



**SHEPHERD
OF THE PRAIRIE
LUTHERAN CHURCH**

Council Report

August 21, 2023

“A Growing Church for Growing People”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie Lutheran Church
Council Meeting Agenda
August 21, 2023 @ 6:00 P.M.

1. **Call to Order**
2. **Devotions** – Sarah
3. **Ministry Moments Sharing** – All
4. **Approval of Minutes**
 - a. *Recommendation: To approve the Congregation Council minutes for July 17, 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. Application of August 2023 New Members Approval – Bob
 - i. *Let the minutes show that on August 17, 2023, via Electronic Mail, a motion was made by Christa Serpe and seconded by Pastor Mark to accept the attached list of August 2023 applications for SOTP membership with installation on Sunday August 20, 2023. Motion carried with unanimous approval.*
 - c. 2024 Ministry Team Budget Meeting Discussion – Bob
 - d. 2024 Stewardship Emphasis Discussion – Pastor Mark
 - e. Wednesday Midweek Ministry Night & Kids Connect Discussion – Pastor Ryan
 - f. Nomination Committee Discussion – Bob
 - g. Outside Facility Use and Meeting Request Discussion - All
 - h. Children and Youth Worship and Artistry Ministry Investment Discussion – Bob
 - i. Wellness Ministry Investment Discussion – Pastor Mark
 - j. Children and Youth Ministry Protection Policy Discussion – Bob
6. **Other**
 - a. Next Council meeting, September 18, 2023 @ 6:00 PM – Pastor Ryan (devotion)
7. **Unfinished Business**
8. **Adjournment**

Shepherd of the Prairie Lutheran Church

Council Meeting Minutes

July 17, 2023

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

Council President Bob Mollis called the meeting to order at 6:02 P.M.

Pastor Mark opened with Prayer.

Cheryl Adams delivered devotions - Psalm - We live in such a fast-paced life, take time to slow down and "keep our eyes open" for God's presence.

All shared Monthly Ministry Moments

Mike moved to approve the June 19, 2023, Council meeting minutes; Cheryl seconded; motion passed.

Finance and Treasurer Highlights – Kathy

General fund balance is \$352,316, approximately 4.35 months of reserves. General Fund income is \$38,909 below YTD budgeted income, while General Fund expenses are \$3,787 below YTD budgeted amount. Mortgage Service balance is \$53,689, approximately 2.85 months of reserve. Kathy continues to ask leadership to stay thoughtful on spending and to delay any unnecessary expenses. Ellen made a motion to approve the Finance report as presented, second by Joyce, motion passed unanimously.

MIF Endowment Fund Investment Resolution – Finance team has proposed to exercise the cancellation clause of the \$10,000 two-year CD investment in MIF and to reinvest the funds in a one-year CD investment at Fidelity at a higher Interest rate of return. Discussion followed and Cheryl made the motion to accept the Finance team's recommendation, second by Ellen, motion passed unanimously.

Joyce reported on Vacation Bible School Highlights – 90 students attended VBS, Jill Gillming and Jessica Panella ran a great program, it was highly organized and successful. They collected twelve grocery carts full of school supply donations for Grafton Township.

Wednesday Midweek Ministry Night Plan – Confirmation (6-8 grade), we have around 45 to 52 students that fall into this age group. Parent night will happen at the end of August and Confirmation sessions will start on September 20/21. Adventure Club will start at the end of September from 5:00-6:00. HS youth group will start August 9 with Jessica Panella from 6:30-8:00. We are looking into providing meals from 6:00-6:30 for Wednesday nights.

Nomination Committee Update – Joyce and Cheryl are not planning to participate in another three-year term; therefore a nominating committee will need to provide potential candidates for these two three-year terms. We thank Joyce and Cheryl for their service and for all they have done during their

current term. The Nomination team will consist of 5-6 people with the two outgoing Council members (Joyce and Cheryl) being part of the team. The Council President and Senior Pastor will be part of the team. One or two additional congregation members will be recruited to be part of the team.

