

Our Savior Lutheran Church
Draft Minutes of Virtual Congregational Assembly
June 28, 2020

Call to Order: The Assembly was called to order at 7:00 p.m. by Julia Heneks, Chair of the OSLC Governance Board (Board).

Attendance Report: A quorum was present on Sunday, June 28, 2020 with 46 participants on the video teleconference at 7:04 p.m. (that number grew to 55 at 7:42 p.m., 42 were needed for a quorum). There were 203 total Congregational Assembly members shown in the Breeze Tag Confirmed and Signed Constitution as of Sunday, June 28th.

Board Members Present: The following Governance Board Members were present: Julia Heneks, (Chair), John McVey (Vice Chair), Drew Nodtvedt, Andy Koffarnus, Johan Stewart and Bruce Thompson (Secretary). Larry Malinowski, Senior Pastor Peter DeMik and Becci Stewart were also in attendance.

Opening Devotion and Prayer: Associate Pastor Joshua Hileman opened with a devotion and prayer. The scripture verse was Ecclesiastes chapter 5, verses 18-20.

Reception of New Members: Julia said, as a formality, if there was anyone who had not signed the By-Laws, Bruce had sent out instructions on how you could be part of the election. Miss Halimah Kargbo was added to the Confirmed and Signed Constitution list prior to the Assembly.

Presentation of Minutes: The draft minutes of the January 19, 2020 and March 29, 2020 and May 11, 2020 were e-mailed to the Confirmed and Signed Constitution tag in Breeze one week prior to the Assembly. There were no corrections or comments to the meeting minutes. All three draft meeting minutes were approved by the Assembly (3 motions/3 seconds/multiple I's for approval, none opposed).

Election of Board Members

Bruce provided the call-in phone number for voicemail/text voting. Julia said that the candidates are Donna Dark, Nancy Shampo and Byron Thompson. Elizabeth DeMik asked Julia if she could tell us who is going off the Board at this time. Julia said that the following persons will be going off of the Board: Bruce Thompson, Johan Stewart and herself. The three persons that will be remaining on the Board are John McVey, Andy Koffarnus and Andrew Nodtvedt.

Julia asked Johan to launch the polling. Johan explained that you can select whichever of the three you want, or you can select all three, or can select abstain. He also pointed out that the phone number for voicemail/text voting was shown on the chat. The assembly member spent some time voting and asked questions about various technical challenges. Julia said that we would announce the results of the elections later on.

Pastor's Report

Pastor Peter said that normally at this time of year we are doing some work on the Mission/Ministry Action Plan. I need to figure out which one it really is. Mission is ministry, so it's kind of a both. Our direction has changed in the last 3 months. I think a lot of our Mission Action Plan, at least for the immediate future, is focused on addressing the needs where we are right now, and getting us through the Pandemic. Seeing Open Arms through this time as well and that is really where the focus is so it's really changed a lot from what we would normally be doing. What happened on March 8, 2020? That was the last Sunday that we met together in worship before the Pandemic slowed things down the next week and it really slowed things down the week after that as far as basically informing us that we could no longer worship together. It has been an interesting last three months. The following activities have been cancelled and closed:

- In person Worship, Sunday School and Bible Class on Sundays
- In-person Wednesday Evening Activities
- Open Arms Childcare Center closed March 31st
- Puerto Rico Mission Trip
- Summer Mission Trip
- Garrett County Servant Event
- Hospital and Home Visitation

We're doing a lot of ministry by phone and a lot of ministry in other ways as you see here. We've been working with a lot of new technology and some old technology. We've been getting better at things using our Breeze church management data system. We've been putting that to work to reach out to people with the Elders. Church streaming TV, we had a little bit of trouble with that and U-Tube live this morning. But they have been an incredible blessing for us in order to reach into our homes with the Good News of the Gospel, allowing us to worship together, so to speak, throughout this entire time. So we're thankful for that technology. Dropbox, we've gotten a lot better at using Dropbox with providing videos to people wherever they are in their homes and incorporate that into our worship services because participation in the worship is really important to Our Savior Lutheran Church. We're on Zoom right now. And maybe you've been on Zoom a lot with other organizations and other jobs. I just learned how to use Mail Chimp last week to make my e-mails look a little bit better/sharper thanks to Natasha and Pastor Josh. So there's a lot that we have learned and a lot technology that we are picking up on and need to evaluate that. What do we need in order to better reach the congregation with the Good News of Jesus.

