

CtK Meeting Minutes

Group: CtK Congregational Council

Date: Feb. 21, 2017

Board Members Present: Cheri Aldridge, Priscilla Berg, Isaac van Bruggen, Mark Chace, Nick Clark, Anna Grimm, Joel Hoeger, Jessica Kennedy, Brett Kosec, Adam Miller

Members Not Present: Pastor Peter Hanson, Annalise Scamehorn, Robert Moreno

Visitor(s): Georgiana Johnson, Kirk Kleckner

Discussion Topic	Leader
Call to Order at 6:03 p.m.	Mark
Devotions: Matthew 10; Travel Light	Mark
<p>Pastors' Reports</p> <ol style="list-style-type: none"> 1. Pastor Peter 2. Pastor John <p>Neither Pastor Peter nor Pastor John were able to attend. Both reports were received and no questions were asked.</p>	<p>Pastor Peter Pastor John</p>
<p>Financials</p> <ol style="list-style-type: none"> 1. Monthly Status 2. Reading CtK Financial Reports <p>Joel summarized the January numbers, the "Close the Gap" initiative has cut the budget deficit by about half and January offerings are substantially higher than they were after January 2016.</p> <p>Kirk gave a summary of how to read and understand CtK financial reports, including a description of giving and expense trends.</p>	<p>Joel Kirk</p>
<p>Ice Breaker</p> <ol style="list-style-type: none"> 1. Two Truths and a Lie <p>It quickly became clear that the 2017 council is either good at lying or not very good at determining when others are lying.</p>	<p>Council</p>
<p>Synod Toolkit</p> <ol style="list-style-type: none"> 1. Sat, 25-Feb 2. Mark & Priscilla attending. Anyone else may still be able to attend if there are remaining spots open. <p>Mark recommended that council members keep this opportunity in mind for next year's event.</p>	<p>Mark Priscilla</p>

<p>Council Retreat</p> <ol style="list-style-type: none"> 1. Proposed date: Saturday, March 11, 9:00 a.m.-12:00 noon 2. Semi-annual gathering of Council <ol style="list-style-type: none"> a. Team Building b. Governance c. Ministry d. Upcoming Events e. Strategic Planning f. Plan goals that are both strategic and attainable <p>In spite of some scheduling difficulties, March 11 was chosen as the date for the council retreat. Isaac and Mark will coordinate this event.</p>	<p>Isaac and Mark</p>
<p>Council and Staff Retreat</p> <ol style="list-style-type: none"> 1. Saturday morning May 6 2. CtK Council and Staff meet to: <ol style="list-style-type: none"> a. Team Building b. Major Issues c. Communications: Council to Staff; Staff to Council; Council to Membership; Staff to Membership and Membership to Staff and Council d. Staff Workload – right stuff at the right time? e. Strategic Planning 	<p>Mark and Pastor Peter Staff</p>
<p>Committee Summit</p> <ol style="list-style-type: none"> 1. Wednesday May 10, ending around choir start 2. Gather Committees/Teams/Groups/etc., to discuss <ol style="list-style-type: none"> a. Organization structure b. Job Descriptions & Responsibilities; how to eliminate redundancies among Groups c. Succession Planning d. 2018 Budget e. Try and align new programs as they are defined <p>Discussion around the format of the meeting, including</p> <ul style="list-style-type: none"> • Attempt to find commonality between groups and simplify similarities • Attempt to define budgets much earlier in the year so that by November we have a budget defined • Focus and depend more on teams rather than constitutional committees • Primarily a collection of data to analyze and understand roles/features of each committee 	<p>Nick, Adam and Cheri Staff Committees</p>

<p>External Audit</p> <ol style="list-style-type: none"> 1. The Council authorized the new Treasurer to engage an outside auditing firm to audit the 2016 financial statements and to fund the costs from the Council Designated Fund. 2. Finance and Audit Committees: <ol style="list-style-type: none"> a. Is the three-year interval the right amount of time for audits? b. Should the funding be in the Finance Committee's budget? Instead of funds from the Council's Designated Funds should we accrue these expenses over three years? c. Should a new auditing firm be used for the upcoming audit? <p>Joel and finance committee will discuss the answers to 2.a, b, c.</p>	<p>Joel (and KC)</p> <p>Finance Audit</p>
<p>2018 Budget</p> <ol style="list-style-type: none"> 1. 2017 Budget: \$12,684+ out of \$24,000 shortfall 2. Begin Budgeting of Committees at Committee Summit 3. Begin Stewardship drive in Sep-2017 to complete in Nov-Dec-2017 with <i>balanced budget</i>. 4. Annual Meeting Motion – Mark to address with Leaders for completion before end of June-17 <ol style="list-style-type: none"> a. Stewardship Team – How to significantly increase the Annual Ministry Appeal results? Provide a 2018 aspirational goal and action plan. b. Property Committee – How to significantly increase our space use fees? Provide 2018 and beyond aspirational goals and action plan. c. Personnel Committee – How best to utilize volunteers at CtK? Provide 2018 and beyond aspirational goals and action plan. Should staff share in the rising cost of health care? d. 2017 Council President – Bring together CtK Staff and Members and the CtK Foundation Trustees to align the interests for the broader good of the CtK Community. Provide a summary of possibilities and recommendation. (Giving Policy, Restricted Fund use, Financial Organization, etc.) e. Finance Committee and Internal Audit Committee – Analyze CtK non-personnel costs and identify ways to significantly enhance the value of these costs. 	<p>Mark (Joel) Committees Staff</p>
<p>Strategic Planning</p> <ol style="list-style-type: none"> 1. Begin planning for Fall 2017 or Spring 2018? 2. Gary Floss has verbally agreed to help. 3. Change from Business model of Strategic Plan to <p>Isaac described the move towards missional planning, including the differences between 'business style' strategic planning. The intent is to focus on more light-weight planning, bringing in the perspectives of some younger members to get additional insights.</p>	<p>Isaac+</p>

Council Calendar			Adam
1. Upcoming items for actions			
Month	Item	Status	
January	Motion for need for independent financial audit (every 3 years)	complete	
February	Appoint communication liaison (attends exec council meetings)	on hold	
February	Council member orientation & Promote the St. Paul Area Synod "Tool Kit" events	complete	
February	Exec council orientations as needed	complete	
February	Officer account signatories for bank accounts and stock accounts	complete	
February	Installation of council at services	complete	
February	Nominating committee - train the current Nominating Committee in their roles and responsibilities and ensure committee's duties are met	Mark and Isaac	
February	Follow-up for committee rosters (due by end of March - approval in April)	Isaac	
March	Plan staff appreciation Sunday for May	Priscilla, Joann, Anna, and Adam	
March	Prep for Annual Meeting Part 2 in May (program updates and celebrations)	Mark, Pastor Peter, and Christine Fifield	
March	Council retreat (strategic plan review, set goals for council, team building, reading financial statements)		
Admin Stuff			Council
1. Nametags 2. Upcoming Devotions			
Meeting adjourned at 8:12 p.m. with the Lord's Prayer			Council

Next Meeting: March 21, 2017 at 6:00 p.m.

Devotions:

Feb – Mark
Mar – Robert
Apr – Adam
May – Brett
Jun – Anna
Jul – Priscilla

Aug – Jessica
Sep – Nick
Oct – Joel
Nov – Cheri
Dec – Annalise
Jan – Isaac

Important upcoming dates:

1. Saturday, March 11: Council Retreat: Location TBD
2. Saturday, May 6: Council & Staff Retreat: Location TBD
3. Wednesday, May 10: Committee Summit: Location TBD

Devotions for next meeting: Robert