Children and Youth Artistry Ministry Program Investment Update – Brainstormed around the investment in Children and Youth Artistry Ministry to increase participation in Artistry learning, practice and serving. Thinking of “out of the box” program investments for every age group.

Wellness Ministry Program Investment Update - Jen Huston and Jessi Buessing will help with Pastor Mark to define a Wellness Ministry Mission.

Status of Memorial Garden proforma update – Needs to remain open with finance team for a more detailed analysis.

The next Council meeting is August 21, 2023 @ 6:00 PM – Sarah (devotion)

8:02 P.M. Cheryl motioned to adjourn; Kathy seconded.

Pastor Mark closed in prayer.

Submitted: Christa Serpe

SOTP FINANCE TEAM
DRAFT - Meeting Minutes
August 16, 2023

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

Meeting called to order at 7:33 PM

- I. Approval of July 10, 2023, Meeting Minutes as presented** (Motion by Sue Wehnes)
- II. Accounting Administrator's Report**
 - a. Income/Expenses through July 31, 2023
 - i. July GF income of \$69,123 was \$3,453 less than budgeted amount.
 - ii. July GF YTD income of \$539,895 was \$42,332 less than YTD budgeted amount.
 - iii. July GF expenses of \$81,481 were \$5,837 more than budgeted amount.
 - iv. July GF YTD expenses were \$2,050 than YTD budgeted amount.
 - b. Balance Sheet through July 31, 2023
 - i. Total Current Assets \$763,882
 - ii. Total Fixed Assets \$7,333,907
 - iii. Total Assets \$8,097,789
 - iv. Total Current Liabilities \$0
 - c. Highlighted Restricted Funds Detail Review through July 31, 2023
 - i. Account 3.175.000 Memorial Fund balance is \$24,915
 - ii. Account 3.250.000 Good Samaritan Fund balance is \$8,541
 - iii. Account 3.330.000 Adult Music Ministry Fund balance is \$49,158
 - iv. Account 3.332.000 Artist Series Fund balance is \$21,570
 - v. Account 3.417.000 Youth Mission Trip Fund balance is \$11,778
 - vi. Account 3.675.000 Memory Garden Fund Donation balance \$13,535
 - vii. Account 3.676.000 Memory Garden Fund Brick Donation balance is \$3,459
 - viii. Account 3.677.000 Memory Garden Fund Niche Agreement balance is \$ 57,907
 - d. General Comments
 - i. YTD GF Member Contributions are below the YTD Budget (\$38,724 below the 2023 budgeted amount) as well as below 2022 contributions (\$22,556). The latter owes primarily to June 2022 contributions being exceptionally high (the highest of any month in 2022) and strong July 2022 contributions.
 - ii. The July over budget expenses were driven primarily by one-time facilities related expenses. Review of the accounting treatment for the expenses is underway.
 - iii. July Mortgage Service Fund contributions continue under budget. \$14,477 vs. \$18,807 monthly payments. YTD Mortgage Service Fund receipts are now less than payments by \$16,957. It seems likely that this trend of under-budget MSF giving will continue for the balance of the year.
 - iv. 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 Mortgage Service Fund (MSF) income has trailed budget for seven months likely reflecting the request that members change their allocation of contributions from 70/30 General Fund/MSF to 75/25 GF/MSF.

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

- a. GF balance is \$339,958 which is approximately 4.2 months of reserves.
- b. MS balance is \$49,373 which is approximately 2.6 months of reserves.

IV. Recommendations to Council

V. Old Business

- a. Council actions of the prior month were reviewed.
- b. Update on status of the insurance coverage recommendations from the 2021 Audit report findings: Work continues with our insurance agent to complete necessary documentation and to implement the recommended policy changes for increasing our child and youth protection related insurance.
- c. Work continues on evaluating the possibility of a full audit of the 2023 financials in 2024.
- d. Work also continues on evaluating the Endowment Fund.
- e. Discussion of a preliminary report on the status of the Memory Garden was deferred until September.

