St. Luke's Lutheran Church
Monthly Council Meeting February 19, 2026 5:30pm
Location - Zoom

Call to Order

The meeting was Called to Order at 5:34pm by Randy Brandt, President.

Opening Prayer - Randy Brandt.

Attendance

Council Members Present:

Randy Brandt, President
Steve Tate, President Elect
Patty Cappa, Secretary
Stephanie McCollum, Treasurer
Chuck Alvey, Stewardship
Sean O'Brien, Property

Quorum established.

Other Invited Guests:

Sharise Chatfield, Business Administrator

Council Members/Members Absent:

None

Due to inclement weather conditions, today's council meeting was held virtually via Zoom to ensure the safety of all participants.

1. Discussion of Agenda Items:

Congregational Input: No members present/no input.

2. Official Acts

Presented as submitted by Sharise Chatfield and reported by Randy Brandt, (President). Four members have passed away since Jan 1st, 2026. There were no new members received, no transfers in or out, and no confirmed members or baptisms.

Motion: Steve Tate, President Elect, moved to approve the Official Acts.

Second: Sean O'Brien, Property.

Discussion: No discussion.

Vote: Majority vote was in favor; Motion carried.

3. Approval of Minutes

Minutes were presented as reported by Patty Cappa for the December 18th regular Council meeting.

Motion: Stephanie McCollum, Treasurer, moved to waive reading and approve the December meeting minutes.

Second: Sean O'Brien, Property

Discussion: No discussion.

Vote: Majority vote was in favor; Motion carried.

4. Administration Reports

a. Treasurer's Report - Presented by Stephanie McCollum, see reports and discussion items below.

The Treasurer provided a summary of the financial challenges and results from 2025. Despite those challenges, the report was positive, and the church remains financially stable. Giving has generally shown an upward trend, and the church is currently meeting its financial needs. The question of adding additional staff positions may be considered in the future.

Beginning February 19, 2026, financial reports transitioned to the new fiscal year schedule of July 1–June 30, so the current reporting period reflects only six months. Accounts were also reorganized to improve clarity and readability.

January offerings were slightly below budget, which is typical due to higher giving in December; this seasonal dip is usually offset by Easter giving. Expenses were slightly over budget in the facilities category due to the purchase of round tables and carts approved in 2025 but recorded in January 2026. This had minimal impact on the overall financial picture.

The church's financial assets continue to grow modestly and currently total $849,000, including $250,000 in reserves, $69,000 in restricted/designated funds, and $530,000 in unrestricted funds.

Council also received trust documentation from a family bequest designated to St. Luke's Lutheran without specific restrictions. Once the funds are received, Council will determine whether to designate them for specific purposes or hold them within general assets. It was suggested that a portion may be allocated toward a building and maintenance fund, and a list of significant facility needs will be compiled during the upcoming budgeting process to help guide those decisions.

i. Memorial Gift Policy
Stephanie McCollum, Treasurer, presented a draft memorial gift policy to the council in December. There were no feedback or updates from the Council members.

Motion: Randy Brandt, President, motion to approve the memorial gift policy submitted by Stephanie.

Second: Sean O'Brien, Property.

Discussion: No discussion.

Vote: Unanimous vote was in favor; Motion carried.

ii. Transfer Notification

The Treasurer noted that the Statement of Position currently shows a negative opening equity balance of $23,595.23, likely originating when QuickBooks was first implemented. A proposed accounting adjustment would offset this amount against unrestricted net assets to bring the opening equity balance to zero. This change would not affect overall finances but would eliminate the legacy balance from appearing on the Statement of Position. The Treasurer shared the proposal with Council for transparency and to allow for any questions or concerns. No Council members commented or objected.

b. Administrative Report - See Report.

Sharise has done a tremendous amount of hard work, including onboarding with Kory. She has also contributed to SubSplash conversions and helped close out the year-end with Stephanie. After a very busy January and February, she deserves recognition and kudos for all her efforts. The Council noted her efforts and thanked her for her hard work and support.

c. Engagement and Communications Director Report- See report.

d. Property Report- See report.

e. Stewardship Report- See report.

Chuck Alvey, Stewardship, has asked to step down in order to realign personal priorities but is willing to continue serving as the Stewardship Chair on the Council through the end of the current fiscal year. In the meantime, other members of the Stewardship Committee will help keep current projects moving forward. The committee will also review open project items and develop a clear understanding of stewardship needs and how they can support Kory in her new role.

