



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

June 19, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

Tel. 847-669-9448

10805 Main Street
Huntley, IL 60142

www.sotp.org
pastormark@sotpmail.com

Shepherd of the Prairie Lutheran Church

Council Meeting Agenda

June 19, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Joyce
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for May 15, 2023, as presented.*
5. **Congregation Council and Ministry Team Reports**
 - a. Finance and Treasurer Highlights – Kathy
 - i. *Recommendation to approve Finance and Treasurers Report as presented.*
 - b. The Finance team recommends the attached resolution adjusting staff credit card limits, the issuance of a card to Mike Yndestad, and the cancellation of the credit card issued to Dennis Lilla.
 - c. The Finance team recommends to further adjust the checking account balance held at Heartland Bank by transferring \$125,000 to the SOTP Fidelity Government Money Market account where it is to be held in the money market account at the going interest rate unless otherwise needed by SOTP for operation.
 - d. The Finance Team recommends approving the attached \$4,200 Artist Series Cat's Pajamas contract for October 7, 2023.
 - e. The Finance team recommends that the Audit and Finance focus on implementing plans for an audit in 2024 of the 2023 financials and to further complete efforts to respond to the audit of the 2021 fiscal year and discontinue any further efforts at this point in the year directed at a review of the 2022 fiscal year.
 - f. Status of Guide One Insurance policy change discussion – Bob
 - g. Status of Memorial Garden proforma update – Bob
 - h. 2024 Ministry investment ideas and direction discussion - All
6. **Other**
 - a. Next Council meeting is July 17, 2023 @ 6:00 PM – Cheryl (devotion)
7. **Unfinished Business**
8. **Adjournment**

Shepherd of the Prairie Lutheran Church
Council Meeting Minutes
May 15, 2023

Present: B. Mollis, C. Serpe, J. Shotick, C. Adams, E. Nissen, S. Wolf, K. McGuine, Pastor Mark, Pastor Ryan

Excused: M. Luecht

Council President Bob Mollis called the meeting to order at 6:05 P.M.

Pastor Mark Opened with Prayer

Kathy McGuine delivered devotions - SEE (servant, engagement, equipping) Week, A Bit of Clay – How much do we help; John 9:4, Your word lord helps us know we are special.

All shared Monthly Ministry Moments.

Kathy moved to approve the April 17, 2023, Council meeting minutes; Ellen seconded; motion passed.

Finance and Treasurer Highlights – Kathy McGuine

The Unrestricted General Fund Balance is \$374,061. Total income for the month of May was \$79,358 and total expenses for the month were \$78,646. Approximately 4.6 months of General Fund reserves. The Mortgage Service Fund Balance is \$68,105. Income for the month of May was \$14,720. The monthly mortgage payment is \$18,807. Approximately 3.6 months of Mortgage Service Fund reserves. Kathy asked that we continue to stay thoughtful on spending and to delay any unnecessary expenses. Motion to accept Finance report as presented by Joyce, second by Pastor Mark, approved unanimously.

Fellowship HVAC Repair Contract Approval

On May 10, 2023, via Electronic Mail, a motion was made by Kathy McGuine and seconded by Sarah Wolf to accept the Sherman Mechanical Inc. Fellowship Hall HVAC repair contract for \$2,812. Motion carried with unanimous approval. Bob Mollis will sign the contract and return it to Mark Frenreis to start the repair.

Application of May 2023 New Members Approval

On May 10, 2023, via Electronic Mail, a motion was made by Ellen Nissen and seconded by Michael Luecht to accept the list of May 2023 applications for SOTP membership with installation on Sunday May 14, 2023. Motion carried with unanimous approval.

Status update and discussion around J Singer Marketing Communication programing changes to handle content and distribution of Daily Devotions, Friday Flourish, Monthly Newsletter, and weekly video messaging. The software will be ready for implementation by the end of May.

Illinois Incorporation designated registration agent change discussion. Attorney Michael Fleck has resigned as our registered Illinois Incorporation Agent. The Finance Team is recommending Attorney Santo P. Terenzio as the new registered Illinois Incorporation Agent. A motion was made by Kathy McGuine to approve the Finance team's recommendation and seconded by Christa Serpe. Discussion ensued and the motion was unanimously approved.

