

**IN ATTENDANCE:**

*Pastor Paul Bulgerin	*Darlyne Holle	*Aimee Lempke
*Pastor Heidi Borkenhagen	Trudi Biefeld	*John Walch
*Ruth Schmidt	*Lisa Bernd	*Peg Lade
*Jim Mulholand	*Sarah Ganaway	*Katie Eippert
*Kerry Feutz	*Alissa Burgos	Laurie Gosselin

The meeting began at 7:30p.m. with President Darlyne Holle presiding.

**Devotion:** Kerry Feutz

✓ Approval of the April 2016 minutes

**PASTOR PAUL'S REPORT:**

**Stewardship For All Seasons Program** – On May 16 Darlyne Holle and I attended a meeting for SAS at Lord of Life Lutheran Church in Kenosha. Grace is one of seven congregations in our synod participating.

The presenter, Pastor Mike Ward, spoke a great deal about the importance of having congregations come up with and promote a number of financial ministry goals that are outside of the regular church budget. One of the key points of SAS is that congregation promote these specific goals to their members throughout the year in ways which encourage people to give above their regular pledged giving. He emphasized that people don't pledge everything they have to give for the year in the fall stewardship time.

We are currently assembling statistical and financial information to send to Pastor Ward. Darlyne and I are also working on a preliminary set of goals for 2017. Normally these would be done by a study group, but since we came into the program late we are not able to do this since we need to have them turned in by June 1.

Over the summer months we will be working to put together a small group to further define these goals and our tactics for achieving them. The next SAS meeting for all congregations is on August 30. Grace will host the meeting on September 19.

I think this will be a beneficial program for us.

**Synod Assembly** – On May 22 I led an adult forum session on the election of the bishop and the resolutions that will be presented to the assembly. A special "Grace Notes" was sent out last week with information on the resolutions. The synod assembly will be held at Carthage College on June 2-4.

**Sky Ranch Mission Trip** – We had one of the adult leaders cancel last week so right now I am looking for a fourth adult who can help with the driving. It is a 1200 mile trip to Sky Ranch and we need to have two adults in each van. As of now we have 25 people going on the trip.

**Confirmation Camp** – I will be attending camp with our seventh graders from June 21 -24.

**Confirmation Planning** – I am going to set up a meeting with our in-coming seventh graders and their families later in June to go over our confirmation program with them.

**JYG** – We are having a JYG for our current seventh and eighth graders and also inviting our in-coming seventh graders to attend. It will be held on June 5. We plan to have several JYG events over the summer.

**PASTOR HEIDI'S REPORT:**

**Worship:** It was great to see many of our Grace grads here for the Graduate Service. Big thanks to Courtney Bernd, who put the video together, and to John Bernd for setting it up.

I'm doing a "Wheeled Things Blessing" on June 5 after the service. People are invited to bring bikes, skates, rollerblades, wheelchairs, scooter, etc. to be blessed. It should be a fun time!

I'll be officiating at the wedding of Caitlin Korinek and Andrzej Michalski June 17 at Shully's in Thiensville.

I'm working on a creation themed worship service for June 26, our outdoor service day - we are hoping to find a spot outside for worship, but may have to change it to indoors as we wait for grass to grow and determine whether other areas could work.

**Publicity/Grace Community Crew:** We met in May and we are meeting again June 1 and June 14. Plans for the Open House on June 26 from 11-2 are well underway, and there is a lot to be done! The craft fair will be November 12.

We have been working hard on the logo, and are close to a final decision. It's been a really great process thanks to Steve Korinek's wonderful designs.

**Synod Assembly:** I will be there from June 2-4.

**Confirmation Camp:** I'm looking forward to spending some time with the 7<sup>th</sup> graders up at camp. I'll be there from June 19-21, and Paul will come for the rest of the week. We are having a meeting on June 5 after worship and the bike blessing to go over any questions, details, and collect forms I need to send in ahead of time.

**High School Youth Group:** There's a study night planned for June 4 from 5-9 pm. We are planning to do an Ikea trip with the kids in August to pick out furniture. I've contacted a couple people who are willing to donate a foosball table and a ping pong table. Other possible summer events are in the works.

