

Our Saviour's Lutheran Church of East Bethel
19001 Jackson Street NE
East Bethel, MN 55011
Approved Minutes of the Regular Congregation Council Meeting
Thursday February 9, 2017, 6:30 p.m. at OSLC

Members Present: Jan Berqual, Ben Bjornson, Holle Despen, Jim Jerylo, Terry Kolodjski, Mark Kramm, Kathy Neuberger, Pastor Dan Nordin, Glenndy Ose, Pastor Maria Pederson, Michelle Reichow, Karen Schrecongost, Connie Weigel.

Members Excused: none

Members Absent: none

Guests Present: Cindy Delmonico, Kim Fread.

President Michelle Reichow called the meeting to order at 6:33 p.m.

Staff provided treats.

Karen Schrecongost led devotions.

Council Orientation: Mark Kramm provided an overview of parliamentary procedure since there are new members on council. Mark explained the provided packet of materials, including the fundamentals and underlying principles of parliamentary procedure, general meeting guidelines and etiquette, rules for small boards, and the standing rules for our church council meetings. Mark also explained the numbers required to reach quorum in different scenarios and reviewed parliamentary tools and vocabulary. General Meeting Guidelines and Etiquette and Standing Rules for Council Meetings are included at the end of this document.

Secretary's Report: Mark Kramm moved that the minutes of the January 5, 2016 Regular Congregation Council Meeting be approved as amended. The motion was seconded, and approved.

Executive Committee Report: Michelle Reichow reported that the Executive Team discussion included a presentation by Mike Gabrick regarding the upcoming road and driveway construction. Mike detailed the plan to enter into negotiations to sell displaced OSLC soil to the contractor to offset construction costs. Many thanks to Mike for his detailed information, hard work, and skill!

Council Agenda Review: Michelle Reichow reported that there are no changes to the agenda.

Finance Report: Ben Bjornson distributed and explained the January 2017 Finance report. Ben clarified that the personnel expense line does not include the challenge goal pay raise for staff that was approved at the January 29th annual meeting. In February, staff will receive the back pay, retroactive to January 1st.

Team Reports:

1. **Constitution Team:** Mark Kramm explained that the constitutional changes were submitted to the synod and have been approved. Cindy Delmonico has this new version of the constitution in pdf if council members would like a copy. Paper copies will be distributed to council members after a few minor changes have been made.
2. **Cemetery/Chapel Team:** Mark Kramm explained that the Cemetery/Chapel Team met recently to discuss combining this team with the Columbarium Team. They are onboard with this idea, as it combines all death related services into one team. They also decided they want an official administrator for this combined team. Lori Vickstrom is the administrator for Columbarium, and has been acting as the administrator for Cemetery/Chapel, so Lori is likely to be the administrator for the combined team. The Cemetery /Chapel /Columbarium Team wants to do a survey to know how much land is usable and how many plots are available.
3. **Gustavus Adolphus and Camp Wapo:** Pastor Dan shared that Jim and Tracy Burman are our representatives to the Gustavus Adolphus Association of Congregations. We are still in need of an OSLC representative for Wapogasset Bible Camp.
4. **Human Resources:** Michelle Reichow distributed a draft of the Human Resource Team's Personnel Policy Manual for OSLC staff. She asked that council members review it and share any comments or possible revisions with Michelle by the end of February. The Human Resources Team will review any comments in early March. Council hopes to approve this new, revised manual at the March council meeting.
5. **Refugees:** Pastor Dan shared that 14 couples or individuals are interested in praying for and beginning to consider the needs of refugees. This new group is in its infancy. Pastor Dan is proud of the people of OSLC for reaching out with a voice of hope.

Old Business:

1. **Visioning Team:** Michelle Reichow reported that council will contact a few more people to join the visioning team. It is hoped that the team will have 6 members and begin work in March.
2. **Auction: February 26.** Michelle Reichow shared that Sue Liemohn asked council to help with the auction. Sue provided a sign-up sheet of the specific help she needs. Council members signed up to help in various ways. Council will also do hospitality on February 26 , providing and serving treats and coffee. Money earned from the auction will go to the Reserve Fund. Cindy Delmonico noted that the Emergency Response Team will have a presence at the auction.