VI. New Business

- a. The Team discussed the state of GF contributions and the Mortgage Service Fund. An analysis of pledge giving YTD compared to implied pledge giving budget will be conducted and shared with the Team. GF contributions and MSF giving will remain a focus of the Team.
- b. The implications of giving for flowers through Church Center were discussed and will be further reviewed.
- c. The 2024 budget process was reported to be underway with the first round of meetings in August.
- d. Next Finance Team Meeting will be September 11, 2023 @ 7:30 PM on Zoom.

VII. Adjourned with prayer at 8:25 PM.

Respectfully submitted,
Bill Ball

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

Tuesday, August 15, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
Assets				
Current Assets				
1.100.000	Heartland Bank Checking	120,922.93	(3,948.23)	124,871.16
1.100.100	Petty Cash	500.00	0.00	500.00
1.200.000	Mission Plus Building Fund Checking	49,373.55	(4,315.09)	53,688.64
1.200.100	Mission Investment Fixed Term	10,000.00	0.00	10,000.00
1.210.000	Fidelity Investments	571,580.88	1,107.93	570,472.95
1.250.000	HBT/LPL Investment Account	423.04	0.00	423.04
1.500.000	Donations Holding Account	916.98	711.27	205.71
1.600.000	FNBO Checking Boy Scout Troop 200	10,164.20	(4,896.67)	15,060.87
	Total Current Assets	\$763,881.58	(\$11,340.79)	\$775,222.37
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	\$8,097,788.80	(\$11,340.79)	\$8,109,129.59
Liabilities				
Current Liabilities				
	Total Current Liabilities	\$0.00	\$0.00	\$0.00
Long Term Liabilities				
2.200.200	MIF Commercial Loan Payable	3,167,325.06	(8,691.60)	3,176,016.66
	Total Long Term Liabilities	\$3,167,325.06	(\$8,691.60)	\$3,176,016.66
	Total Liabilities	\$3,167,325.06	(\$8,691.60)	\$3,176,016.66
Fund Balances & Equity				
Unrestricted Fund Balances				
3.100.000	General Fund Balance	339,958.24	(12,358.10)	352,316.34
	Total Unrestricted Fund Balances	\$339,958.24	(\$12,358.10)	\$352,316.34
Temporary Restricted Fund Balances				
3.170.000	Special Services Fund Balance	1,641.94	0.00	1,641.94
3.175.000	Memorial Fund Balance	24,915.40	1,295.00	23,620.40
3.180.000	Grafton Food Pantry Fund Balance	570.00	235.00	335.00
3.220.000	AV Ministry Fund Balance	5,318.76	0.00	5,318.76
3.250.000	Good Samaritan Fund Balance	8,540.56	(30.06)	8,570.62
3.260.000	Community Outreach Fund Balance	1,254.76	495.00	759.76
3.270.000	Holiday Flowers Balance	0.00	410.06	(410.06)
3.300.000	<i>Music Ministry Fund Balance</i>			
3.330.000	Adult Music Ministry Fund Balance	49,158.25	3,006.21	46,152.04
3.345.000	Childrens Music Ministry Fund Balance	1,225.00	0.00	1,225.00
	<i>Total Music Ministry Fund Balance</i>	<i>\$50,383.25</i>	<i>\$3,006.21</i>	<i>47,377.04</i>
3.340.000	Artist Series Balance	21,570.46	4,245.97	17,324.49
3.350.000	Prairie Crafters Fund Balance	100.00	100.00	0.00
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	0.00	1,105.00
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	11,778.01	(916.07)	12,694.08
3.423.000	Confirmation Retreat Fund Balance	130.00	0.00	130.00
	<i>Total Youth Ministry Fund Balance</i>	<i>\$12,187.15</i>	<i>(\$916.07)</i>	<i>13,103.22</i>
3.500.000	Little Lambs Fund Balance	7,449.48	(929.30)	8,378.78

