

MLC Governing Council Meeting Minutes
April 3, 2018

Present: Ellen Dobson, Debra Hoyt, Ron Kulju, Pastor Doug Mathison, Brian Osterloh, Cassandra Osterloh

1. Brian called the meeting to order at 6:35 p.m.
2. Pastor Doug led the opening devotion and prayer. Book of Christian Prayer by Leslie Brandt.
3. Ellen moved to approve the March minutes, to include 2 changes (correct spelling of Stiefer, add the word draft to 7h). Ron seconded the motion which was passed unanimously, as amended.
4. Approval of Reports
 - a. Pastor Doug: Report submitted. Very happy with Lent. Very pleased with how all the services went, including the hard work of Steve McHenry and Tony Carson. Cassandra moved that we present Steve a Visa gift card for \$75 to thank him for his work during Lent. Debra seconded the motion which was passed unanimously.
 - b. Treasurer: Report submitted. The discrepancy in last month's report has been corrected. The error was the dates on the deposits. These have been corrected, and the Treasurer and Financial Secretary's number are now in balance. In need of update for QuickBooks. Currently have 2015. Options: Desktop Pro for \$219.95 or \$420 for online version. Ellen suggested the Desktop Pro. Cassandra moved to upgrade QuickBooks to the new Desktop Pro for \$219.95. Ron seconded the motion which was passed unanimously. Discussed options for securely keeping money and/or checks until counted and deposited. Cassandra will bring a locked mailbox ("safe") to install. The key to the "safe" will be added to the counter key ring.
 - c. Building and Grounds: No report submitted.
 - d. Financial Secretary: No report submitted.
 - e. President: Report submitted. Discussed gas bill and what we can do to minimize our costs.
 - f. Cassandra moved to pass the reports en masse. Ellen seconded the motion which was passed unanimously.
5. Old Business
 - a. Copier: Contract with Wells Fargo will be over April 30.
 - i. Black & white: purchase \$3930 + \$1800 service (\$30/month – 60 months); lease \$102/month (60 months) - \$6120.
 - ii. Color: purchase \$3450 + 5010 service (102/month – 60 months); lease \$146.55/month - \$8793.
 - iii. Color copies included – 500 per month. Black and white included – 6000 per quarter. Service = toner, parts, maintenance, labor.
 - iv. Ron moved that we purchase the black and white copier and enter into the 60 month service contract with Pacific Office Automation. Ellen seconded the motion. Brian added that we ask for the 30-day trial. The motion passed unanimously.

- b. Secretary: Discussion of adding hours to Jess' weekly schedule (from 6 to 10 hours per week). Ellen moved to increase Jess' weekly schedule from 6 to 10 hours per week. Debra seconded the motion. Discussion on where those hours will land. Pastor Doug will talk with Jess to determine the best days and hours. Motion passed unanimously.
 - c. Synod Assembly: Cassandra and/or Pastor Doug will check on the possibility to still register.
 - d. Moving forward: KMS – maybe we can contribute \$100/month for food. Homework Diner. What do they have over the summer? Possible bridge program between MLC and KMS, bridging the gap of summertime. Possible programs with MLC. Use of MLC facility during the summer. Brian and Pastor Doug will be meeting with KMS next week regarding the possible summer bridge program.
6. Review of Action Items
- a. Cassandra will purchase Visa gift card (\$75).
 - b. Cassandra will bring a locked mailbox (“safe”) to install. The key to the “safe” will be added to the counter key ring.
 - c. Pastor Doug will be in contact with the Pacific Office Automation to inform them of our choice in purchasing the black and white copier and the service contract.
 - d. Brian will double check the constitution regarding purchases.
 - e. Pastor Doug will talk with Jess to determine the best days and hours for adding 4 extra hours per week.
 - f. Cassandra and/or Pastor Doug will check on the possibility to still register for the RMS.
 - g. Brian and Pastor Doug will be meeting with KMS next week regarding possible summer bridge program.
 - h. Cassandra will get the 1099 form for Diana S. to fill out.
7. Brian adjourned the meeting at 8:34 p.m.
8. Closing prayer.