We've got some changes happening on the staff. Two long standing employees have left/are leaving: Rich who has been serving with us for six years and Marilyn for 25 years and we just thank the Lord for each of these individuals in the ways that they have been such a blessing to our congregation. I think all of us have a lot to be thankful for with the Lord blessing us with these two people with all the rich experiences that they bring to bear. Their wisdom and the guidance that they have provided our congregation over the last number of years. It's been outstanding.

We have a couple of new staff members who are coming on board, well one who has come on board: Pastor Josh Hileman and Hannah Gillrup who is going to be installed this coming Sunday after rolling into town this week. We praise God for the new additions to our staff and the new ideas and energy and excitement that they bring. Also seemingly by the hand of God's blessing, they bring with them communication skills and technological understanding so that we can reach out better to our congregation with these two people on board. I'm just thankful that the Lord has brought them to our congregation. What a blessing.

We have a green slide for open again. We have been making adjustments to our space. If you come to the church, which you're welcome to do so of course. We want to make sure that our kids are safe so we're staying away from the Open Arms Center. If you come in through the front door you will discover, hey, there's a barrier here preventing me from going down to the Open Arms Center and that is because the new check-in is actually through the multi-purpose room door. So we've modified the building to be working with the CDC requirements and the requirements for the state of Maryland for child development centers. So we're doing everything we can to comply with those requirements to keep our kids and families safe. Thanks be to God we're doing well so far.

Some of you have already taken advantage of our new communion services that we're offering on Sunday, right after the live stream, in the sanctuary and I honestly can't think of a more safe way of doing it than the way we're doing it if you actually want to receive the sacrament, hands on. We had a good number of folks come out for the first service today at 12:00 p.m., we actually had, I think, 26 people and then we had a smaller group at 12:45 p.m. so if you're interested in coming out, yourself, your family, there is room. We ask that you sign up so that we can do tracing if necessary later. It's a responsible thing to do. So we're thankful to God for all of those blessings.

Other notable ongoing ministry that is happening:

- Elders ministry to our congregation through phone calls.
- Stephen Ministry ongoing
- Food Bank Ministry
- Elizabeth House Ministry
- Accounting
- Youth Ministry (went tubing today!)
- Local mission trip for Youth in late July
- Online VBS coming July 27-31.

Marcie has been doing an outstanding job going through our books and reconciling our books going back quite a ways. Picking up on some of the work that Roger did with our designated funds a while back and she has been doing a great job, so we praise God for Marcie and her new relationship with Nancy Malinowski as our book keeper in the Open Arms wing.

Youth ministry. It's happening. Natasha is doing a great job of reaching out to the kids. Working with them through Zoom meetings and today, they even went tubing because that is

something you can do and stay distance from each other. They are going to have a local mission trip in late July.

VBS will be done on line this year. We have a team working on videos and the experience for families to basically conduct Vacation Bible School at home. I pray that we're able to work together to encourage each other to participate in that. We'll have to find ways to be interactive as well.

As far as facilities go, I know that Rich is watching this. The retired Rich. We're thankful for all that he has done. These are just a few things that he has done, that we can say thanks to Rich for and others though:

- New projector and screen in the sanctuary (Oct)
- New shingled roof and skylight over the fellowship hall. (March)
- Gas lines have been reworked to use existing formerly abandoned lines inside to reduce roof penetrations. (June)
- VOIP telephones have been installed. (June)
- New computer for Media and Live-streaming (as of today!)
- Numerous modifications to comply with CDC guidelines for Open Arms Center and Holy Communion Services. (May/June)

Pastor Peter recognized Johan for his work in installing the new VOIP telephones and Ron Piper for his work in putting up shade structures in the back so that our teachers and children can spend more time outside, which is a healthy place for them to be. So we thank the Lord for shade structures. Also, Ron was responsible for building the boardwalk out in front of the church. We're thankful for Ron and his dad, Tom DeMik, who worked on pulling that together for us.

