

# Burlington Lutheran Council Meeting

*Being God's Love in Our Communities*



All are welcome in this church community. You are welcome here if you have ever felt excluded or judged because of your gender, ethnicity, race, religion, status, ability, sexual orientation, doubts or questions. We are a community committed to racial equity, and we believe in Jesus' commandment to love God and love neighbor.

**Tuesday, September 19, 2023 (Via Zoom)**

## 2023 Council

President: Rochelle Hill  
Treasurer: Millie Fosberg

Vice President: John White  
 Secretary: Janice Burwash

## At-Large Members:

Jeremy Dierst (1 yr remaining)       Mary Nolte (fill remaining 2-yr term)  
 Nancy Hill Hoffman (2 yr remaining)       Eva Yeoman (3-yr term)  
 David Svaren (2 yr remaining)

Pastor Charis Weathers

in attendance

---

**Call to Order** (Quorum 6 members) The meeting was called to order by Vice President John White at 6:01 pm.

**Opening Prayer** Pastor Charis led the group in an opening prayer.

**Meeting Minute Approval** It was MSC (moved, seconded, and carried) to accept the minutes of the August 22, 2023 council meeting as presented.

**Pastor's Report** Charis shared highlights from her monthly Pastor's report:

- Approximately 43 people (BLC and El Camino members) participated in the God's Work Our Hands project on September 10.
- Under the direction of Grant Burwash, BLC's new Children and Youth Coordinator, Godly Play has restarted, and seven kids attended the first Sunday evening Youth Group event.
- The personnel committee made a good start on a draft Employee Handbook.
- The meeting with the Burlington Fire Marshal to discuss BLC's use as a severe weather shelter has been rescheduled for September 21.
- The Annual meeting is scheduled for September 24, which will also include time spent on continuing the BLC vision project.
- Plans are underway for Indigenous People's Day worship on October 8.

- Charis is working with Rochelle and Linden Jordan on the Fall Speaker Series that will focus on the experience of transgender persons. The series will culminate with the Transgender Day of Remembrance on November 20 at BLC.

**Treasurer's Report** In the absence of Treasurer Millie Fosberg, John shared the monthly financial report. Briefly, giving is more than forecasted in the 2023 budget and expenses are less than budgeted, which means that we've had to transfer less from saving than anticipated. John also noted that we will be receiving approximately \$14,000 in federal Employee Retention Credit (ERC) funds, possibly by the end of the year. ERC funds are available to businesses that paid wages and retained employees through the height of the COVID-19 pandemic. It was MSC to accept the treasurer's report as presented.

## Old Business

1. **2024 Budget** John presented the proposed 2024 budget to be approved at the September 24 Annual Meeting. David questioned the amounts in the 2024 budget for building maintenance and capital improvements. Related to these two budget line items, David presented information on the lack of regular maintenance and regular inspections of our lift. David has contacted the Everett office of Thyssen Krupp, the manufacturer of our lift, and he recommends approving two contracts with them.
  - 1) A Service Agreement for regular service at a rate of \$100 a month billed quarterly over a term of five years.
  - 2) A Repair Agreement for a maintenance plan, inspection reports, annual and five-year tests, test tags, and all things needed to satisfy L&I requirements. This is also a five-year contract with the entire cost of \$7,500 (including tax) due up front to get the work started.

David is hopeful approving these contracts will satisfy L&I and allow the church to avoid any penalties. It was MSC to authorize the signing of these two contracts with Thyssen Krupp.

Based on these lift-related contracts and other anticipated building maintenance needs, in the 2024 budget the Building Maintenance budget line item was increased to \$4,200 and the Capital Improvements line item was reduced to \$3,000. It was MSC to adopt the proposed 2024 budget as presented with these two changes.

(Note: President Rochelle joined the Zoom meeting at 6:30pm and took over leading the meeting.)

2. **Nominations for 2024 Council** The following people have agreed to serve on the council at members-at-large beginning in January 2024: Pam Dix, Kathleen Hasselblad, and Erin Rozema. To accommodate Erin's schedule, the council meetings will be changed from the current fourth Tuesday of the month schedule to the fourth Wednesday beginning in January. It was also noted that there is still a need for someone to fill the position of Vice-President in 2024.
3. **Installation of Keypad Locks** John presented an estimate from Raven Lock and Safe, LLC to install a keypad lock on the northwest door of the Education building and a similar, but less featured lock on one door into the basement fellowship hall. The estimate for the two locks is \$2,027.79 and the funds will come the Grace Grant we received to increase fellowship with the Upper Skagit Community. It was MSC to accept the estimate from Raven Lock and Safe, LLC to have the two locks installed.