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

Tuesday, August 15, 2023

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Account #	Account Name	YTD Balance	Period Activity	Previous Period Balance
3.600.000	Prayer Shawl Ministry Fund Balance	74.95	0.00	74.95
3.650.000	Quilters Ministry Fund Balance	945.27	0.00	945.27
3.675.000	Memory Garden Fund Balance	13,535.03	0.00	13,535.03
3.676.000	Memory Garden Bricks Fund Balance	3,459.07	0.00	3,459.07
3.677.000	Memory Garden Niche Fund Balance	57,906.65	0.00	57,906.65
3.680.000	Garage Fund Balance	(5,767.68)	0.00	(5,767.68)
3.690.000	SOTP Sportswear Fund Balance	(200.00)	(200.00)	0.00
3.725.000	Miscellaneous Outside Charities Fund Balance	60.00	0.00	60.00
3.730.000	ELCA World Hunger Fund Balance	2,201.24	1,516.24	685.00
3.750.000	Seminary Scholarship Fund Balance	6,270.00	0.00	6,270.00
3.800.000	Boy Scout Troop 200 Fund Balance	10,164.20	(4,896.67)	15,060.87
	Total	\$225,576.49	\$4,331.38	\$221,245.11
3.140.000	Mortgage Service Fund Balance	49,373.55	(4,315.09)	53,688.64
	Total Temporary Restricted Fund Balances	\$274,950.04	\$16.29	\$274,933.75
Reserves				
3.950.000	Barnabas Reserves Balance	1,593.71	0.00	1,593.71
3.971.000	Roof Repairs/Replacement Balance	48,941.69	(748.33)	49,690.02
3.972.000	Playground Maintenance Reserves Balance	2,845.00	0.00	2,845.00
3.973.000	Parking Lot Seal/Repair Reserves Balance	10,239.63	563.33	9,676.30
3.974.000	Lawn & Landscaping Reserves Balance	5,718.78	333.33	5,385.45
3.975.000	Maintenance Reserves Balance	17,209.07	250.00	16,959.07
3.976.000	Carpeting Crossroads/Hallways Reserves Balance	3,302.00	0.00	3,302.00
3.977.000	Carpeting MP Room/Classrooms Balance	27,251.69	321.67	26,930.02
3.980.000	Equipment Reserves Balance	6,873.46	250.00	6,623.46
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	\$136,162.50	\$970.00	\$135,192.50
Permanently Restricted Funds				
3.940.000	Endowment Fund Balance	12,810.80	31.02	12,779.78
	Total Permanently Restricted Funds	\$12,810.80	\$31.02	\$12,779.78
3.130.000	Building & Grounds Equity	4,035,811.55	8,691.60	4,027,119.95
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	\$4,166,582.16	\$8,691.60	\$4,157,890.56
	Total Fund Balances & Equity	\$4,930,463.74	(\$2,649.19)	\$4,933,112.93
	Total Liabilities and Fund Balances & Equity	<u>\$8,097,788.80</u>	<u>(\$11,340.79)</u>	<u>\$8,109,129.59</u>