I need to say thank you to Becci Stewart too. This 3 month period that we have been in since March has been an extraordinarily challenging and stressful time and we've had to make some tough decisions and we've worked through some tough things together as a Board and as a staff and Becci has really, really shown up in a major way. She loves her teachers, she loves her staff and we're thankful for her leadership.

We have 3 members of the Governance Board that are staying on with us: Andy Koffarnus, Andrew Nodtvedt and John McVey. I'm thankful for you gentlemen and for all of your hard work. And for the outgoing members, Julia Heneks, Bruce Thompson and Johan Stewart. You all have been an incredible blessing during an incredibly difficult time. And so I just want to say thank you to all of you as leaders.

And thank you to the congregation at large. Your prayers have meant more than you know. We thank God for your generosity. Giving of yourselves in service. Giving of yourselves financially. You have been extraordinarily generous and we thank God for all of those blessings. The staff would say that we are all thankful for serving as staff of Our Savior Lutheran Church.

Julia said, with all the changes that you mentioned, a lot of that came to fruition through the hard work of the **staffing committee** and Rob Wilmot wanted an opportunity to bring closure to their timeline and their work. Rob said that he wanted to recognize the rest of the staffing/call committee. I was part of that, Rene Stein, Nancy Olson, Vic Maconachy, Chris Maconachy, Cindy Arnold, Ron Kasemeyer, John McVey, Pastor Diefenthaler and Yeti Warne. At some point in time all these people were involved. There were a core group of us that were from the beginning all the way through. The committee started more than a year and a half ago. They had visions of grandeur and thought, okay, we're all good. Wrapped it up last year and about this time we were highly anticipating an onsite interview from somebody we brought out from the mid-west and then it just turned out that that wasn't going to be the results and it was interesting because we said that we want it all.

We want to have a new Associate Pastor and we want to have somebody who would come in and be the head of discipleship kinds of things and then we also started thinking maybe we're being greedy if we try to have all of that because after all we've got an able bodied Senior Pastor. We've got other pastors who are part of the church family and pastors are in short supply around the country and in the Missouri Synod so we weren't sure how that would work out and we went with a different approach and that didn't work out. It was interesting because when you put together a call committee in a church, it's usually because something that makes people uncomfortable is happening. There is a lot of discomfort with change.

Fast forward as things started heating up we said, let's go for it. Let's go for everything we want and everything we think this congregation needs and we'll really make things move very well with this congregation. And we started looking at all of the candidates. We wrote job descriptions for the director of ministry as well as looking at what an Associate Pastor could do. We just said let's try for everything. And we did. Pastor Josh is here. So there is no arguing, Pastor Josh is here. Yeah Pastor Josh. He's not a mythical character. He's here. Most of you have seen him. We can't touch him. We'll wait until such time to prove that he is real.

Hanna is on her way across country and will be pulling into Maryland around Wednesday, I believe. She'll be installed next Sunday. So that is a wonderful thing. The call process really is concluded now. The call committee is disbanded now. As far as staffing, I think Pastor Peter addressed most of those things as well. We know that Marilyn and Rich are retiring/retired. I don't think Pastor Peter talked about the process for Marilyn. She is going to continue to play the organ in that capacity. As far as the other pieces of it, there will be a different committee that will be put together to really find someone qualified to lead the music ministry with the kind of skills that Marilyn has brought to the table and has built over the years so that is going to be a tough thing to follow. I don't have talent in that area, but I'm sure that some of you do and Pastor Peter will be reaching out to you when that time comes and the same thing with Rich's position for facilities. There will be another search for that and we'll see what happens there.

Marcie Zell has been helping out with the finances and Nancy Malinowski has been helping out with book keeping. Those things are in place and happening. The other piece of retirement news is that Tina will be retiring again. With all of these people in place, Tina will re-retire sometime soon and that kind of raps it all up and everything on staffing starts moving forward.

That is the final report of the call committee and the ongoing report on staffing. Tom thanked Rob and the committee for their hard work.

Brief Financial Update

Larry Malinowski said that he needed to give many thanks to the people who continue to contribute during this Pandemic. In 2008 everybody was effected and not only the Open Arms side where we lost a lot of kids because parents were out of work and likewise on the church side we had a lot of people. We were able to manage our way around it and things got better and eventually we rebuilt the program.