6. Old Business

a. Financial Review and Audit Committee Report

As required by the bylaws, the President appointed the annual Financial Review Committee in January. Members appointed are Joe Krylic and Lisa Schober, who agreed to fill the open position. Council expressed no concerns regarding the appointments.

b. Policy and Procedures Update

Church policies and procedures will be maintained as a living document. A policy binder was compiled and shared with Council in December, and moving forward, policies will be reviewed and approved by Council as needed.

c. Proxy Policy Update

The congregation has not formally adopted a final proxy policy. A request was raised to allow proxy votes to count toward establishing a quorum; however, Robert's Rules of Order and the church constitution require members to be present in person at congregational meetings for quorum. Randy Brandt and Sean O'Brien committed to consulting with an outside legal council for clarification. Following the consultation, a finalized proxy policy will be drafted and presented to Council for approval.

d. Memorial Gift Policy

Discussed as part of the Treasurer's report.

e. Policy for CNH District Giving/Pledge

Rather than a formal policy, Council discussed establishing budget guidance for district giving, potentially targeting 3% of the annual budget. This would become part of the annual budgeting process and be reviewed each year. The Treasurer will work on developing financial policy guidance to address district pledges and assessments.

7. New Business

a. 2026/2027 FY Budget Process

Discussed as part of the Treasurer's report.

b. Appoint Board of Property Managers

Sean O'Brien reported that he has appointed a Board of Property Managers to assist him in managing the property and facilities. The current members are Dave Dickens, Tim Cappa, Sharon Rodarte

c. Appoint Slate Committee

Randy Brandt noted that the By Laws require that a Slate Committee be appointed to identify candidates for upcoming leadership positions. Based on the By Laws, upcoming positions that are open for election include:

- President-Elect is elected annually and will need a candidate.
- Treasurer and Property Chair are elected in even-numbered years.

Since the Stewardship position is not up for election this year, Council may appoint a Stewardship Chair if needed. Council members were asked to consider potential candidates for both the President-Elect and Stewardship Chair roles

d. Affirm Mission/Vision Focus Group members

Council discussed the need for clearer and more widely supported mission and vision statements for the church. Previous statements were developed years ago and were not broadly communicated or formally adopted by the congregation. To renew this effort and involve the congregation in the process, Council formed a Mission and Vision Focus Group.

The focus group members are: Brian McCollum, Josh Hall, Randy Pierce, Robin Hughes, Corey Venmia, Craig Newton, Dan Tressley, Chris Martin, Steve Larson, Taryn Meller, Steve Tate, and Randy Brandt.

The group held its first meeting two weeks ago to review the purpose of mission and vision statements and discuss St. Luke's history in this area. The group will meet again on March 8 to review feedback gathered from congregation members and begin drafting possible mission and vision statements.

The goal is to develop draft statements to present to the congregation at the June meeting for consideration. An email will also be sent to the congregation informing them about the focus group and encouraging members to share input with the group.

7. Council Calendar Reminders

a. April Council Meeting – April 16
b. May Council Meeting – May 21
    i. Approve draft final budget
    ii. Confirm Slate of Council candidates
    iii. Congregation meeting Agenda and logistics
c. Annual Congregation Meeting – June 7
d. June Council Meeting – June 18

8. Congregational Input - None

9. Motion to Adjourn

Motion: Stephanie McCollum, Treasurer, moved to adjourn the meeting.

Second: Sean O'Brien, Property.

Discussion: There was no discussion on the motion.

Vote: Unanimous vote was in favor; Motion carried.

The meeting adjourned at 7:23pm ending with the Lord's Prayer.

10. Post Meeting Agenda Item

On March 14, 2026, Stephanie McCollum, Treasurer sent an email for an additional agenda item. The Investment Policy requires council approval of funds to be moved from the checking account to the investment account.

In early February, an approximate $200,000 bequest was received by the church, and it is currently in the church checking account. The Investment Committee met recently and advised that the funds should be moved to the investment account.

Motion: Stephanie McCollum moved that the Council authorize Sharise Chatfield, Administrative Director, to move $200,000 from the BMO Checking account to the JP Morgan / LPL Investment account for placement in the current US Treasuries instrument.

Second: Randy Brandt Seconded the motion and called for an email discussion and vote.

Discussion: All Council members responded and had no issues for discussion.

Vote: All Council members submitted an email vote in the affirmative and the motion passed.

Action: Randy authorized Stephanie and Sharise to take the approved action.

Minutes submitted by: Patty Cappa, Secretary

Minutes reviewed by: Randy Brandt, President

Minutes approved by Council on April 16th 2026