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

Tuesday, August 15, 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	64,755.79	69,000.00	514,196.14	552,920.00	(38,723.86)	920,000.00
4.150.000	Loose Plate and Growth	3,257.00	2,583.00	18,329.99	18,081.00	248.99	31,000.00
4.250.000	Flower Income	0.00	113.00	755.51	791.00	(35.49)	1,358.00
4.300.000	Interest Income Heartland Bank	2.46		32.11			
4.310.000	Investment Income Fidelity	1,107.93	880.00	6,580.88	10,435.00	(3,854.12)	20,000.00
	Total Income	\$69,123.18	\$72,576.00	\$539,894.63	\$582,227.00	(\$42,364.48)	\$972,358.00
<i>Expenses</i>							
<i>Connections Ministry</i>							
	Connections Ministry	\$0.00	\$105.00	\$163.06	\$735.00	(\$571.94)	\$1,250.00
<i>Mission Ministry</i>							
	Mission Ministry	\$7,362.92	\$8,434.00	\$55,325.02	\$59,038.00	(\$3,712.98)	\$101,200.00
<i>Outreach Ministry</i>							
	Outreach Ministry	\$1,500.00	\$1,000.00	\$9,330.18	\$7,000.00	\$2,330.18	\$12,000.00
<i>Adult Education Ministry</i>							
	Adult Education Ministry	\$59.10	\$42.00	\$677.70	\$294.00	\$383.70	\$500.00
<i>Youth and Education Ministry</i>							
	Youth and Education Ministry	\$598.00	\$583.00	\$2,365.91	\$4,081.00	(\$1,715.09)	\$7,000.00
<i>Children and Family Ministry</i>							
	Children and Family Ministry	\$1,000.21	\$850.00	\$3,171.16	\$4,150.00	(\$978.84)	\$7,050.00
<i>Music Ministry</i>							
	Music Ministry	\$72.75	\$310.00	\$959.52	\$2,170.00	(\$1,210.48)	\$3,720.00
<i>Worship Ministry</i>							
	Worship Ministry	\$1,022.29	\$526.00	\$4,669.40	\$3,682.00	\$987.40	\$6,300.00
<i>Audio Visual</i>							
	Audio Visual	\$146.92	\$460.00	\$2,565.02	\$3,220.00	(\$654.98)	\$5,520.00
<i>Facilities</i>							
	Facilities	\$12,274.26	\$7,576.00	\$62,863.35	\$60,252.00	\$2,611.35	\$105,350.00
<i>Office Expenses</i>							
	Office Expenses	\$3,729.60	\$2,919.00	\$21,898.45	\$20,433.00	\$1,465.45	\$35,040.00
<i>Staffing Ministry</i>							
<i>Spiritual Ministry Staff</i>							
	Spiritual Ministry Staff	\$33,972.89	\$34,025.00	\$254,823.17	\$254,295.00	\$528.17	\$440,540.00
<i>Support Ministry Staff</i>							
	Support Ministry Staff	\$10,745.24	\$11,015.00	\$95,836.39	\$91,802.00	\$4,034.39	\$152,407.00

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

Tuesday, August 15, 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	\$1,900.37	\$2,507.00	\$15,746.70	\$17,549.00	(\$1,802.30)	\$30,081.00
	Staffing Ministry	\$46,618.50	\$47,547.00	\$366,406.26	\$363,646.00	\$2,760.26	\$623,028.00
<i>Other Church Expenses</i>							
	Other Church Expenses	\$4,596.73	\$2,792.00	\$20,799.73	\$20,444.00	\$355.73	\$34,400.00
<i>Providing for the Future</i>							
	Providing for the Future	\$2,500.00	\$2,500.00	\$17,500.00	\$17,500.00	\$0.00	\$30,000.00
	Total Expenses	\$81,481.28	\$75,644.00	\$568,694.76	\$566,645.00	\$2,049.76	\$972,358.00
	Difference	<u>(\$12,358.10)</u>	<u>(\$3,068.00)</u>	<u>(\$28,800.13)</u>	<u>\$15,582.00</u>		<u>\$0.00</u>



SHEPHERD OF THE PRAIRIE

LUTHERAN CHURCH

Operations Report August 2023

Facility

- Signs are being discussed to navigate the building as well as in front of our property.
 - We should take some time to strategize what is appropriate in front of our property to ensure it gives us what we need (IE advertisement of events either electronically or by manually adding letters or posters)
 - Talked with Village of Huntley about the sign and they are good with proposal. Will continue to work with the property team to ensure that we have a good strategy.
 - Have given all this information to the property team.
- Preliminary discussions around different office spaces.
 - With more full-time employees and a need for more office time, workspace is tight and we are trying to maximize office space potential.

