

Council Minutes – Emergency Budget Meeting
[conducted via email due to weather]
December 20-23, 2008

Participating on 12/20-12/21: Marcia Riggers, Carolyn Wagner, Lynn McCallum, Leo Eliason, Ralph Birmingham, Karen Olson, Marcia Kjesbu, Gery Gerst, and Ron Tuvey, President

Ex-officio: Pastor John Rosenberg, Steve Peterson, administrator

Participating on 12/22: Jamie Huzinga and Spike Millman

Not participating: Pastor Chuck Harris

Meeting called by Ron Tuvey to be conducted via email 12.20.08 at 4:47 pm. in the interests of expediency and safety. Council members are encouraged to respond to all in order to facilitate open communication. Draft minutes of our last meeting were provided via email for members to reference.

Practice Accountability (Budgetary shortfall)

Ron moved that we accept the following proposals offered by Steve P. (see attachment Worksheets for Council Level 2 Cuts) 1) Delay relocation allowance for Pr Chuck until 2010, 2) Reduce remaining program budget by 50% as of 12.31.08, 3) reduce remaining council/stewardship budget by 50% as of 12.31.08, 4) Lay-off PT Admin Assist as of 1/16/09, 5) Lay-off PT Children's Ministry Coordinator as of 1/16/09 (and fund this position via dedicated funds through June 2009 instead), 6) transfer the 50th Anniv. Dedicated fund to the general fund, and 7) that we delay reducing the Administrator from FT to 0.5 FTE. Second by Carolyn. Discussion via email summarized below. Motion carried unanimously.

1. Discussion/Clarifications:

- a. Pr Chuck's relocation allowance would be deferred to the next budget cycle - that is, June 2009 and Pr Chuck has consented to this deferral.
- b. The PT admin assistant is Jill Colella. Will we need to have volunteers be available to cover for her many duties?
- c. Lay off of Children's Ministry (Barb Wakefield) is a move from her salary being paid out of the general fund to a dedicated fund (which is finite and will therefore be eventually depleted).
- d. Admin position (Steve Peterson) will remain full time with funds from dedicated funds.
- e. If giving does improve overall - we would not necessarily have to implement any of these actions. Optimism was expressed by many that the congregation would indeed rise to the challenge.
- f. Several advocated for clear and transparent congregational communication, transparency re: the gravity of our financial picture and encouragement to support the mission and ministry at LCGS with their various gifts, including financial.
- g. Suggestion was made to make appreciation gifts to our music staff. The need for equity in this was emphasized. Steve noted that at this time a number of our stipend staff have volunteered to forego such funds in light of budgetary shortfall.

- h. Several expressed importance of maintaining the Administrator as a full time position and that current budgetary shortfall is in part a result of part time attention to our financial situation.
- i. The primary donor to the dedicated fund which will be used to fund Barb Wakefield's position was contacted by Pastor John and the donor consented to the proposed use.
- j. Marcia Riggers called the question. All participants indicated approval.

2. Follow up:

Notification of staff members to be laid off.

- a. Suggestion was made to defer notification of lay-offs until after Christmas if possible.
- b. Pastor John and Steve will be talk separately to each the two staff members affected by the reduction decisions either 12/29 or 12/30, and all the other staff ASAP.
- c. Due to heightened staff anxiety, Pr John will notify before Christmas ASAP.
- d. Communication with congregation. A letter needs to be drafted to be sent to all members. Usefulness of email addresses for congregational communication noted. Suggestion that the Stewardship committee be consulted in drafting of the letter in order to highlight the opportunity to support LCGS's mission financially. Steve will draft letter to congregation to be sent next week.

COUNCIL MOTIONS

TOPIC	MOTION/ACTION	APPROVED	FAILED
Budget Shortfall	Ron moved and Carolyn 2 nd that we accept the following proposals offered by Steve P. (see attachment Worksheets for Council Level 2 Cuts) 1) Delay relocation allowance for Pr Chuck until 2010, 2) Reduce remaining program budget by 50% as of 12.31.08, 3) reduce remaining council/stewardship budget by 50% as of 12.31.08, 4) Lay-off off PT Admin Assist as of 1/16/09, 5) Lay-off PT Children's Ministry Coordinator as of 1/16/09 (and fund this position via dedicated funds through June 2009 instead), 6) transfer the 50 th Anniversary Dedicated Fund to the General Fund, and 7) that we delay reducing the Administrator from FT to 0.5 FTE.	X	

Next meeting: January 8, 2009 7pm

Assignment: Transforming Leadership, Chapter 6, Scripture: Acts 2:37-47

Respectfully Submitted: Carolyn Wagner

Attachments:

Draft minutes 12/13/08

Worksheets for Council Level 2 Cuts (revised)