

**MINUTES OF MEETING  
ELK RIVER LUTHERAN CHURCH**

The ERLC Executive Council held a regular meeting on Monday, April 18, 2016, at Elk River Lutheran Church

**Call to Order**

President Brad Tesdahl called the meeting to order at 6:10 p.m

The following were present: Kim Hauger, Adam Horner, Pastor Michelene, Erin Roppe and Brad Tesdahl

President Tesdahl led the meeting with Devotion and Prayer:

James 1:2

Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds,

Galatians 6:9

<sup>9</sup> Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.

**Personnel**

I. Hire JaneAnne as the interim Communication/Office Specialist until June 30<sup>th</sup>, 2016.  
Review of ERLC Communication/Office Specialist requirements. Will need to have JaneAnne fill out new hire packet

- We have a group of HR specialists that are willing to review our Employee Handbook as well as review the resumes once we have the Communication/Office Specialist job posted.
- Would like to have permanent replacement hired and started by July 5<sup>th</sup>
- Will post job posting on ERLC Website, Luther Seminary Website, MN Synod Website as well as local technical colleges

II. ERLC Office Functions

- Pastor Michelene reassured that the office duties are manageable to this point.
- Adding a Finance Secretary as a volunteer will oversee Accounting, Receipts, Training Counters, Quarterly giving statements to members.

**Meeting Minutes**

Review of ERLC Executive Council Meeting Minutes from March 15' 2016

Kim Hauger moved and Adam Horner seconded the motion to approve the March Meeting Minutes. Motion carried.

## **Finance**

No final expense ready. Review of rough estimates of March Finances

- Would like to see Patti moved to an office (Conference Room)?
- Need to have Staff Member to have a debit card

## **Vision**

- I. By-Laws and Constitution
  - Suggest to have a Retreat (90min) to focus strictly on By-Laws
  - Create a sub-group responsible for by-laws?
- II. Connection Events
  - Executive to plan and set up a congregation event
    - Sherburne County Parade?
    - Picnic in the Park with games?
- III. Service/Volunteer Appreciation
  - Would like to have a Ministry Team “Highlighted” each month in the newsletter
- IV. Bathroom Restoration/Recommendations
  - Toured basement
  - Reviewed Vance’s request
  - Bring to Council
- V. Building Use Form
  - Communicate to those involved
  - Fees, will ask facilities to put together a usage fee schedule
- VI. LLCB submitted a Donation Letter, Finance suggests that we submit a donation of \$100 to match last year’s donation
- VII. Hospitality-Caring Faith Requests
  - building use form to be updated to current food policy
  - \$2000 to purchase items to update basement kitchen
  - \$25 from funeral donations to go to Hospitality for reimbursement for usage
- VIII. Ministry Teams, Stewardship, Branding, to be discussed at future meetings

President Brad Tesdahl Adjourned the meeting at 9:20pm