Guide One insurance policy status update and renewal discussion. Guide One insurance carrier renewal is June 26, 2023. Every 3 years the Finance Team reviews whether to stay with our current carrier or to go out for a bid. The Finance team is recommending staying with Guide One. Our policy cost has gone up to approximately \$18,000 from under \$16,000 in the past few years. This is in line with the Insurance industry norms for 2023. At the same time our facility value has increased by 37%. Some discussion ensued and 2024 budget increase will be implemented.

Discussion and update on Memorial Garden Proforma status. Waiting for report from the Finance team.

Discussion around Worship Service Offering plate. The council was asked to prayerfully consider various move forward options to passing the Sunday worship service offering plate.

Nomination Committee and Council term limit discussion. The first three-year term will be completed for Cheryl, Bob, and Joyce in January 2024. The three-year term for Sarah (second three-year term), Kathy (first three-year term) will be completed in January 2025. The three-year term for Mike, Ellen, Christa (second three-year term) will be completed in January 2026. Pastor Mark asked that the council members prayerfully consider the continuation of their service. The council will need to consider the creation of a Nominating team based upon the decisions of each council member.

Other Business.

Staff going through mid-year reviews in June.

Lisa Wondriska, Brian Buesing, and Amy Brittain will attend Synod Assembly June 16-17.

Ice cream social planned June, games, vintage style, car show "wheels".

The next Council meeting – June 19, 2023 @ 6:00 PM – Joyce Devotions

7:15 P.M. Joyce motioned to adjourn; Cheryl seconded.

Pastor Ryan closed in prayer.

Submitted: Christa Serpe

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
June 12, 2023

Attending: Sue Wehnes, Cliff Dungey, Devin Burg, Dave Shotick, Bill Ball, Bill Nesta, Bob Mollis
Excused: Kathy Wilkerson-McGuine

Meeting called to order at 7:30 PM

- I. Approval of May 8, 2023, Meeting Minutes as presented** (Motion by Sue Wehnes)
- II. Accounting Administrator's Report**
 - a. Income/Expenses through May 31, 2023
 - i. May GF income of \$59,978 was \$18,222 less than budgeted amount.
 - ii. May GF YTD income was \$37,377 less than YTD budgeted amount.
 - iii. May expenses of \$68,833 were \$8,643 less than budgeted amount.
 - iv. May GF YTD expenses were \$455 more than YTD budgeted amount.
 - b. Balance Sheet through May 31, 2023
 - i. Total Current Assets \$795,498.
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,129,406
 - iv. Total Current Liabilities \$0
 - c. Highlighted Restricted Funds Detail Review through May 31, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$23,368
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$8,671
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$45,577
 - iv. Account 3.332.000 Artist Series Fund balance is \$18,104
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$12,094
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,698
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance \$3,694
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance \$ 58,197
 - d. General Comments
 - i. YTD GF Member Contributions are even compared to 2022, but are below the YTD Budget (\$33,589 below the 2023 budgeted amount).
 - ii. Mortgage Service Fund (MSF) income for April was \$12,478. This is less than the monthly \$18,807 mortgage commitment. It appears likely that this trend of under-budget MSF giving will continue.
 - iii. The suggested watch words looking forward continue to be "thoughtful caution". We should recall that a challenging budget was recommended to and approved by the Congregation and the Congregation remains very generous.
 1. The Finance Team will be working with Council and Staff to insure that going forward all individuals with budget responsibility receive monthly updates, thus helping ensure that the various ministries stay within or below 2023 budgets. The Finance Team approved the distribution of the complete Monthly Treasurer's report to the Church staff/leadership with the understanding that the staff will share only the expense portion of

the report relevant to their specific budget performance with other individuals and committees.

2. May General Fund expenses were below budget. YTD Expenses are now almost exactly on-budget (over budget \$456)
3. The Mortgage Service Fund (MSF) income has trailed budget for four months likely reflecting the request that members change their allocation of contributions from 70/30 General Fund/MSF to 75/25 GF/MSF.
4. The Team will monitor Equipment Rental, Church Events and Credit Card Fees for the possibility that these line items may be under-budgeted. 2023 Insurance likely will exceed budget by \$2,000-3,000 owing to the sizeable premium increases and implementation of the increased coverages as recommended by the 2021 Audit. (See below)

III. Treasurer's Report of Activity & Council Actions/Discussions

- a. GF balance is \$366,719 which is approximately 4.5 months of reserves.
- b. MS balance is \$59,074 which is approximately 3.1 months of reserves.