**Lydia Circle Retreat:** We had a wonderful, faith-renewing time up at Pine Lake.

**Schedule:** I start my summer schedule May 31 where I go to two days a week. This is part of my cutback from a couple years ago, that I work less during the summer. I will generally be in Tuesdays and Wednesdays unless there needs to be a change for some reason. I will still preach Thursday nights when it's my week to preach.

**Thanks to AIM Ruth!** I've been blessed to have Ruth as a partner in ministry for the past 9 years. She's been a good sounding board for me, and I will miss her wisdom!

**AIM RUTH'S REPORT:**

**Sunday School:** Led the final review of the year for 1<sup>st</sup> – 6<sup>th</sup> graders. Leading Rotation Lessons will be one of the things I miss the most.

**KFC:** The KFC leaders and kids surprised me with a wonderful gift basket and a card full of thank-yous. What a fun age of kids to work with.

**Confirmation:** Shared our last classes, attended Project Night and participated in my final Affirmation of Faith Sunday. We are blessed with so many awesome youth at Grace.

**The Women's Brunch Bible Study:** Our group gathered for breakfast at PJ Pypers' in Cedarburg and enjoyed our time together. I was treated to breakfast and given a super gift card from the group. I will miss these women and give thanks for the bond we all have formed.

**Graduate Sunday:** Grace does a great job celebrating our graduates. What a joy to participate in the celebration.

**Other Lasts:** What a joy serving as assisting minister, communion assistant, and cross bearer.

**Council Meetings:** This is it – the very last one for me. I presently, proudly hold the record for attending the most council meetings at Grace in Grafton. WooHoo!!  
Thanks to each of you for all your service to God and his church.

What a wonderful month celebrating a new event!

**Women's Retreat:** I led a Women's Retreat at Lutherdale for women from two churches in Brookfield. It was a great experience and I'm being encouraged to get more involved with special events and retreat ministry opportunities in the future. I'm excited about where the spirit may be leading me!

## **DIRECTOR OF INVOLVEMENT:**

**Construction:** I am so grateful to be in my beautiful new office. I am so thankful to all of the volunteers that cleaned the church, moved boxes from the trailer & the storage unit & helped move & unpack boxes. We have such a wonderful congregation.

I did the punch list walk thru & the owners meeting with some of the members of the building committee. I also met with Steve on Tuesday to go over all of the keys for the building. They all work & I will get getting them out to the people who need them within the next few weeks. I also will be setting all of the key codes in the key locks in the next few weeks. Everyone will keep the same code as they had before.

**Grace Community Crew:** The GCC is up and running. We are working on the Community Open House on June 26. We have a lot planned but there is still so much more that needs to be done.

**Women's Book Study:** I have 6 women signed up to be in the summer women's book study. I am looking forward to reading The Red Tent with this group of women.

**New Logo:** The logo group has been meeting for the past few weeks. The new logo is looking great. I look forward to all of the ways we will be able to use it.

**Planning:** The grad grams are done & at the high school. AIM Ruth's retirement celebration planning is well under way. I am also working with Pastor Heidi & the GCC on the Community Open House. I have contacted the Chamber of Commerce to get the information on the community sign & on the community calendar.

**Information from Ed:** Expenses we need to fund soon:

- a. expanding the switch to enable activating the hard-wired connections for Adult Literacy Center in their two classrooms.
- b. bringing in someone to install/activate wires to the hotspots.
- c. purchasing/setting up three new computers for the two new employees & for the multimedia room.

## **FINANCIAL REPORT:**

Below are the notes from Ed for the month of April.

1. Our offerings through April did fall behind budget for the first time this year (we are behind by \$3,202.03 after being ahead by \$2440.30 at the end of March), but our total income for the year to date has still outpaced our expenses (by \$15,591.71), so our total budget cash increased by \$1,021.42 in April to a total of \$17,650.20 as of month-end. This is still very good.
2. Building Project expenses: We paid \$3,223.63 to Groth Design Architects, \$194.00 to 5Corners Storage for storage space rental, \$565.00 to Dacco for Trailer rental, and \$2,500.00 to Integrity Environmental for Asbestos tile removal.
3. Our MIF loan balance stands at \$1,537,092.43 after paying the last two draws – the first to CatCon Supply for \$182,412.09, and the second to CatCon LLC for \$349,802.79. We continue to just pay interest on the loan until the project is complete and the final loan amount is set, however the interest amount increased substantially this month to \$3,732.42.