This time around, it's a little different. We're actually getting some help from the government, but also the church side has been very faithful and continues to honor their tithes and we've been very blessed in that regard. And also we need to thank a lot of the volunteers that do a lot of the work that we would have to pay for if we hired it out. And that would cost a lot because they are high grade talent. I don't have any slides today, so you won't go blind looking at them. What I have to say is, we're doing pretty good on the church side because of the giving. We're a little low, but we're always a little low when we start approaching the summer months, but overall we're meeting expenses. We incurring some expenses more than we normally would because of the Open Arms site had been shut down. We're paying bills as needed, we froze the discretionary spending, but if you look at our budget there really is not a lot there that is really discretionary and a lot of the mission trips got cancelled so what it boils down to is that we still have quite a bit of cash sitting out there in designated funds and everywhere else. Even in our General Fund we're sitting pretty good right now. Which is good.

Part of this and one other element I want to talk about is, you know, we're making the mortgage. We are now below \$2M for our mortgage. Our original mortgage was \$3.2M, we're now down to \$1,978,000 and we are making advances on the principle because, you know, we carried off a lot of the interest, 61% of every payment goes against the principle and we also have people who donate towards the principle to pay it down so that we can get it retired.

So we have yet another loan. So let's talk about the **status of the PPP**. Back when we started working on this in April. I have to thank Richard and Marcie and a number of other people there that helped put together the application including Peter and Peter's father, Tom. Providing guidance to us on the best way to do this and how to get the right forms together and we were able to get it in on our second try and the blessing to it, even though we got rejected the first time, and they ran out of money, was that when we did get it, and it was about \$301,700 and it came in on the 7th of May, we were able to bring back the teachers. We actually brought them back on the 6th.

Now the duration of this loan is 8 weeks and from what I can tell, we've essentially gone through the pay periods. It was 8 weeks, finishing up on, I think, July 1st and the requirement at the time was that 75% had to go against the payroll and the rest against miscellaneous expenses which would go towards mortgage interest, insurance, taxes and things like that and when we were going in we thought that we had too much money and we weren't going to be able to spend it in time. That turned out to be partly true. Basically, the problem is that it came in in the

middle of a pay period, the 7th, and it finishes up in the middle of a pay period. So in the end, we lost a pay period. So we have, my guesstimate is \$110K/\$115K that is sitting out on the table that we would end up paying back, or giving back if we couldn't expend it.

Now, recently, as of, I think it was 10 June President Trump signed a change in the law. What it boils down to, now, some of the constraints have changed. Now, it boils down to, you have a period of performance of 24 weeks versus 8 and, so you have more time to spend the money. The ratios have changed, it could be 60%/40% so you don't have to spend as much on payroll. The third part is if you do have a loan, instead of 2 years, it's 5 years and we're seriously looking at the idea that, maybe it would be a good idea to go with the, when we got the loan, we qualified for either paying it off, you know, the 8 week period or the 24 week period. If we got the loan, like the 5th of June, it's only 24 weeks. Maybe we should have asked for more money. You just never know, they keep changing the rules.

So, what we're going to do is do a serious evaluation. I don't see much of any down side, I don't see a down side of going with 24 weeks. What we will do is pay it off and use all of the money and that's what I recommend right now.

Pastor Peter said that if we do go with a 24 week option it would simplify our application for forgiveness because we could put all of the money towards payroll and not have any of the money go towards utilities or mortgage. The way that the loan is structured is you must use at least 60%, originally it was 75%, on payroll. If we did a 100%, there is no law against that at all. In fact, that simplifies our application for forgiveness and really helps to put the money where it's needed for our ministry.

Tom said that there is no reason not to go with the longer period. The government wants to make this a grant for everyone and there is no reason for us not to take the money and use it for ministry. Larry said that is all he has for right now other than at some point the money is going to run out, and it is a blessing. It may be before Open Arms fully ramps up.

Tina asked if we have to vote on that, on the 8 week or 24 week. It sounds to me like the 24 week is the way to go, but I was just curious whether that's a voteable thing. Pastor Peter said that we asked the same question at the Governance Board meeting. Honestly, I don't know that we need to. The way that the resolution was structured was that we would use the line in accordance with the way it was set out, seeking full forgiveness, and that is what we would be doing. Only the rules changed and so we still can do it according to the way that it is set out, seeking full forgiveness. That's what we're going to do.