IV. Recommendations to Council

- a. The Finance Team recommends the attached resolution adjusting credit limits to Council, the issuance of a card to Mike Yndestad and upon his retirement, the cancellation of the card issued to Dennis Lilla. (Upon motion by Sue Wehnes)
- b. The Finance Team recommends to Council that it approve further adjusting the checking account balance held at Heartland Bank by transferring \$125,000 to the SOTP money market account at Fidelity where it is to be held in the money market account unless otherwise needed by SOTP. (Upon motion by Cliff Dungey)
 - i. The money market account is currently paying an annualized rate of over 4% on deposits. The funds - which will not be further invested in a CDs or other instruments - are accessible in 24 hours if needed.
 - ii. The Finance Team believes this represents a better stewardship approach than leaving the money in the Heartland Checking.
 - iii. Looking at May 31 numbers, the balance in checking would still be almost \$143,000.
- c. The Finance Team recommends that Council approve/ratify the attached Artist Series Contract for October 7, 2023. (Upon motion by Bill Nesta)
- d. The Finance Team recommends that Council, Audit and Finance focus on implementing plans for an audit in 2024 of the 2023 financials and complete efforts to respond to the audit of the 2021 fiscal year and discontinue any further efforts at this point in the year directed at a review of the 2022 fiscal year. (Upon motion by Cliff Dungey)

V. Old Business

- a. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Bob Mollis, Bill Ball and Matt Morrison continue to work with Insurance Agent to complete necessary documentation and implement the recommended policy changes. However, our agent has advised us that Guide One will not increase our "Dishonesty Bond" coverage without further significant changes including most significantly, an annual CPA audit with an opinion. Thus, our coverage will remain at \$25,000 which is the maximum available without the required changes. The Finance

Team is working on the possibility of contracting for financial audit of the 2023 books in 2024.

- b. Bill Ball and Bob Mollis met with Pastor Mark to review the history of the Endowment Fund with the objective of beginning a process of updating the governance of the fund and “relaunching” it. After some information gathering, another meeting is planned for mid-July.
- c. Bill Nesta, in coordination with Ralph Wehnes, is working to develop a pro forma/strategic plan for the Columbarium/Memorial Garden. Further information will be emailed to Finance Team members.

VI. New Business

- a. The Finance Team after reviewing the cashflows and projected financial performance of SOTP adopted the following motion:
 - i. That the \$110,000 currently invested in a Wells Fargo CD held at Fidelity and maturing June 30, 2023, be reinvested at the earliest reasonable date in a new 12-month FDIC insured CD with the interest earned on the maturing CD to be retained in the SOTP Fidelity money market account until needed. (Moved by Cliff Dungey)
- b. The need - from a Financial Team/Stewardship perspective - for a smooth transition from Dennis Lilla to the new IT SOTP system administrator was discussed.
- c. Next Finance Team Meeting will be July 10, 2023 @ 7:30 PM on Zoom.