4. A new item that hit our Grounds and Maintenance expense account for the first time this month was the annual fee for the new Fire Detection Service of \$330.00. This will be an annual recurring expense and we should take it into account when budgeting next year.
5. The expenses in 'Rostered Ministry' for Salary, Pension and Health Insurance and Supplemental Insurance are still running over the budget rate, all due of course to the 'front-loaded' expenses for Ruth and her pension and insurance, which will end as of the end of May. At that time, we will start to catch up on those accounts and start getting back within budget – should even out by the end of the year.
6. Conversely, the expenses in 'Non-Rostered Staff' are actually running lower than budget rates, largely due to the fact that the two new non-rostered positions will not start hitting the budget until July. Again, those should even out as we get deeper into the year.
7. The Mission Investment Fund extended the construction loan out to August once we let them know that we don't have a 'last construction draw' date (you were copied on that series of emails). The Catcon/Catcon Supply people were not yet able to project a date for that, but once they do, we will be able to give the MIF people a more accurate date and know better when the loan will be converted from a construction loan to a mortgage loan.
8. I will be adjusting Eryn's salary once I get final direction on her new rate(s) from council.

As I reviewed the budget a couple of things to mention. Salary is right on target where we should be year to date. Our mortgage going forward should be about \$11,000/ month - unsure if mortgage payments will be starting in July or August. We will end up paying approximately \$55,000 or \$66,000 depending on (budget for the year is \$80,000).

Grounds and Maintenance budget is over what was allocated year to date by over \$1400. After reviewing the expenses I noticed that over \$1100 has been spent year to date on light bulbs. Council had discussed holding off changing the expensive dimming light bulbs at a Council Meeting towards the end of last year. Dennis mentioned that he was told to change out the light bulbs which are still working. (*See the Property report and New Business sections for more information*)

### **Vision Planning Team:**

Vision Planning Team met on May 16<sup>th</sup>.

The group is continuing to identify and document the groups, committees, and volunteer opportunities at Grace. Lisa Bernd attended the meeting and provided a lot of valuable information.

Next step is to start to develop charters for each of the committees.

The group will continue to meet monthly.

**CHRISTIAN CARE:** No Report

**CHRISTIAN EDUCATION:** No Report

**FELLOWSHIP:** No Report

### **OUTREACH:**

Fairly quiet month for Outreach. Pastor Heidi asked if Outreach could coordinate the Synod Assembly Service Project. The project consists of asking the congregation for donations of personal care items which will be assembled at the assembly. A plea has gone out to the congregation and a container is placed in the narthex for the donations. The items will be taken directly to the conference in June.

I am currently working on a project for APC of collecting coffee mugs with a small monetary donation for the purchase of plastic glasses for their kitchen. I will start this project in June.

### **Family Promise Updates:**

**Host week June 19th-26<sup>th</sup>:** A Paper volunteer sign up is in the Narthex, volunteers are already filling in their preferred slots. Our online sign up should be ready soon. The online sign up goes to all Team members, from Grace and Living Hope. For anyone new to FP, they need to fill out an application so we have their email address

too.

We presently have one mother and a 12 yr. old daughter in the program, but they will be leaving in a week or two. We had a pregnant woman call last week looking for assistance. She will be evicted soon and needs help finding a place for herself and her fiancé. Our case worker is looking into financial help and resources for this couple, not to enter the shelter program. There is always a chance we may be on call for our week, especially now we are in nicer weather.