Julia said right, the way the rules have changed, the application, I believe they are still working on revising those. When they're available, we'll start making sure we have everything in line to do that, but I don't believe we need to vote on anything either. Larry said that we're not changing the amounts, we're just making it better, just like they did. They're trying to make the program better. Tom said it is all a work in progress with the SBA. George said it is the same law that we already approved.

Larry said that he would add one more thing. At some point, once we decide what we're going to do in terms of programs, the future is kind of hard to predict, we're going to have to put together a budget for the next year, just at least as a plan, just so we have some targets.

Pastor Peter said, absolutely. The main thing is that we're going to keep doing the things that we have been doing. We're not going to give up on those things. It's just a matter of, can we do them or not. All of you who are in organizations doing budgeting right now, you know what kind of a crap shoot, for lack of a better word, it is right now. We don't know what's coming down the road. We're going to direct our funding to where the ministry is happening right now, so that we can better meet the needs of our congregation right now the way that we are. That's where our focus tends to be. Reaching people in their homes. Finding out the best way to do that, improving our tools with the understanding that, on the other side of this, once we get back to meeting in person, we're still going to carry out that kind of ministry, reaching out to people in their homes. And so we have become a different kind of a church. That's not going to change. We're going to continue to perpetuate that. Still listening to scripture that says let's not give up meeting together and all the more as we see the day approaching. We need to encourage one another and spur one another on to loving good deeds.

Larry said that he had just one more thing to add. He wanted to thank Richard and Marcie for putting some rigor into our processes and also into our books because if we did not have it done precisely, we would not have gotten this. The yearend statements and stuff had to be believable and things had to tie together and we thank them for making sure that it happened. Julia said that we thank them too for all the information that they provided to the Board.

Julia said that as a matter of information, the Board will be holding a detailed financial meeting that the congregation will be invited to at the end of August as we really need to come together to understand our financial situation. We'll have a better idea of changes in our ministry plan as the new staff figures out what they would like to work on and concentrate on. That will be a preliminary meeting to the approval of the budget in September. We thank Larry for the presentation and Marcie and Nancy who worked so hard to keep us afloat and keep us informed about how our finances are being used.

Julia said that the next item is a new project that we're moving forward with is a **Columbarium**. Joe Murchison came to the Governance Board a couple years by now, I think, and he also held some meetings last year to gauge interest in perhaps the congregation building a Columbarium, or having one that people can pay for their niches so that there is a place for cremains to be put to rest. He and his committee have come up with a proposal that he would like to present. We aren't quite ready to vote on it. We thought it was too much to present to you tonight and vote on it. We wanted to give you some time to think about it. So he is going to make the presentation, if you want copies of it, you can contact him or he will give you different information. John McVey is also going to be involved with this and then we will have a resolution prepared for the September assembly to finally go ahead with the construction of that, if that's what we vote on.

Joe said that he wanted to thank his fellow committee members. There is Ellie Ramsey, Rene Stein and Roger Williamson. So it has been at least a year and a half of looking at this, talking to

the Governance Board, meeting, trying to get data. Actually, a year ago in May 2019 we had an information session to gauge interest from the congregation on a Sunday morning. 32 people came and almost everybody agreed it would be great to have a place where Our Savior families could deposit the ashes of their loved ones on the church grounds.

We talked about two possibilities: a columbarium which is a stone structure with drawers or niches where urns of ashes could be placed with some kind of inscription on the outside telling who it is and what their years of life were; and then there was the possibility of a **memorial garden** where people would just dig into the ground and place ashes, cover them back up and probably have some kind of bronze or metal plaque attached there, maybe on the wall of the church where the names of the deceased would be recorded. So Roger, Ellie, Rene and I looked at some economics and basically found that if we bought a 24 niche columbarium, it would cost about \$10K for the columbarium and a concrete pad to put it on to have it fully installed. We also got some estimates of memorial garden with nice plantings and other features, which could be as much as \$5K. We thought for people who wanted to put their family members remains in a columbarium or a memorial garden to pay towards the cost of setting it up and we proposed that it be \$1,000 for a columbarium niche and \$500 if you wanted to deposit ashes in the memorial garden and that money would go again to pay for the initial installation and also for maintenance. We asked a couple of congregation members where might be a good spot for this kind of thing and, (one was an architect and one was in the landscaping business) they came up with the same spot and you will need to read the report to find out what that spot is. That is a little tease to get you to read the report. I am going to recommend to the Governance Board that they send this out to everybody so that you don't have to specifically ask for it. Julia, is that okay? As you are stepping down, can you commit your Board to doing that?

