St. Lukes Lutheran Church
Monthly Council Meeting October 16th, 2025 5:30pm
Location - St. Lukes Lutheran Church Room N3

Call to Order

The meeting was Called to Order at 5:33pm by Randy Brandt, President.

Opening Prayer - Randy Brandt.

Attendance

Council Members Present:
Randy Brandt, President
Patty Cappa, Secretary
Stephanie McCollum, Treasurer
Chuck Alvey, Stewardship (via Zoom)
Pam Alvey, Mercy Ministry (via Zoom)
Kim Brandt, Worship
Nate Schober Education

Quorum established.

Other Invited Guests:

Sharise Chatfield, Business Administrator
Alexa Guy, Engagement and Communications Director (via Zoom)

Discussion of Agenda Items:

1. **Congregational Input:** Nancy O'Brien expressed concerns regarding the bylaws and whether the congregation should move forward with approving the revised bylaws in the absence of a Pastor. . Randy Brandt explained that this matter will be discussed later in the meeting as an agenda item.
   Kathy Dickens requested clarification regarding the current employment status of Brittany Brown. Randy Brandt explained that this matter will be discussed later in the meeting as an agenda item.

2. **Official Acts**

   Official Acts were presented by Sharise Chatfield (See attached)

Motion: Nate Schober (Education) moved to accept Official Acts.

Second: Kim Brandt (Worship).

Discussion: During the official acts, Stephanie McCollum (Tresauer) noted that the only member, Rebecca Jo Brandon, who joined through baptism is not currently recognized as a voting member. It was confirmed that this individual completed the Roots class and meets all criteria for full membership.

Vote: Majority vote was in favor; Motion carried.

3. **Approval of Minutes**

Minutes were presented by Patty Cappa (Secretary) for the regular Council meeting held on September 18th, 2025.

Motion: Stephanie McCollum (Treasurer) moved to approve the September meeting minutes.

Second: Kim Brandt (Worship).

Discussion: There was no discussion on the motion

Vote: Majority vote was in favor; Motion carried.

4. **Treasurer's Report**

Presented by Stephanie McCollum, see reports and discussion items below.

a. Donated Christmas Play Money (Follow-up from Last Month's Discussion)

Discussion: Sharise Chatfield **(**Administrative Director) discussed options with the donor regarding the previously donated Christmas play money. The issue was resolved, and the funds were returned to the member.

b. Patio Shade Restricted Funds

Discussion: Funds from the *Patio Shade* donation (originally from the Reno Air Races) were reviewed. The Reno Air Races donated $976.24 to recognize the youth volunteers' contribution at their event. These funds are currently in a designated account and cannot be transferred directly to a general budget line item.

It was proposed that the funds either be used toward a patio shade project or reassigned to support youth activities. The recommendation was made to consolidate all youth-related designated funds under a single category titled "Youth Trips and Events."

Motion: Nate Schober (Education) moved to reallocate $976.24 from the Patio Shade designated fund to the Youth Trips and Events designated fund line item.

Second: Kim Brandt (Worship).

Discussion: There was no discussion on the motion

Vote: Majority vote was in favor; Motion carried.

Action Items: Stephanie McCollum (Treasurer) to have Sharise Chatfield (Administrator Director) create a designated fund line item titled "Youth Trips and Events."

c. Stephanie McCollum pointed out various items on the budget and concluded her report.

Motion: Randy Brandt (President) moved to approve the Treasurer's Report.

Second: Chuck Alvey (Stewardship).

Discussion: There was no discussion on the motion

Vote: Majority vote was in favor; Motion carried.

5. **Administrative & Ministry Reports**

a.) Administrative Report presented by Sharise Chatfield (Administrative Director), See report.

b.) Engagement and Communications Director report presented by Alexa Guy, see report.

c.) Property- no report.

d.) Stewardship report presented by Chuck Alvey (Stewardship), see report.

6. **Old Business**

a.) Financial Review and Audit Committees report action item discussions - No updates at this time; pending action items are still in progress.

b.) Policy and Procedures Update – Randy Brandt reported that a Tracking Matrix has been developed to identify the status of each policy including current status, approval date, date for next review. Randy Brandt noted that all policies remain as living documents to be reviewed and refreshed regularly. Employee Manual: Needs updates—some elements are missing or undefined (e.g., *Severance Policy*). Randy Brandt and Sharise Chatfield will continue compiling the Policies and Procedures with the goal of having a complete working document by December.

c.) Confidential Witness Line Policy – Josh Hall was not present to report on the status of this Policy. Discussion was held regarding capturing frequency of use and cost data to track overall usage and financial impact.

Action Item: Randy Brandt (President) will share details with Josh Hall (Head Elder) to incorporate the above information into the confidential witness line policy. Discussion was postponed until finalized for next month's meeting.

Additional Action Item: Alexa Guy (Communications Director) to send another reminder about therapy services to ensure members remain informed and aware of available support.

d.) 2026 Short Budget Process Update- A draft short-term budget for January–June 2026 was presented by Stephanie McCollum (Treasurer) to the Council members. Account numbers are being reorganized for clarity and consolidation of similar line items.

Action Item: Randy Brandt (President) and Stephanie McCollum (Treasurer) to schedule a meeting to refine costs per line item for the short budget. Stephanie's goal is to present finalized draft of the short budget to the Council at the November meeting and to the congregation at the December Congregation Meeting.

7. New Business

a.) Staffing Updates

i.) Alexa Guy (Communications Director) - Due to Alexa's husband's job relocation to another state, Alexa will continue working full time remotely.

Discussion: Alexa will continue in her remote role until the arrangement is no longer effective. Once the Subsplash website setup is complete, her position will transition to part-time while the search for a new Communications Director begins. The church will remain flexible to allow a smooth transition should a suitable replacement be found sooner. The updated Communications Director job description will be posted next week. All members agreed to keep Alexa full-time until the Subsplash launch in January, with a shift to part-time status as needed during the transition period.

ii.) Brittany Brown (Worship Arts Director) - Brittany's last day as an employee was October 3, 2025. The Worship Team requested continued access to her services for specific needs. An Independent Contractor Agreement has been established at a rate of $50 per hour for as-requested services with Brittany submitting monthly invoices for payment. Examples of services include preparation of slides and graphics for Modern, Traditional, and Special Services, preparation of music tutorials for choir, and other related worship tasks. All tasks, scope, and time allocations will require pre-approval from Kim Brandt (Worship) or Susan McMurtry (Choir Director). Kim and Susan will monitor work, performance and quality; Sharise Chatfield will track and monitor hours and invoice payment. Services will continue through December 2025,

8. **Council Calendar Reminders**

   a.) November Council Meeting - November 20

   b.) Semi-Annual Congregation Meeting- December 14

9. **Congregational Input:** None
10. **Motion to Adjourn**

    Randy Brandt stated that all items on the agenda have been addressed.

    Motion: Kim Brandt moved to adjourn the meeting.

    Second: Chuck Alvey (Stewardship).

    Discussion: There was no discussion on the motion

    Vote: Majority vote was in favor; Motion carried.

11. **Closing Prayer**

The meeting adjourned at 8:36pm ending with the Lord's Prayer.

Minutes submitted by: Patty Cappa, Secretary

Minutes reviewed by: Randy Brandt, President

Minutes approved by Council on Thursday Nov 20th, 2025.