- Trailer Parking: Since this is our first host week at Grace, I need some input from council on where to park the trailer. It is here for the full week, arrives early on Sunday morning, usually around seven am. It is parked across two parking spaces. Ideally, the closer to the building the better. We unload cots, bagged pillows and blankets for each family member, along with a Rubbermaid tote for each member. Being that it is summer, it's not so bad if it is in the back of the lot, but come winter, we may need it closer to the building. It can not be out on the street. It stays here in case mid week, we have another family coming into the shelter.  
(For more information, see *New Business*)
- Cookie Fundraiser: Also, we need to start planning our Christmas cookie fundraiser. The proceeds were for an emergency fund, however since there are no shelves in our closet, we are putting the money towards that and Rubbermaid totes for clean linens. Do we have permission to schedule a cookie sale for Saturday December 3rd (public) and the 4th (Grace/Living Hope)?  
(For more information, see *New Business*)
- Locked Rooms: Also, other than locked offices and rooms, are there any areas of Grace that are off bounds for us to use?
  - We will need the kitchen, and will eat in Fellowship hall, close to the serving window. We will need the old classrooms for family bedrooms.
  - We will need an area for activities (fellowship hall?) and watching movies (HS room?)
  - We will also need a room or two for overnight volunteers.
  - If there is a baby in the program, do we have permission to let that family use the nursery. It would be more convenient to the kitchen if there are night feedings and it is away from other families, so they wouldn't be as disturbed at night by cries.  
(For more information, see *New Business*)

**Family Promise 2017:** The FP office is putting together a schedule of hosting for 2017 and is asking if there is any week we cannot host. VBS 2017 comes to mind first, do we have a week scheduled yet?

- Any conflicting weeks that might come up in hosting? It's easier to do this now, than to trade with another church later. I might ask that if possible could we not host a week in December. Last year and this year we will be hosting early December and it would be nice to not worry about it until after the holidays.

We hope to arrange a Team night at Grace the week before we host to familiarize ourselves with the new kitchen and to show Living Hope our new home.

## WORSHIP:

Joyce's retirement was celebrated with special music and a heartfelt testimony by Joyce during the 8:00 am liturgy. There was a cake reception following the service. Joyce appreciated both immensely.

Eryn has asked for 7 people to help with the cantering in the "Now the Feast" liturgy we will be using during the summer services. She has set up rehearsals and is recruiting people.

Updated Deb on the status of her project to move the bell choir performance area per the presentation of that project at the last council meeting.

## PROPERTY:

**Custodial hours:** I have received a proposal from Erica Dimmett for additional hours for custodial work with the increase square footage of Grace. She is suggesting an increase from 6 hours per week currently to either 15 to 20 hours.

I believe it is in the best interest of Grace, right now to hold off on any decision to increase hours until the dust settles in our new areas to gain a better scope of our needs. If more hours are needed, I will speak with Dennis

and Erica to see how they would like them broken down. We should have a better grip on hourly needs within a month or two.

I was also asked to figure out what new cleaning equipment may be required, and other than possibly an additional vacuum, feel we should hold off on purchasing anything new until our needs can better be determined by living in our new space.

**Out with the old:** With the assistance of Jim Schmidt, we removed the old furnace and above ground dusting that supplied fellowship hall. After removing the furnace, we determined it had no resale value, (rusted), so it was tossed in the dumpster. I did see a sign on the furnace room door saying it was going to be used for Liturgical Arts. I would ask that room be left empty until the huge hole in the floor can be closed and the roofing venting properly capped. These are a work in progress. The roof cap should be done today, but the hole in the ceiling will be done shortly. Will advise when these projects are complete and the room is suitable for Liturgical Arts to take it over.

**Portico Repair:** Again, with the assistance of Jim Schmidt, we removed the old rotted plywood and trim on the west side of the portico and replaced the plywood with a Marine grade ply and added new trim. It's been primed with an exterior oil based primer and painted with acrylic latex finish paint.