Policies and Procedures

- Bob, Jill and I have begun to create an SOTP Children and Youth Ministry Protection Policy guide as well as structure around process and procedure in regard to various topics (IE background checking, reporting of abuse, etc.)
 - Submitted to our insurance rep to make sure we get clarity on a few items
 - Came back where we needed some changes
 - Bob, Bill Ball and I all met with Cheri from Lamb Insurance to ensure we were on the right path. We are using Guide One's initial document to restart a more aligned version.
 - Met with Bill and Marcia Ball for more revisions.
 - Need to finalize length between background checks, find best background checking system to work with upkeep and best training practices
 - Bob and I to discuss and try to finalize this to present to the insurance underwriters.
 - Bob presenting "final version" to council

- Lindsay Sparks has stepped down from HR team leader. Thank you for all she has done!

Branding/Website/Apparel

- Store up and running
- System in place for pickup
- We have begun to transform sections of website to be more unique to what our church does (IE photos and getting involved access)

Planning Center

- Looking into possibly using the Donations module for all things registrations and purchases (IE Easter Flowers)
 - Beta testing with Altar Flowers is currently happening and seems to be running smoothly
 - A few tests have shown that we aren't getting accurate info as receipts through the Planning Center if things have been paid for.
 - I have added Bob to the notification list on Stripe to see if that helps as they are the ones who handle the money.
- Looking to start check-ins module now that we have received our printer for labels.
 - Met with Jill, Pastor Ryan and Jeff to get Check-ins module running.
 - They are planning to use the function coming up this fall

Attendance (Year-to-date)

- Average Saturday Attendance: 49 people
- Average 9:00 AM Attendance
 - 155 people in person
 - 102 viewership on Boxcast
 - 140 views Facebook
- Average 10:45 AM Attendance
 - 127 people in person
 - 54 viewership on Boxcast
 - 180 views Facebook

Property Team meeting – August 14, 2023

The meeting was called to order by Mark Frendreis (Chair) at 7:011pm at Shepherd of the Prairie Church, Huntley, IL

Attendees: Larry Enders, Mark Frendreis, Jessica Panella, and Rich Paeth Guest Council President Bob Mollis

Absent: Tom Polzin, Dick Tabatt, Chris Trodahl and Pete Walthers

Note: Property Team mailbox address is SOTPPProperty@gmail.com

Old Business

- Progress on new mats for entry doors ordered **Tom**
 - Tom was not in attendance for an update
- Church Entry signs **Mark/Pete**
 - Need quotes for 5 signs (2 entry, Fellowship and Main entrance signs and the church sign on Main St)
 - Will need to follow ordinances and apply for permits – Pete
 - Rich has some ideas on the Main Street sign
- LED light conversion status **Pete**
 - Still waiting on the company to get the replacement bulb to finish
- Little Lambs room **Tom/Pete/Mark**
 - After July 14 all work can be completed
 - Paint - Complete
 - Cabinets – Complete
 - Jill knows where she wants the chalk paint
 - Decking is rotted – **Rich**
 - He will replace it before the snow
 - Little Lambs thermostat
 - Larry will replace it
 - Flooring
 - Christmas break
- Procedure list for partial/full power outages **Mark**
 - Deferring to fall
- Breaker box list creation **Mark**
 - Waiting on Carey Electric to call back to answer some questions
- Labeling outlet plates throughout **Mark**
 - Deferring to the fall
- Room by room list for walkthrough **Chris**
 - Chris has a preliminary list done, Rich will call to see if he can get it for August
- Program thermostat in fellowship hall **Mark**
 - Mark will talk to Jill and will program then
- Lock on bathroom in Matt's office **Tom**
 - No need to change
- The space heater in the east vestibule needs attention **Larry**
 - No progress yet