VII. Adjourned with prayer at 9:10 PM.

Respectfully submitted,
Bill Ball

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of May 31, 2023

Tuesday, June 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	267,959.71	(330.33)	268,290.04
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	59,074.45	(6,329.23)	65,403.68
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	442,374.06	442.55	441,931.51
1.250.000	HBT/LPL Investment Account	423.04	0.00	423.04
1.500.000	Donations Holding Account	106.18	(903.35)	1,009.53
1.600.000	FNBO Checking Boy Scout Troop 200	15,060.87	4,156.66	10,904.21
	Total Current Assets	\$795,498.31	(\$2,963.70)	\$798,462.01
Fixed Assets				
1.300.000	Building & Grounds	7,203,136.61	0.00	7,203,136.61
1.300.100	Garage Building	41,717.68	0.00	41,717.68
1.300.200	Memory Garden	89,052.93	0.00	89,052.93
	Total Fixed Assets	\$7,333,907.22	\$0.00	\$7,333,907.22
	Total Assets	\$8,129,405.53	(\$2,963.70)	\$8,132,369.23
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,184,343.68	(8,635.82)	3,192,979.50
	Total Long Term Liabilities	\$3,184,343.68	(\$8,635.82)	\$3,192,979.50
	Total Liabilities	\$3,184,343.68	(\$8,635.82)	\$3,192,979.50
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	366,719.08	(5,975.18)	372,694.26
	Total Unrestricted Fund Balances	\$366,719.08	(\$5,975.18)	\$372,694.26
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,641.94	(908.10)	2,550.04
3.175.000	Memorial Fund Balance	23,367.64	450.00	22,917.64
3.180.000	Grafton Food Pantry Fund Balance	105.00	(474.13)	579.13
3.220.000	AV Ministry Fund Balance	6,616.76	0.00	6,616.76
3.250.000	Good Samaritan Fund Balance	8,670.62	0.00	8,670.62
3.260.000	Community Outreach Fund Balance	1,305.00	755.00	550.00
3.270.000	Holiday Flowers Balance	(410.06)	0.00	(410.06)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	45,577.48	2,529.03	43,048.45
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$46,802.48</i>	<i>\$2,529.03</i>	<i>44,273.45</i>
3.340.000	Artist Series Balance	18,104.26	350.44	17,753.82
3.380.000	Continuing Education Fund Balance	1,891.00	0.00	1,891.00
3.390.000	Children & Family Ministry Balance	1,105.00	825.00	280.00
3.400.000	<i>Youth Ministry Fund Balance</i>			
3.415.000	Youth Ministry Balance	279.14	0.00	279.14
3.417.000	Youth Mission Trips Balance	12,094.08	0.00	12,094.08
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,503.22</i>	<i>\$0.00</i>	<i>12,503.22</i>
3.500.000	Little Lambs Fund Balance	9,417.52	(2,003.19)	11,420.71
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95

Shepherd of the Prairie Lutheran Church - Huntley IL
Balance Sheet as of May 31, 2023

Tuesday, June 6, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.650.000	Quilters Ministry Fund Balance	945.27	0.00	945.27
3.675.000	Memory Garden Fund Balance	13,698.32	0.00	13,698.32
3.676.000	Memory Garden Bricks Fund Balance	3,694.07	230.00	3,464.07
3.677.000	Memory Garden Niche Fund Balance	58,196.65	0.00	58,196.65
3.680.000	Garage Fund Balance	(5,767.68)	1,000.00	(6,767.68)
3.720.000	Disaster Relief Fund Balance	0.00	(600.00)	600.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	585.00	25.00	560.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	15,060.87	4,156.66	10,904.21
	Total	\$223,937.83	\$6,335.71	\$217,602.12
3.140.000	Mortgage Service Fund Balance	59,074.45	(6,329.23)	65,403.68
	Total Temporary Restricted Fund Balances	\$283,012.28	\$6.48	\$283,005.80
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	48,908.35	781.67	48,126.68
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	9,112.97	563.33	8,549.64
3.974.000	Lawn & Landscaping Reserves Balance	5,052.12	333.33	4,718.79
3.975.000	Maintenance Reserves Balance	16,709.07	250.00	16,459.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	26,608.35	321.67	26,286.68
3.980.000	Equipment Reserves Balance	6,668.13	255.00	6,413.13
3.981.000	Bells Maintenance Reserves Balance	2,236.58	0.00	2,236.58
3.985.000	Sabbatical Reserves Balance	9,950.89	0.00	9,950.89
	Total Reserves	\$132,987.17	\$2,505.00	\$130,482.17
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,779.78	500.00	12,279.78
	Total Permanently Restricted Funds	\$12,779.78	\$500.00	\$12,279.78
3.130.000	Building & Grounds Equity	4,018,792.93	8,635.82	4,010,157.11
3.300.100	Garage Building Equity Balance	41,717.68	0.00	41,717.68
3.300.200	Memory Garden Equity Balance	89,052.93	0.00	89,052.93
	Total Equity	\$4,149,563.54	\$8,635.82	\$4,140,927.72
	Total Fund Balances & Equity	\$4,945,061.85	\$5,672.12	\$4,939,389.73
	Total Liabilities and Fund Balances & Equity	<u>\$8,129,405.53</u>	<u>(\$2,963.70)</u>	<u>\$8,132,369.23</u>

Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of May 2023 for General Fund