Julia said yes, we will see that it is sent to everyone. Joe said that we will look more at the details and potentially take a vote. One last thing. The Governance Board would love to have enough interest in this that people would pre-pay for columbarium niches for the right to deposit cremains in the garden so that we could go ahead and start with the people that are interested instead of having a general fund raising drive, we're raising money for a number of other church needs.

Julia said that we will see that it gets out, hopefully sometime this week. You can study it. You can see where we envision a memorial garden and columbarium would be placed and the plan now is to have a resolution in September, at the September assembly. If approved, it would have us going forward with the plan. If over the summer we get information or people ask enough questions that we need to change the plan in any way, we certainly would take that into consideration. If it's just minor tweaking, we can certainly work with that too.

Bruce asked if Julia wanted him to send out the report now. She said I guess you could, then people could read it this evening and they will have it for further reference.

John said one quick statement about that. For those of us who will be collecting the questions, if you could give that proposal a perusal over the next week or so if you come up with any questions, getting them to us as quickly as possible would be appreciated. That way we can go through, organize, get everything answered and redistributed as quickly as possible long

before we have to deal with the Congregational Assembly itself. John said thank you in advance for taking the time to look stuff over. Joe said at the end of the report, his e-mail is there for questions so, it's in the report. Julia said to send the questions to Joe or John and I will be working on this in the future and we'll be glad to collect those questions and comments.

Julia said that the next thing we will work on is **two resolutions**. The first resolution that we need to deal with is about **Housing Allowances**. We have a resolution for all called staff of the church, if they wish to have a portion of their salary identified as a housing allowance, we have to do that in advance of the next calendar year for IRS purposes. We usually do that in September. Since we've had some people join the staff we need to pass the resolution tonight for housing allowance for Pastor Josh and his family and for Hanna. And so the first resolution is that, and that's why it is only for those two persons, everybody else was covered by last years resolution.

It states "As by law, the housing allowance for rostered church workers must be formally approved annually by the employing congregation. Be it resolved that the following called staff are ministers of the Gospel of Our Savior Lutheran Church of Laurel Maryland and are entitled to the following annual Housing Allowances as of June 1, 2020 and the figures are for the Associate Pastor Joshua Hileman \$32,000 and the Director of Church Ministries Hanna Gillrup \$10,800.

There was a motion from the floor "so moved." Then there was a "second." Johan asked if the dates were correct for both people. Julia said that she put them together. George said if they wind up just putting it on their, Pastor Peter, correct me if I'm wrong, it just flows through to their income tax statement and it's not on a date by date by date, it will be an annual basis so that will cover them for the rest of this year. Whether they started it today or whether it doesn't kick in for another 3 weeks.

Julia said thank you. She wasn't sure how it worked either and also I know that the amounts are different and can be adjusted. If they don't use it all, that's okay, but if they wanted to use more, they can't. That's the way I understand it in generalities.

Vic Maconachy asked if this is the level of funding that each one requested, or is this a level that was assigned to them, based on some formula. Julia said that this is what they chose and it is the figures that were given to her.

Tina said that she can speak to this to help those that are not knowledgeable with this. Housing allowances come out of the salaries. So the salary that was already approved for the called people they can then choose how much of their salary they would like to take as a housing allowance which is tax free. That is up to each Minister of the Gospel to make that choice. There is a formula that they can use. They don't have to use all of that, it is the max that they can use. They cannot use any more than that in a given year. So that is how the IRS has setup the qualifications and it just has to as you said, be approved before hand and since Pastor Josh and Hanna weren't here we couldn't do that in September. It's not additional salary, it's not anything that comes out of the budget other than what has already been budgeted.

