

Minutes  
Little Home Church Council Meeting  
February 13, 2017

**In Attendance:** Valeri Baldwin, Carol Berger, Anne Bouchard, Barb Braulick, Chip Braulick, Karen Kaluzsa, Kathleen Sullivan Kaska, Bob Kaska, Richard Malmberg, Ann McLaughlin, Jane Shelton, Kristen Thornton, Susi Winquist, Art Zwemke

**Absent:** all present

Moderator Kathleen Sullivan Kaska began the meeting at 7:05 pm. Pastor Richard followed with an opening prayer. Joys and concerns were shared.

Lisa Sharp, architect, attended the meeting and presented restoration plans, noted under New Business.

**Approval of Minutes:** No corrections were made to the January minutes. Anne moved to approve the minutes, seconded by Valeri. All were in favor. Minutes approved.

**Pastor's Report:** Pastor Richard reported that will be three couples with young children joining the church this spring. Therefore, there will be a new member's class starting soon.

He also commented how the recent Chili Cook-off was a positive Christian event, enjoyed by all.

A baptism for a child of a non-member was requested recently which he denied. Richard asked if the council was in agreement with his thought that baptisms should only be held for babies of members. Some discussion followed. The council did mention that in the past there have been baptisms for relatives of members. It was suggested to consider each baptism individually. However, if there is no connection of the child with this church, then council was in agreement with the pastor.

Church weddings were also discussed. It was decided that the WSG and facilities committee, along with Kathleen Kaska would meet with Richard and review the existing policy regarding weddings at our church. Those committees have researched and put together a wedding guide which our church currently provides to those who inquire. Presently, we allow non-, members to marry at our church.

Richard asked that he be excused from work the week of May 20<sup>th</sup> to officiate a marriage in Newport, RI. Council approved.

**Treasurer's Report:**

Art Zwemke announced that Susi Winquist has volunteered to be the next treasurer. Everyone was pleased and appreciative of Susi taking on the duty. Bob Kaska moved to accept Susi Winquist's offer, to be the church treasurer, to be approved by the congregation at the annual meeting in June. Karen seconded the motion. All were in favor. Motion approved.

Art also reviewed this month's treasurer's report. The cover of the report is below. A complete copy of the report is available from the office. For Susi's benefit as well as the council, Art explained how the three years average is figured and how monthly reports are prepared. There was a discussion regarding separating the operational fund monies from the renovation monies

since the renovation is not part of the operational budget. He also reviewed his 'other matters' listed on the cover sheet of his report.

Ann M. moved to approve the treasurer's report which was seconded by Bob. All were in favor. Report approved.

## Treasurer's Report

January 31, 2017

**A – 1** Total Operating Receipts YTD – *This spreadsheet is excluded this month so that I can show Susi how to calculate a 3-year average to be used for the 2017 Budget input.*

**B – 1 - B - 6** Current YTD Net Income (Loss) of \$10,273 in 2017 compared to Prior YTD Net Income (Loss) of \$16,772 in 2016. *Note that I have crossed out the Budget columns as they are 2016 numbers. My plan is to show Susi how to input.*

**C – 1 - C – 2** Balance Sheet. Overall financial position of \$215,616 at 01/31/2017 compared to \$212,618 at 12/31/2016 and \$286,047 at 01/31/16. *The sharp decrease from 12 months ago, is primarily the result of our 2016 Operating (Loss) of (\$21,040), Parish Hall Roof Repair of \$30,279 and the start-up costs for the Historic Preservation Project of \$26,658.*

**D - 1** Consolidated Fund Activity – Transferred \$21,040 from The Petersen & Dixon Proceeds Fund to cure 2016 Operating Fund deficit. Transferred \$6,881 from the Memorial Fund to the Renovation Fund to cover the Parish Hall Door Replacement bills from Creative Millwork of \$3,910 and NABCO for \$2,971 as per direction from deceased member's family.