**HVAC maintenance Proposal from Southport:** I received a maintenance proposal from Southport Heating/Plumbing and geothermal at our contractor walk-thru from Jerry Langley I will share with you all at our meeting tonight. I met with Jerry this week as he was attempting to quiet the noise in the ventilation system in Fellowship Hall and the kitchen area. As this is a pricey proposal, (cooling visit: \$1200.00 and heating visit: \$1200.00). \$2400.00 annually. I asked him to get me more defined details of what we will receive if we were to accept this proposal. He told me he would get me a detailed outline of the maintenance agreement and services provided shortly. I will relay the information to council as soon as I have it, hopefully prior to next month's meeting. While on the roof this past week, I can see our new system is quite elaborate, and even though the annual cost of the maintenance proposal is higher than I'd like it to be, I think council should give great consideration to accepting this agreement once all the details of what we're getting for our money is laid out.

**Light Bulbs and Ballasts:** In regard to the expenditure for the expensive light bulbs for worship, The bulbs in worship have been out for quite some time. I authorized the \$524.00 expense late in 2015 as I had budget leftover at the end of the year. I ordered the bulbs and they arrived at the very end of December 2015. The bulbs were paid for by me and Ed reimbursed me in January 2016. That expense should have been on last year's budget.

One other purchase from Hein was for needed ballasts in existing light fixtures that were not part of the building project, and also for some of the spot and flood lights for worship that were burnt out. I also authorized the purchase of dimmable LED light bulbs for worship from Cosco (\$183.24), to replace the poorly dimmable fluorescent bulbs that were previously in use. Other than the LED bulbs, we should have stock on our shelves for the seeable future.

**Church Credit Card:** The procedure Grace has in place for needed maintenance expenditures are problematic from my standpoint. As I purchased materials for the repair of the portico this past week, I incurred more than once, excessive losses of time trying to get our tax exempt status approved from both Menards and Sherwin Williams. Again, I purchased these materials and will await reimbursement from Grace. Moving forward, It would be helpful if we had a church credit card available that already was tax exempt. When I first came to council the church had a credit card. From what I remember, it has since expired. I have a few more things on my, "To do," list from the executive committee I need to address, I will inform council of my progress as I check them off.

- Council discussed this option and determined it would not be possible due to the current credit card laws.

## **BUSINESS OLD:**

- ✓ Youth Education/Interview Team Recommendations – Darlyne Holle
  - A motion was made to hire Katie Eippert as the new Youth Education Director starting July 1<sup>st</sup>, 2016 and the motion passed.

**BUSINESS NEW:**

- ✓ New Building Cleaning Plan/Budget & HVAC Maintenance Proposal – Jim Mulholland
  - Questions posed by Council: Is there a plan in place for cleaning of the additional space in the interim? Are we paying Dennis for additional time/hours or is the new space not being cleaned? How are we going to determine the cleaning needs?
    - Property Response: I've had conversations with Dennis as far as cleaning, we both agreed to see how it goes after everybody is settled in and try to get a handle on how much more time would be required. Dennis hasn't asked for any additional hours at this point. I did convey to Erica when she sent me her proposal that we may take a month or so to figure out what we needed, additional time wise. I do know Erica works 6 hours right now.
  - Questions posed by Council: HVAC maintenance - are you currently getting additional estimates from other vendors?
    - Property Response: Southport's engineers designed the system, I think if we decide to accept any HVAC maintenance proposal, it should be with the firm who designed and installed our system. Mind you, there is a warranty on product that may or may not come into play if we have any issues. However, we will continue to research the best option before making a final decision.
- ✓ Staff Salary Adjustments – Darlyne Holle
  - Money had been donated by members of the congregation to go towards Staff raises. Council discussed who this money will be applied. A final vote will take place at the June 2016 meeting.
- ✓ Lay Staff Continuing Ed Request (Eryn) – Darlyne Holle
  - Eryn requested permission to attend a continuing education seminar in Chicago. A motion was made to approve use of funds and the motion passed.
- ✓ Family Promise Trailer Parking – Darlyne Holle
  - Family Promise team can work with Lisa Bernd directly.
- ✓ Family Promise Christmas Cookie Sale – Darlyne Holle
  - Family Promise team can work with Lisa Bernd directly.
- ✓ Family Promise Locked Rooms – Darlyne Holle
  - Council determined it acceptable to use all spaces requested by Family Promise but usage for each family will be dependent on their specific needs.

**CLOSING PRAYER:** Pastor Heidi