Julia said that if there are no more questions, that we need to vote on this resolution. Johan launched the Zoom polling question on the Housing Allowance Resolution (resolution #1) at this point. Julia said this is where you vote yes, no or abstain and if you need to call in, you can vote that way also. Bruce said that texts are preferred over voicemail.

Michelle pointed out to Julia that there is a question in the chat. Julia said that the question is, the way I understand it, it would be for the rest of the year. George said it will be for the rest of this year and in September, if the Board wishes, they will bring another resolution forward for the next year and that will have all called ministers in it. That will be for the year 2021. John said this is a holdover to get everything synched up on the same cycle. Julia said that this is the exact same wording that we use in the September resolution where all called persons that wish to have a housing allowance can do so and they would be part of that list for next year, starting January 1st.

Julia said that unless she hears something, we should move onto the **second resolution** that we need to discuss and work on tonight. The second one is more of a result of the increased interest in donating to the food bank that we have at Our Savior. The **Smiling Souls Food Bank** has been part of our ministry for a number of years. Money was coming in this spring for those specific donations and there was some question as far as where to put the funding so it was thought necessary that we establish an Expiring Designated Fund to hold those donations. So this evening we present to you, although I have already had some people join in the discussion about this. It says “Be it resolved that an Expiring Designated Fund be established for donations to the Smiling Souls Food Bank, and established ministry of Our Savior Lutheran Church that works with Capitol Area Food Bank to assist many families in the Laurel area.”

The thought behind this was that it would give one specific place for those funds to be directed. Now I’ve had people bring points of discussion to me. So we will discuss those at this point.

Kirk said that due to recent changes to the By-Laws in order to keep from designated fund creep, the By-Laws specify that Expiring Designated Funds are only created for the major categories in the budget and there are no further provisions in there for creating any future Expiring Designated Funds. Julia said that the way our budget is structured right now, the food bank is carried under Caring and Action. If I understand what you’re saying, it’s too much of a lower level item to warrant a designated fund.

Kirk said, currently, the way we do it in Breeze is we have a subline for Smiling Souls Food Bank that is listed under Caring and Action since it is an external ministry and I had this discussion with Rich a couple of months ago. It doesn’t matter whether anyone gives, specifies Pastor’s Discretionary Fund or whatever as long as it says “food bank” it goes into this line.

Julia said that this suggestion was in response to the fact that a lot of the donations were coming into the discretionary fund for the Pastor and then it was a matter of moving it around. Our thought was that this would make life easier for, you Kirk, and others that are dealing with that.

George said that what Kirk says is true, mostly. First of all, you could pass a resolution that says simply that all money that comes in labeled for that get moved to whatever that subaccount was and then Larry can handle that in September when he puts together the new budget if he wants to create that as a line item in the budget. It's that simple. It can go in there even as a top level line item with a 0 dollar value with the understanding that the only way it gets money is if people donate to it. And we didn't want line item creep. That was the whole point of not getting over into making a lot of these designated funds over there, we keep them in the General Fund and then what happens, as you know, is money is tracked over a period of effectively 3 years and it gets to the end of 3 years and the money hasn't been spent, it rolls into the General Fund. At one time, Larry, we had something like 77 different designated funds and you tracked, and it was too much. So if you just want to say that is where it's going to go in this resolution, money's coming into this fund, or tagged with this, should be put here, then Larry can resolve it in September with the regular budget numbers.

Julia asked George to correct her thinking if it's incorrect. If we have an Expiring Designated Fund, and when we create it it has say \$4K in it, it has 3 years to be spent, it doesn't expire at the end of this fiscal year in other words. George said, no and it's not 3 years it's the year it's created, plus two more fiscal years is the way it would work. So if you create it now, you would have all the rest of this year. If money came in today, you would have money that would be okay until the end of this year, it would be okay if it wasn't spent by the end of the next year, but it would have to be spent by the end of 2022. Hopefully money that is being put there isn't being held for a long time, that's the hope because otherwise you do start to create a little bit of an accounting issue by trying to track money over the course of 3 years. And of course when you get to the end it rolls over into the General Fund, you can handle that by reallocating the General Fund as part of the next budget, but so money coming in today would be good at that line item, no matter, under Caring and Action, that money that came in there would be good until the end of 2022. If you wanted to put it right back into Caring and Action, you could do that.