- Replace towel holders to Chrome **Tom**
 - Tom is looking into this
- The light over the outside of North exit needs attention **Larry**
 - No Progress yet
- Progress on glass around sound booth **Chris**
 - Jim will come after school starts
- Bulb over the sign-up desk in gathering area
 - Rich will be look at it
- Leaking coffee maker Michelle shopping a different one **Mark/Tom**
 - We need to get a good quality machine
 - We need to make sure it is turned off and the water is turned off regularly
 - Jess will send a note to Michelle
 - Rich suggested a switch on the wall to turn off the machine
- Mess of wires needing chase in fellowship closet **Larry**
 - Larry will look into this

New business

- Calendar for property team on Google. Who will cover September? **Mark**
 - Mark will do Sept
- Tornado Damage
 - Tree – Replacement in the Spring – Will discuss in Jan
 - Roof – This has been taken care of
- Leak over mechanical room **Chris**
 - This has been taken care of
- 2024 East parking lot seal coat quote **Chris**
 - Chris is working on a quote now
- Contracts **Chris**
 - Coming along
- Budget meeting set **Mark**
 - Sept 1
- Pest control
 - Michelle obtained multiple quotes for services
 - We will go with PCC on a bi-monthly basis
 - Jess will call them to get more details and a billing option set up
- VBS Damage?
 - None seen
- Wet spot on pew in sanctuary
 - Need to figure out how to clean it
- There are weeds in the play area
 - Chris will call Chris landscaping
- Alice is looking for a second prayer shawl rack in the new building
 - Rich and Mark will look for a wall to put them
- AA batteries are missing
 - Rich may need to order more
- Rich pulled down the emergency light that is blinking red and green

- He ordered the new batteries
- There is a big screen in the fellowship hall for a presentation
 - It was donated to us quite a while ago
 - Mike Y is determining if it can be used regularly
- There is a request for another cabinet for the Pastor's robes
 - There will come a time when one is needed and the room will need to be rearranged

The meeting was adjourned at 8:15 pm.

Submitted by: Jessica Panella

Meeting Minutes for SOTP Community Outreach Ministry
August 14, 2023

Present:

Tara Mackey, Chair
Bob Malm
Alison Womac

1. Food Drive

- a. Discussed details of 9/2 food drive with Mission Team – asked for volunteers.
- b. Decided Mission's monthly drive and our quarterly drive can coexist.
- c. Will try to track how many non- SOTP community members we get.
 - i. Alison suggested possibly targeting local business/city buildings to hand out paper bags with list of needs attached to see if that increases community involvement.

2. Fall Fest

- a. Saturday Sept 30th 10a – 5p
 - i. Shifts for 4 people: Set up 7:30 – 9:15, 10 – 1:30, 1:30-5
- b. Sunday Oct 1st 11a – 5p
 - i. Shifts for 4 people: 11-2, 2-5, Take down 5-6
- c. \$125 for non-profit booth submitted.
- d. Game ideas – Wheel of Fortune and Roll the dice.
- e. Giveaways- Frisbees, chip clips, pens, ice scrapers, nylon bags
- f. Submit slide/volunteer request this week.

3. Captivating Nature with Dennis Houghton

- a. Sept 16th 7p-8:30p
- b. Slide has been made along with sign up.
- c. Mike Y and Dennis are still working on which projector and room to use to best show pictures.
- d. Pat sent draft of article for paper – will include article with flyer/picture when email out to community – libraries, nature/forest preserves etc.
- e. Discussed making big poster like Artist Series – very expensive per Michelle.
 - i. Looked into other options and decided on.
 1. Walgreens 24 x 36 board poster on satin paper (same day pick up) \$31.99 x 2 – one for each entrance.