4. **Extreme Weather Shelter** The meeting with the Burlington Fire Marshal has been rescheduled for Thursday, September 20 at 11:30am at Burlington City Hall. Charis, Rochelle, and Janice will attend along with Madeleine from Skagit County.
5. **Security Cameras** Charis is still working on managing the video from the new security cameras. Two remaining issues are: creating a simpler process (possibly one account) to monitor the security video, and establishing how much capacity the system currently has for video storage.
6. **De-Escalation Training** Mary shared a request for de-escalation training for ushers, so they are better equipped to deal with situations that may arise from people walking into the narthex during worship. There is also interest in an approved procedure to follow when situations seem to be escalating. John and Charis will meet with Ty Schroyer to determine if the training he offers would meet our needs.
7. **Space for Lutheran Counseling Network Services** Traci Drake has signed a contract with Lutheran Counseling Network, but there was no report on whether there is precedent to charge Traci a building use fee. This will be followed up at the October council meeting.
8. **BLC Visioning Process** There will be time during the Annual Meeting on September 24 to allow people to participate in the next step in our visioning process. Following the business portion of the meeting participants will have the opportunity to break into smaller groups to discuss current and future projects related to our mission and values.
9. **Tech Task Force** No report
10. **Updating Membership Rolls** Janice shared that Jacob has made final updates to Servant Keeper information and she will ask him to print a final copy of member information to double-check that everyone's information is correct.
11. **Human Resources Handbook** The personal committee has been working on a draft of a Human Resources Handbook which is still a work in progress. John suggested that once a draft has been finalized it should be shared with members of the congregation with HR experience for their input.
12. **Council Manual** Janice shared that several council members looked at the draft document and said that they thought it looked good. John made several formatting and editing suggestions. He also commented on the language regarding the confidentiality of council business—since members are allowed to attend council meetings and meeting minutes are posted once they are approved. There was a short discussion on this subject and the language will stand as currently written. It was noted that the council may opt to hold a short executive session if there were ever discussions that might include confidential information, and that the minutes contain decisions made but not the details of discussions.

## **New Business**

1. **Stewardship Fall 2023** Janice and Charis shared ideas for a Fall 2023 Stewardship Campaign. We will continue the monthly "Because We Love..." messages, highlighting the many ways that BLC supports our community. The theme for the month-long Fall Stewardship emphasis will be "Find Your Why" and we will encourage members to think about Why they feel connected to and

support BLC, and what their support looks like--both in terms of financial support and time. One suggestion was to film and share short videos of members sharing their Why, with Eva heading up that project. A letter will be sent to members and regular attenders sharing thoughts on Finding Your Why, and then the Campaign will end on Commitment Sunday when people turn in a form with their commitment to support BLC both financially and with their time as they are able. This form will include opportunities to check boxes for specific programs and projects, with the list determined in part by information gathered at the Annual Meeting Visioning session.

- 2. Fall Speaker Series** Charis shared plans for a Fall Speaker Series in November, which will have an emphasis on Transgender information and ways to be a Transgender Ally. The series will include four evenings over two weeks in mid-November and culminate with the Transgender Day of Remembrance at BLC on Monday, November 20.
- 3. Door Security Policy** It was MSC to adopt the following Burlington Lutheran Church Door Security Policy:

Burlington Lutheran Church  
Door Security Policy

It is BLC policy the exterior doors of BLC should be locked except when the church is in use – and then only those doors required for the event/activity are unlocked. For example, if the activity is solely in the Sunday School building, both the sanctuary and the fellowship hall should remain locked. In the event of a meeting held in the Sunday School wing, the door should not be propped open during the meeting as unrestricted entry may occur. In such case, the portable doorbell may be used. During worship, the sanctuary should be unlocked but the unattended entry doors in the Sunday School wing should remain locked.

Following use of the church, the following persons are responsible to ensure that the exterior doors are closed and locked:

**SANCTUARY:** The Ushers or person who opened the Sanctuary should check both the exterior entry door and the door to the lift to ensure that they are locked.

**SUNDAY SCHOOL BUILDING ENTRY DOORS/FELLOWSHIP HALL DOOR:** The last person leaving the building and/or the person hosting the meeting or event should check the entry doors at the end of each hall AND the glass doors AND the fellowship hall door to ensure they are closed and locked.

- 4. Financial Management Policy** John shared a draft Financial Management Policy. There was discussion of how the policy would work in practice and John will bring an updated draft to the October council meeting.
- 5. Terrorism Risk Insurance Coverage** It was MSC to add Terrorism Coverage to our current Church Mutual policy.
- 6. Financial Record Storage** Cindy Cohen has requested that BLC financial records be moved to a storage closet in the education wing and that a lock be added to the door. It was MSC to make this change.

**Closing Prayer and Adjournment** Charis led the group in a closing prayer and the meeting was adjourned at 7:59pm.

Congregational Council Secretary,  
Janice Burwash

**Next Council Meeting** Tuesday, October 24, 2023