Julia said there was a chat question that it might have to revert to the General Fund at the end of this fiscal year already and I appreciate that clarification. Pastor Peter said that this is one of the reasons that we have Congregational Assemblies, so that we can get the wisdom of the group and Kirk has brought up a very good point that we really don't want to extend our designated funds. We do want to keep things in line with the high level budget categories as well and so I think that is probably the way that we should go moving forward. I agree with accounting on the inside as long as Ted and Kirk can work on those things from their end, that's all that we need.

Kenny asked if it was being recommended that we just pull this resolution back. Or vote it down. Julia said that is what we have to decide. Kirk felt that it wasn't necessary because they were handling it already. George was saying it can be done, you just have to pay attention to it and make sure that we're not accumulating a lot of money in there that then we have to, you know, that's not being spent appropriately or in a timely fashion is the main problem.

Tom said that since we are currently handling it, as Kirk says. If it ain't broke, don't fix it.

George said Julia, so this was a motion brought by the Governance Board. Julia said yes, this was from the Governance Board. George said, just pull it. Julia said **"then we're pulling it"**

and we appreciate all of the discussion and clarification and if at some other time we feel that there is a problem with the way it's coming in, we'll rethink the situation.

Rene said that she thinks the main problem was that people wanted to give to it, especially in March and April and that people didn't know how to give it because they were trying to give it online and there was no place for it. In the advertisement, where it says that we are looking for you to donate money to it, if they would just say how to do it, you know, put it in Caring and Action and note that it is for the food bank, it will be fine.

Tina said that in Breeze, when you use Breeze and you're donating on-line, when you find that fund you are absolutely right Rene, there is always a place for a note. And that's where you just put food bank and it resolves itself and it comes into Breeze than that accounting as Kirk explains, it's already there and available. The key is to note it. But you are absolutely right, it wasn't clear initially so things were going to the Pastor's Discretionary Fund. If it's advertised it goes to food bank Caring and Action, if you note Food Bank, you're good to go.

Kirk said as far as any donations that go through Vanco, through the church's website, there's also a comment field there and there is any number of people who have been putting Food Bank or some variation of Smiling Souls in the comment and we see that.

Julia said the idea that we should have a specific way of telling people how to give, how you want the money to show up, I think is a good way for us to keep in mind if we want to advertise giving for a certain project. I think that is one of the things that we have learned through this Pandemic because people reacted and did the best that they could and so we'll do that. If we do need to make some changes down the line, we will.

Julia said that the next item is the **results of the election** for members of the Governance Board. Bruce said that Donna Dark, Nancy Shampo and Byron Thompson have all been elected to the Governance Board and it has passed, they've **all passed**.

Julia said that we are going to try to have the installation of the new Board, probably the first target time would be the 12th of July, which is two weeks from tonight. During that service. Because next week is the commissioning and installation of Hanna. We won't do it then but we would do it the following week and just look for e-mails in the meantime, as we try to work out the details and we welcome the new members to the Board. Julia thanked the Board members who have been serving and supporting our work in leading this congregation. It was a busy year, I must say. We've never had more emergency meetings then we have this year and I've been part of this Board numerous times so I thank you for that.

Julia said Byron, do you understand the clarity of why the second resolution was brought in the first place. Byron said yes. Donna said they want to say thank you to you as well for doing such a wonderful job. Julia said that she feels very blessed that this happened right after I decided to retire. Our higher power was definitely involved there and He's led us through everything we've gone through and will continue to lead us. If there is nothing else that we need to discuss at this time, then I would like to see whether someone would like to move that we close the meeting. Christine said, "so moved." Someone else said "second." All of those in

favor say “I” (several I’s) and opposed (no I’s). Julia asked Pastor Josh to lead us in a closing prayer. Associate Pastor Joshua Hileman closed the Assembly with prayer and some sang the Doxology.

Respectfully Submitted,

Bruce Thompson
Governance Board Secretary

P.s.: The results of the voting for approval of the Housing Allowance was 60 yes with 1 abstaining from the vote. So the **Housing Allowance Resolution passed.**