4. Welcome Center

- a. New member pictures from 8/20 will be put on slides on TV above WC. Already discussed with Donna and Michelle

5. Other ideas/suggestions

- a. What are some new avenues to explore for next year.
 - i. Tara suggested more community volunteering in and around Huntley.
 1. Hand out water at runs
 2. Gold outings/sponsor holes
 - ii. Contact local Chambers to see how/who to connect with to get involvement.
- b. Briefly discussed budget for next year – wanting new useful/practical “give aways” with new logo.

Mission Team Minutes

August 14, 2023

Attendance: Sandy Hupert, Carl Hupert, Vik Berkeris, Annette Petersen, Marty Jacobsen, Rhonda Shoemaker, Donna Kelly, and Leslie Enders

Sandy opened the meeting with a reading from Mark 4:30-32 and a prayer.

Old Business

1. Approval of Minutes: Annette moved and Marty seconded motion to approve July minutes. Motion carried.
2. Feed My Starving Children: Rhonda reports that the food that was packed on April 29th arrived at its destination on June 23rd. She will put in the newsletter.
3. ELCA World Hunger/Disaster Relief: No amounts yet for "Christmas in July".
4. Habitat for Humanity: No report
5. Blood Drive: Marty will prepare a survey of interest for the congregation to gauge interest in donating.
6. CRE-REentry: Vik reports office on hold for now.
7. Senior Care Service: Looking to get the info out this Fall. Sandy will assist.
8. Grafton Food Pantry: Annette reports that the last food drive yielded a car load full. The pantry is very grateful to get our donations.
9. Missionary Support: No report
10. AARK: Vik reports it is going as planned. Hoop houses will be coming down next month, a garage will be built for storage, and a loft will be built for housing more homeless.
11. Northern IL Food Bank: Rhonda reports that the next session will be next year.
12. Homeless Daytime Meals: Vik reports that he will work on scheduling a meal. He will deliver clothing donations on Friday. It was decided that no more clothing donations will be accepted due to lack of room.
13. Exodus: Sandy reports that our Welcome Pack was delivered Monday morning to a Syrian family of 6 in Evanston.
14. Green Trees: Vik reports this in on hold as they received a government grant.
15. GOD's work out hands – Prison kits: Sandy reports that we have received donations and will continue to collect until mid-September. Then we will need volunteers to pack them up.

New Business

1. Outreach Food Drive: The Outreach committee visited the meeting and inquired whether SOTP should have both committees holding food drives. It was agreed that the Outreach committee would hold a community food drive every quarter (date determined by their schedule) and that the Mission team would hold a congregation food drive every 1st Sunday of the month.
2. Maui: Marty made a motion to donate \$1,000 from the Mission team's budget to the Maui disaster and Vik seconded the motion. Motion carried.

3. Advertising for Outside Organizations: Annette made a motion and Vik seconded....."In general, SOTP will not advertise activities for outside organizations with the exception of organizations that support our missions." The motion carried.
4. Newsletter articles are due by August 20th.
5. Prayers of Joys & Concerns
6. Annette moved and Vik seconded a motion to adjourn. Motion carried.

Leslie Enders
Substitute Secretary

Stewardship Committee

Meeting Minutes

8/14/23

Present: Mike McCann, Ralph Wehnes, Frank Leonardi, Julia Leonardi, Rick Miller

Next meeting: 9/11/23

1. 2024 Stewardship campaign

Pastor Mark spent most of the meeting going over the calendar and topics for the 2024 stewardship campaign. Initial plans show the campaign kicking off on Sept. 22 and finishing towards the end of November with commitment Sunday. We really want to keep this campaign focused on our members considering taking a Step of Faith in 2024, whether that be time, talent, or treasure. Stewardship campaign will be focused on emphasizing what we all can do to take a step forward in our giving, not budget focused.

Minutes completed by: Mike McCann, Chair of Stewardship Committee