

MLC Governing Council Meeting Minutes  
March 13, 2018

Present: Kristi Adams, Lee Danielson, Ellen Dobson, Debra Hoyt, Ron Kulju, Pastor Doug Mathison, Brian Osterloh, Cassandra Osterloh

1. Brian called the meeting to order at 6:33 p.m.
2. Pastor Doug led the opening devotion and prayer. Psalm 139:14
3. Lee moved to approve the February minutes. Ellen seconded the motion which was passed unanimously.
4. Approval of Reports
  - a. Pastor Doug: Report submitted. Met with Dave regarding Palm Sunday service. Dave would like to have MLC purchase the Palm Sunday narratives for each cycle rather than having the supply pastor fee be given to him. Kristi moved that we purchase 45 copies of each year (A, B, C) of the Passion Narrative. Lee seconded which was passed unanimously. *[Cassandra ordered the booklets during the meeting so they can be here by Palm Sunday.]* Thrivent - \$250 free food card. (Lee has been checking into the details.) Easter Sunrise Service overview. Reminder: Military Quintet will be performing on March 28 at 12p and 730pm.
  - b. Treasurer: Report submitted. Current discrepancy (February 2018) between treasurer and financial secretary reports identified today when reports were submitted to Council. Ellen will work immediately to reconcile and re-report in April.
  - c. Building and Grounds: No report submitted.
  - d. Financial Secretary: Report submitted. See treasurer's note above.
  - e. President: Report submitted.
  - f. Ron moved to pass the reports en masse. Debra seconded the motion which was passed unanimously.
5. Old Business
  - a. Church cleaning. Pastor Doug spoke with Diana Stiefer about possibly cleaning the church. She is interested in cleaning. Kristi moved to approve Diana Stiefer cleaning the church for two hours per week at \$10 a week, two month probationary period. Lee seconded the motion which was passed unanimously.
  - b. Copier. We have sent a non-renewal of lease to Lewan. Pacific Office Automation has sent us a few proposals (lease to own, purchase). We need to examine what we are in need of for copying. Pastor Doug will contact Pacific Office Automation regarding a black-and-white only machine costs and about trials/demo on-site, as well as more information regarding "Service Base" meaning on proposal.
  - c. Synod Assembly. Still looking for people to attend.
  - d. Audit. Jim Raquet and Chuck Danielson will conduct an internal audit, including scope and processes.

6. New Business
  - a. Change April 2018 meeting to April 3. Kristi moved to change the April meeting from April 10 to April 3 to accommodate Pastor Sarah Moening visiting. Ron seconded the motion which was passed unanimously.
7. Review of Action Items
  - a. Brian: talk with Pastor Sarah Moening about getting talking points prior to her meeting with the council in April.
  - b. Doug and Cassandra: put together a scope of work (Manzano HS students, Diana Stiefer).
  - c. Brian: talk with Diana Stiefer regarding cleaning.
  - d. Cassandra: check on tax form for those who make smaller amounts of money.
  - e. Doug: talk with Pacific Office Automation regarding a black-and-white only machine costs and about trials/demo on-site, as well as more information regarding "Service Base" meaning on proposal.
  - f. Cassandra: post draft March meeting minutes to the bulletin board.
  - g. Brian: announcements to congregation regarding internal audit and change in April council meeting.
  - h. Lee: talk with Chuck to add something to his draft audit letter regarding that this is to abide by our constitution, fulfilling our fiduciary responsibilities to the congregation.
  - i. Lee: email Barbara regarding getting list of those members that received financial statements.
8. Brian adjourned the meeting at 8:08 p.m.
9. Closing prayer.