**Advent Lutheran Church – Church Council Meeting – January 12, 2022 Minutes**

**Present – Voting (n=7)**: Pastor Danielle Miller, Damaris Maclean, Hans Kriefall, Dorothy Trigg, Deanne Walters, Juan Minier, Laura O’Keefe

**Present – Not Voting** **(n=1):** Sergio Centeno

**Not Present – Excused** **(n=3):** Kika Wright, Bree Vandenberg, Michael Hammett

1. **Annual Meeting Planning**

The constitution calls for 30 days notice ahead of the annual meeting, which we weren’t able to do with the originally proposed Jan 30 meeting date. Because we are proposing changes to Mission Fund usage and passing the budget we don’t want to push this regulation and are recommending a new slate of meeting dates, with an email announcement going out to the congregation tomorrow, Jan 13, which is exactly 30 days ahead of the newly proposed annual meeting date of Feb 13. The full slate of meetings is listed below.

There is a NYS law that nonprofit meetings cannot be hybrid. They can either be all virtual or all in person. We discussed both options, and ultimately landed on a Zoom meeting that would allow all of our members both in NYC and not to participate, and which would be the safest Covid option (even in the hopes that the numbers decrease in advance of this meeting date).

Proposed new dates, which the Council agreed to:

* Wed Jan 12th at 7pm – January Council meeting, via Zoom
* Wed Jan 19th at 7pm – January Council meeting pt 2 to finalize proposed budget, via Zoom
* Sun, Jan 23rd at 4pm – congregational ministry update meeting, via Zoom
* Sun, Jan 30th at 12pm – congregational budget update meeting, including suggested changes to Mission Fund, hybrid immediately after the 11am service. The Spanish activity for the day will take place at a different time than 12:30pm.
* Wed, Feb 9th at 7pm – congregational budget update Part 2 and any proposals from the congregation for the meeting, via Zoom
* Sun, Feb 13 – congregational meeting, on Zoom at 4pm

1. **Next Meeting**

The next Council meeting will take place on Wednesday, January 19, at 7:00 p.m. via Zoom.

**Adjournment — Closing Prayer**

Sergio closed the meeting in prayer.

*Respectfully submitted by D.Trigg 01/12/22*

**Advent Lutheran Church – Church Council Meeting – January 19, 2022 Minutes**

**Present – Voting (n=9)**: Pastor Danielle Miller, Damaris Maclean, Hans Kriefall, Dorothy Trigg, Bree Vandenberg, Deanne Walters, Juan Minier, Laura O’Keefe**,** Michael Hammett

**Present – Not Voting** **(n=1):** Sergio Centeno

**Not Present – Excused** **(n=0):**

1. **December Minutes**

**Action** ***(Motioned, Seconded, Approved)*:** The Council voted to approve the December Minutes

1. **Pastor’s Report**

Pastor Danielle highlighted that we are going to return to in person worship this week, as the Covid numbers are back to where they were last time we were in person. She also let us know that the fire alarm was pulled by a child participating in a space sharer’s event, and she will likely have to go to fire court to resolve the matter as the holidays meant we weren’t able to correct the fire pull cover in the allotted 30 days. We don’t anticipate needing to pay the fine, but the space sharer has offered to help financially if it is needed.

1. **Lawsuit**

We have been served with lawsuit papers, alleging someone slipped in front of the church in February 2021. We have legal counsel activated and working on our behalf. We won’t know much more until the depositions, but we do have records of both recent sidewalk repairs and snow removal. Thank you to Pastor Danielle for leading the charge on this with our lawyer and insurance company.

1. **December Financials**

We ended the year with the Mission fund being worth more at the end of year than beginning, and with the Tiffany Windows and Parsonage funds slightly lower. Overall each of the funds is in a good place since we took draws from all 3 accounts.

We saw slightly lower overall giving (ending at $265K) than was budgeted, but with various grants and other funding we are looking at ending with a surplus of about $39k. We did still draw from mission & parsonage funds, but paused the draws mid-year because of PPP loans. The overall draw total is just over $30k, so less than the surplus.

Roof repair is in a deficit of $22K.

1. **2022 Proposed Budget Review**

Is the proposed $300K for weekly envelopes too high? It is a 20% increase from the likely pledges number, so how did we get that percentage? $250K is on the low end of likely pledges, so the committee decided to include a higher budgeted increase percentage. 2022 will also hopefully have more in person opportunities for stronger growth which will help us meet that 20% increase goal.

We asked for more information on the budget committee’s thoughts on proposing both a sizeable deficit and the large increase in budgeted envelopes. The committee’s focus was looking at what we want to do ministry-wise and what our fixed and likely expenses were, and then putting together the most realistic income numbers to get us as close to that as we can be. Knowing we haven’t presented a balanced budget in a number of years and likely wouldn’t be able to this year, it is up to Council to determine how we want to handle the deficit amount.

Space sharing has the largest potential for growth as we reopen. Can we increase the space sharing budget more to show that aspiration and have a slightly lower proposed deficit? It was proposed that we increase the budget line to $55,000 with the caveat that it’s based on ~6 months of space sharing vs ~3 months last year. This proposed change was agreed to and made. We did note another consideration in space sharing is the construction in the basement that could decrease space sharing time, but unsure if that will happen in 2022 so this budget still feels reasonable.

A question was raised about the Capital Improvements line since it hasn’t been used for much in previous years, and if we needed that full amount in the budget. It is typically included for smaller scale projects and especially for any potential emergency repairs, especially important in a building that is 100 years old. It was agreed to keep the line as is.

**Action** ***(Motioned, Seconded, Approved)*:** The Council voted to approve the proposed 2022 budget to bring to the congregation at the annual meeting

1. **2021 Surplus**

It was proposed to use the $39K surplus from 2021 to pay $7900 for DEI work (to be done in 2022), to cover the $22K deficit of the roof repair, and the remainder is returned to the Mission fund

**Action** ***(Motioned, Seconded, Approved)*:** The Council voted to approve this proposal for the 2021 surplus.

1. **Council Membership**

Kika Wright resigned her position on Council due to other personal commitments. The Constitution says it requires 6 congregation + 3 officers, which is what we will have with our new slate of Council members.

1. **Annual Meeting Planning**

We discussed the upcoming schedule of ministry & budget meetings, and the plan for the annual meeting.

Ministry update Jan 23 – Pastor Danielle will do an overview, with key ministry leaders present and available to answer specific questions. This will be via Zoom at 4pm.

Budget update 1 Jan 30 – This will be a hybrid meeting after worship. It’s requested that Council is present if possible to show support for the budget.

Budget update 2 Feb 9 – This will be via Zoom at 7pm. Damaris will be present as well as any available Council members. This will be a chance for the congregation to ask additional budget questions, or to share any proposed amendments to the budget or proposals for the annual meeting

Annual meeting Feb 13 – This will be on Zoom at 4pm. Deanne will present the budget, and Hans will share the Mission Fund proposal on behalf of Council.

Damaris and Dorothy will connect on dates to propose for in person Council mini-retreat, including (potential) incoming members, and outgoing members if they are available.

1. **Next Meeting**

The next Council meeting will take place on Wednesday, February 16, at 7:00 p.m. via Zoom.

**Adjournment — Closing Prayer**

We closed the meeting with the Lord’s Prayer.

*Respectfully submitted by D.Trigg 01/19/22*