Celebration Moments:

New Business:

- 1. Mail Bag:** There was no mail to report.
- 2. Report on Sale of any Stock:** There were no sales of stocks to report.
- 3. Devotions and Treat Sign up:** Michelle Reichow passed around a sign-up sheet so members could sign up to bring treats and give devotions for upcoming council meetings.
- 4. Change Date of April Council Meeting:** Michelle Reichow reported that the April council meeting will be moved to April 6th, as the regular date falls on Maundy Thursday of Holy Week.
- 5. Council Liaisons:** Michelle Reichow explained that each council member becomes the council liaison to a team at OSLC. A liaison contacts their assigned team and facilitates communication between the team and council. Michelle passed around forms so council members could indicate their team preferences. Michelle will sort these preferences and assign teams at next month's meeting.
- 6. Columbarium Initial Phase:** Pastor Dan explained that 3 years ago, the columbarium team created a system in which presales of niches would support the building of the columbarium. Pastor Dan explained that it is clear this system is not effective, as there have been few presales. He noted that more people will purchase a niche after the columbarium already exists. Pastor Dan asked council to consider how we could pay for the columbarium ahead of niche sales; he is seeking wisdom to move forward with this. It was decided that that this item be included in next month's council agenda.
- 7. Synod Assembly Voting Members- May 5-6, 2017 at Lord of Life in Ramsey:** Michelle Reichow noted that we are looking for 3-4 voting members to attend the Synod Assembly. This request will also be shared in the Happenings so members are aware of the need. She asked that interested people contact Cindy Delmonico.

Karen Schrecongost moved to adjourn the meeting at 8:00 p.m. The motion was seconded and approved.

Holle Despen, Secretary

Next regular council meeting: March 9, 2017 at 6:30 p.m.

March Devotions: Michelle Reichow

March Treats: Jan Berqual

General Meeting Guidelines and Etiquette

1. The quorum is based on those in the meeting room, not just in the building; for the council, the original required quorum is based on currently filled positions only—vacant positions are not included in the required quorum.
2. The Chair runs the meeting; the Chair is in charge of maintaining order and keeping the meeting moving forward.
3. The Chair must be as impartial as possible; when there is dissenting debate to be heard, the Chair should alternate sides when recognizing people to speak so both sides are heard.
4. The Chair has the final say on what is or is not in order; the Chair's ruling can be appealed, if necessary, and a majority vote overrules the chair.
5. Speak only when recognized by the Chair (unless it is urgent to interrupt); calling out "I call the question" is not urgent and is out of order if you have not been recognized by the Chair.
6. Only one person speaks at time; avoid side conversations (or leave the room to hold them if they must be held).
7. Keep debate focused and impersonal; keep it germane to the subject of the motion or amendment being discussed.
8. Be respectful of each other.
9. Give everyone who wants to speak a chance to speak; don't speak twice until all who wish to speak have spoken once.
10. Use the parliamentary tools that are available to you, but also remember the fundamentals of parliamentary procedure:
 - Show justice and courtesy to all.
 - Address only one issue at a time.
 - Remember that the majority rules.
 - Respect the rights of the minority.
 - Remember that each proposition is entitled to full and free debate.
 - Remember that the purpose of parliamentary procedure is to facilitate action, not to obstruct it.

STANDING RULES FOR COUNCIL MEETINGS

1. Members must be recognized by the Chair before speaking.
2. All motions must be seconded before they are debated.
3. All motions that are more than 5 words must be submitted in writing. Once the motion has been made and seconded, the maker of the motion will be allowed to speak first.
4. Members are asked to limit their speaking to no longer than two (2) minutes per speech. Members may speak more than once on the same subject or motion, but are asked yield to those wishing to speak for the first time.
5. All debate should be directed through the Chair, including questions to another member.