



**Council Meeting**

Date: 2/12/2024  
 Start:  
 7:00 pm  
 Adjourned:

**Next Meetings:**

Exec Committee: 3/6/24 5:30PM  
 Council: Tuesday, 3/12/24 7:00PM  
**Attendees:** Rachel Carlson,  
 Pastor Dave, Lynda Grymala,  
 Jennifer LaFollette, Rene  
 Hollebrandse, Nina Davis , George  
 Donovan Sr, John Fredericksen,  
 Brian Davies, Bruce Lothrop, Betty  
 Puffinberger, Cherie Lauck



**Agenda Items**

Actual Time	<u>Topics (Estimated Time)</u>	<u>Item Details</u>	<u>Person Responsible</u>	<u>Discussion</u>	<u>Actions Taken Deadline</u>	<u>Person Responsible</u>
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7 pm	Call to Order/Opening Prayer (5 min)		Rachel/Pastor Dave	Reminder of Lenten services and prayer partners. Prayed.		
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Consent Agenda 7:05 pm	Consent Agenda (5 min)	Approval of Agenda January Meeting Minutes Staff Updates Pastor's Report Approval of housing allowance	Rachel	Rene had questions about gender neutral restrooms and bee keeping class. Restrooms fall under facility conversation. Beekeeping class was previously held in Underground which is not an option at this time (due to HVAC).  CONSENT AGENDA ITEMS APPROVED BY ACCLAMATION		
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**Recurring Items**

7:10	Financial Report/Team-discus	Financial reports BLC Campaign-update	Kim & Lynda (see proposal)	Q – Where are BLC funds reflected? They are now listed as a line item under Other Income.		
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<p>tion no action needed</p>	<p>Guidelines for counting collection-schedule creation for 2024</p>			<p>\$11K Payment towards line of credit inflated Jan24 expenses but allows for improved tracking of +/-</p> <p>BLC Campaign will be listed on financials, LOC balance is \$22,000 due at the end of March. Bank will evaluate our options for the outstanding balance. Would be preferable to have an option where bank does not need to review Bethel's financials.</p> <p>Q – Is reduced Jan24 giving the result of members leaving? P.D. says no. In Jan23 Bethel received a large lump sum donation. Large annual gifts may still come in.</p> <p>Insurance overstates January expenses significantly due to upfront payment due in January. This balances out over the year.</p> <p>Pastoral staff salaries include \$1,000, discretionary spending funds available to Pastor</p> <p>FINANCIAL REPORT APPROVED BY ACCLAMATION</p> <p>Lynda has documented a system for counting and logging offerings This specifically applies to envelopes with cash or checks and provides accountability.</p>	<p>Finalize written procedure and make available to council along with signup sheet broken down</p>	<p>Lynda</p> <p>Rachel started signup in shared</p>
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					by month ASAP	folder. Lynda to follow-up.
7:15	Facility Update-action items	Underground HVAC Single use restrooms Doors and/or locks	George Sr (See Staff report)/Rachel	George Sr – Option 1 Heating unit replace computer board and controller \$2,000 OR Option 2 Replace entire dual until \$25,000. Changing to 1 unit not an option because of re-ducting. Current units are non-upgradeable.  Q – Can door locks on gender neutral bathrooms be lowered? George Sr. can change hardware. Replacement doors \$300+ each so not an option. Q - Is Montessori school good with 2 bathrooms in upper Bethel being gender neutral? P.D. thinks Kim has confirmed change is ok with Mont school. Reason for change is upper Bethel bathrooms will be available for events when lower Bethel is not available.	No money. No Action.  Change hardware on doors in February	George Sr.
	Communications Team	Work in progress. Report in March	Cherie / Bruce		defer to March	Bruce / Cherie
	Engagement Team	Work in progress. Report in March	Betty/John		defer to March	Betty/John
7:20	Fellowship Team	Possibility of yearly member visitations	Brian / Rene	Fellowship is part of Bethel ministry with an outreach focus on seniors, youth, & small groups. Goal is to create the framework for fellowship opportunities in the 3 identified areas, with an emphasis on small groups. Work towards every member being personally invited to a small group. All new members go to Pastor's group.	Ask Mel about what is working well with youth now  Continue to develop small group structure  Make contact with OWLS	Brian / Rene  Provide update in March

				Consider yearly visitation by council to every member to improve relationships and build lines of communication.		
	<b>New Business</b>					
7:25	Facility Use -Discussion no formal action needed	Review of facility use policy (1 <sup>st</sup> pass) Review of funeral use (1 <sup>st</sup> pass) Review of form (1 <sup>st</sup> pass)	Nina	All forms were available for review prior to meeting. Nina explained her process of developing policy, application, and pricing. Other churches and businesses were used as resources. Considerations given to members vs non-members, type of use, and length of time for use. Need to identify which spaces are available for use and for what purposes. List of approved vendors will be added.	Review wording and pricing. Make recommendations to Nina by Feb 28th so policy and forms are ready to vote on at March meeting.	All council members
7:35	Coffee with Council-Action needed	When to begin and frequency; type	All Council	At least 2 council members available on certain dates. Add framework and goals.  Pastor Dave and George Jr will be mindful of service length on CWC days.	Begin with 1x per month. EC to develop conversation goals and guidelines by March 6th  March 10 <sup>th</sup> CWC 10:30-11:00  Make summary notes after CWC	Exec Committee       Cherie

7:40	Security Team-update & action item	Security team identification Plan for dissemination to congregation	Rachel	George has interviewed and vetted candidates who will meet the 3 different levels. Policy has been in place for several years so this is not new.	Communicate basic statement to congregation in Feb 18th TW@B so they know there's a pla. Provide link to basic security policy descrip	Rachel / Nina
7:45	Unplanned pastor absences-no action needed	Creation of an SOP	EC & PD	Working on written formal doc	Defer to March	EC & PD
7:50	<b>Old Business</b>	Only if pulled out of consent agenda				
	Solar Project		See consent agenda		Defer to March	
	Shenandoah Montessori		See consent agenda		Defer to March	
	Internship		See consent agenda		Defer to March	
	Congregational Meeting f/u		See consent agenda	All good feedback. Minutes complete.	Send PDF to Nina	Cherie
	<b>Upcoming Events</b>					
8:05	WATTS	February 23-March 2		2 weeks!		

8:10	VA Synod Assembly -Action needed	April 27, 2024 9am-1pm Online Identification of Bethel delegates for voting, allowed at least 2	Pastor Dave	John Fredericksen will attend. Other - PD said thanks for success of super bowl food drive and asked council to contribute to clothing drive for WATTS	Need one more member to sign up.	
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8:40 Adjourn