Tuesday, June 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<i>Income</i>							
4.100.000	Member Contributions	59,978.18	78,200.00	375,811.13	409,400.00	(33,588.87)	920,000.00
4.150.000	Loose Plate and Growth	2,027.60	2,583.00	13,331.99	12,915.00	416.99	31,000.00
4.250.000	Flower Income	404.13	113.00	605.51	565.00	40.51	1,358.00
4.300.000	Interest Income Heartland Bank	4.96		25.35			
4.310.000	Investment Income Fidelity	442.55	440.00	2,374.06	6,620.00	(4,245.94)	20,000.00
	Total Income	\$62,857.42	\$81,336.00	\$392,148.04	\$429,500.00	(\$37,377.31)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$36.45	\$105.00	\$136.06	\$525.00	(\$388.94)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$6,895.89	\$8,434.00	\$41,464.28	\$42,170.00	(\$705.72)	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$0.00	\$1,000.00	\$7,254.71	\$5,000.00	\$2,254.71	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$118.50	\$42.00	\$618.60	\$210.00	\$408.60	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$694.53	\$583.00	\$1,767.91	\$2,915.00	(\$1,147.09)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$831.20	\$850.00	\$1,747.21	\$2,450.00	(\$702.79)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	(\$776.65)	\$310.00	\$454.69	\$1,550.00	(\$1,095.31)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$17.04	\$526.00	\$2,777.93	\$2,630.00	\$147.93	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$62.99	\$460.00	\$2,418.10	\$2,300.00	\$118.10	\$5,520.00
<i>Facilities</i>							
	Facilities	\$5,228.82	\$7,576.00	\$46,531.87	\$45,100.00	\$1,431.87	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$3,184.93	\$2,919.00	\$16,244.10	\$14,595.00	\$1,649.10	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$33,877.89	\$34,025.00	\$172,296.36	\$170,125.00	\$2,171.36	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$12,735.61	\$12,847.00	\$64,046.20	\$64,267.00	(\$220.80)	\$152,407.00

**Shepherd of the Prairie Lutheran Church - Huntley IL
Treasurer's Report as of May 2023 for General Fund**

Tuesday, June 6, 2023

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget
<hr/>							
<i>Shared Staff Expense</i>							
	Shared Staff Expense	\$2,027.47	\$2,507.00	\$10,362.92	\$12,535.00	(\$2,172.08)	\$30,081.00
	Staffing Ministry	\$48,640.97	\$49,379.00	\$246,705.48	\$246,927.00	(\$221.52)	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$1,397.93	\$2,792.00	\$13,566.39	\$14,860.00	(\$1,293.61)	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$12,500.00	\$12,500.00	\$0.00	\$30,000.00
	Total Expenses	\$68,832.60	\$77,476.00	\$394,187.33	\$393,732.00	\$455.33	\$972,358.00
	Difference	<u>(\$5,975.18)</u>	<u>\$3,860.00</u>	<u>(\$2,039.29)</u>	<u>\$35,768.00</u>		<u>\$0.00</u>

Children/Youth and Family Ministry

June Meeting Minutes

Present: Jill Gillming, Jen Powe, Christa Serpe, Amy Brittan

Absent: Julie Dahlin, Amy Stech, Jenni Dailey, Tim Torkelson, Pastor Ryan

During our meeting we concentrated on VBS. We picked out the snack and Craft projects for the week.

We will be asking for donations for snacks. Jill is working on donations list and will have Michelle put together a slide.

Our fundraiser will be collecting school supplies for children within our area. Christa S is going to contact district 158 and ask if we can have a small bus parked in our parking lot so the children can "Fill the Bus" with the items they bring.

Jill Gillming
Director of Children and Family Ministry
Shepherd of the Prairie Lutheran Church
jill@sotpmail.com

Mission Team Minutes

June 12,2023

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Becky Wright, Annette Petersen, Marty Jacobson, Steve Legel and Donna Kelly (Connections Minister).

Sandy gave a reading from Mathew 4:14-16a and a prayer.

