REP Updates to Council from Mission Team: Share what your team has worked on this past month with council.

- **PRIORITIES:** Remind everyone what your top priorities are this month with updates.
- **EVENTS:** Upcoming events or items that Council should be aware of.
- **MOTIONS:** Share any motions or recommendations you team made.
- **BUDGET:** Let everyone know where your budget is at. Incoming/outgoing
- **OVERALL UPDATES:** Any updates on how this team is helping with overall church/council priorities. Any questions for the council? Any questions? Comments? Discussion