Old Business

1. Approval of Minutes: Annette moved and Vik seconded motion to approve May minutes. Motion carried.
2. Feed My Starving Children: No report but may consider having a volunteer event during the week in future.
3. World Hunger and Disaster Relief: Becky is putting up a "Christmas in July" exhibit at the Northern ILL. Synod meeting. She sent information to ELCA Headquarters about our "Christmas in July" program which appeared in the "GO and DO" newsletter also. There will be Information for this upcoming project in the newsletter, Friday Flourish and on Facebook. There will be a sign-up for manning an information table during "Christmas in July".
4. Habitat for Humanity: Carl reported 4 volunteers going to Restore this Thurs.,June 15th. Eight or more volunteers working at Culver's Tues.,June13th from 4-8 PM to earn funds for Habitat.
5. Blood Drive: No report.
6. CRE-REentry: No report.
7. Senior Care Service: Tabled till fall.
8. Grafton Food Pantry: Drive held June 4th yielded \$135.00, food and paper products. We are doing food drive 1st Sunday of every month.
9. Missionary Support: Becky moved and Annette seconded motion to give \$500.00 to "Empowered Girls" in Tanzania. Motion carried.
10. AARK: Need volunteers to work at garden.
11. Northern ILL. Food Bank: 10 volunteers took part on June 3rd.
12. Homeless Daytime Meals: Not as many clients during summer but we will do meal preparation in July or August.
13. Exodus: All items collected for a "Welcome Pack". Waiting for family assignment.
14. Green Trees: Waiting for Boy Scouts to pick workday and then will ask for volunteers from church.

New Business

1. Newsletter items due June20th.
2. Prayers of Joys and Concerns.
3. Marty moved and Steve seconded motion to adjourn. Motion carried.

Steve Legel, Secretary

6/12/23 property team meeting minutes

Attendees: Mark Fren dreis, Chris Trodahl, Rich Paeth, Pete Walthers

Absent: Jessica Panella, Tom Polzin, Larry Enders, Dick Tabatt

Cc: Bob Mollis, Matt Morrison

Meeting convened after prayer at 7 pm; adjourned at 8 pm

OLD BUSINESS

- In progress:
 - New mats for entry doors ordered - Tom or someone find elsewhere
 - Labeling outlet plates throughout - Mark, Rich
 - Procedure list if power out or partial outage - Mark
 - New lock on Matt's room bathroom, to be assigned
 - Program thermostat in fellowship hall - Mark
 - RTU for fellowship hall repair - Mark
 - Vestibule heater East entry
 - Replace towel holders to chrome -Tom
 - Fox valley pick up call box Rich

NEW BUSINESS

- Walk through for July - Larry
- Breaker box questions for Carey electric - open - Mark
- Walk through check list – completed - Chris
- Clean up wires in fellowship hall closet chase – open - Larry
- LED light conversion status – near completion - Pete
- VBS done and ready for property team by July 14th; work cabinets, paint only – work with Jill to select paint. Order 5 gal. Mark, Chris, Rich, Pete on team
- Sink leak in serving area – completed - Tom
- Replace Light on outside by north exit – open – Larry
- Glass around sound booth – open - Chris ask Jim
- Quotes for new signs (3) budget for 2024 – open - Chris
- Toilet seat replacement – completed - Tom
- Progress on parts and repair date for fellowship hall – open – Chris; Matt meet with service provider June 16
- Gathering area bulb out – open - Larry, coordinate with Michelle
- Coffee maker issue due to leaving on when not in use – open – Mark coordinating with Michelle
- Signage - open
 - Mark working with Pastors, Chris, Rich on design
 - Pete confirm requirements with village
- Planking outside Little Lambs – open – Chris, Rich redo
- Craft Group issues – open – Mark communicate needs and expectations with those concerned

Respectfully submitted: Pete Walthers

Meeting Minutes for SOTP Community Outreach Ministry
June 12, 2023

Present:

Tara Mackey, Chair

Bob Malm

Annette Kandell

Sandy Johnson

1. Special Guest: Dennis Houghton previewed his wildlife presentation.
Discussion about length of presentation, equipment needed, proposed date (Sept 9th or 16th), and discussion of other groups we can reach out to including scouts, schools, and nature groups.
2. Fall Fest
Announced date is September 30 to October 1.
We will continue to brainstorm game ideas.
Our giveaways include frisbees, chip clips, pens, and ice scrapers.
We will decide on the booth location we'd like.
3. Food Drive
Possible date of Aug 12th – will need to check with Mission Team to possibly postpone their monthly collection
4. Welcome Center:
Looking into getting new member pictures uploaded to TV at WC
5. Miscellaneous Items:
Once again our Memorial Day parade float won first place! Thanks to Doug Nagel for driving the float and thanks to all who decorated, marched, sang, and made music!!!

Our lunch for the Public Works employees was a huge success! Our contact says they are still talking about how happy they were/are to be honored.