### **Other Matters:**

1. W-2's Completed
2. Workmen Comp Audit Input Complete
3. 2017 Pay Raises to Input by of month, retroactive to January 1<sup>st</sup>
4. Pension Board Forms to Update by Pastor & Personnel Committee
5. Software glitch in 2<sup>nd</sup> quarter of 2016 whereby a 2015 dated withholding tax form filed instead of 2016 form

**Moderator's Report:** Kathleen brought up the need for another major fund-raising event idea by the end of this month so plans can be done by May. She encouraged everyone to be thinking.

The rent for the Thai Chi organization was reduced from \$500 to \$300 per month because they do not have many attending their classes.

**Moderator Elect's Report:** Anne Bouchard announced that the church was nominated to be part of the Thrivent Financial funds recipient list for their investors. Anne Bouchard is completing and submitting our application/profile to be included.

## **MINISTRY REPORTS**

**Christian Education:** Karen Kaluzsa submitted the following report.

Our next Christian Education field trip is scheduled for Saturday, March 4th. We will have a 2-hour docent-led tour of the Illinois Holocaust Museum in Skokie beginning at 11 a.m. The cost is \$15 per person, and the LHC is pre-paying the cost and being reimbursed by the participants. We have guaranteed at least 15 participants, and so far we have 15 people signed up to attend. The final count must be submitted to the Museum in advance, but February 22nd.

Car pools from the church will be arranged for anyone who prefers to carpool, and lunch after the tour will be arranged for anyone who wants to attend.

Since we have more families attending church lately, Richard and I will be meeting later this week to discuss organizing Sunday School for the kids.

**Congregational Life:** Barb reported that, at last count, the church made \$1810 at the 12<sup>th</sup> annual Chili Cook-Off. She thanks everyone who participated whether they worked in a creative aspect, was a cook or helped with tear down. It was a great event and everyone's support and enthusiasm was terrific!

Barb Braulick is in the process of forming a committee to plan a summer event.

**Evangelism:** Pastor Richard had mentioned that three couples were joining in the spring along with their children.

**Facilities:** Anne Bouchard reported that Insulation was done in the roof area over the Kitchen and parish hall.

**Outreach:** Nothing new to report.

**Stewardship:** Nothing new to report

**Worship and Spiritual Growth:** Nothing new to report.

**Members at Large:** Nothing new to report.

**OLD BUSINESS:**

## RESTORATION PRESENTATION

Architect Lisa Sharp attended the meeting to present restoration and rehab plans. She presented seven ideas which are listed below. The council was in favor of the ideas but did question some of the details. The projects will be presented to the congregation in the next several weeks for their input.

1. Sanctuary Remodeling: Design to consider removal of the pew boxes and options for aisles that would allow two people to walk down the aisle together. Work shall also include re-design options for the stage area to better accommodate the choir and musical performances. Consideration of accessibility to the Stage, connection to the Parish Hall and exiting requirements from the church to be addressed as well.
2. Toilet Room Remodeling: Design to address creation of at least two fully accessible single-user toilet rooms.

(It was mentioned that the toilet rooms could be moved to be near the entrance of the parish hall.)

3. Kitchen Design: Design of a full commercial kitchen at one of two locations: The west end of the Parish Hall, or the far east end where Administration currently resides.
4. East End of Parish Hall: Design of facilities on the east end of Parish Hall to accommodate classrooms, nursery, coat closet facilities if Administration moves to Guild House.
5. New Connecting Link: Design of an enclosed linking building between the Guild House and Parish Hall. Size of addition expected to be 150-250 sq. ft. in size.
6. Relocation of Administration: Design of Pastor's Office and Administration within the Guild House. Design to include creation of an accessible Toilet Room.
7. Guild House Re-Design: Design of remaining portions of Guild House to be used for small meetings, classrooms, or office use.

After hearing all of the plans, the council felt that the Sanctuary Remodeling plan should have a lowest priority when considering projects to be done. The idea of removing the pew boxes and redesigning the sanctuary would probably cause the largest amount of questions and discussion from the congregation and some resistance. As for interior modifications, adding a ramp leading to the chancel would be very difficult and would take away from seating.

However, the council was much in favor of developing a plan to connect the Sanctuary to the parish hall by an internal hallway and ramp. It was suggested that maybe a ramp be designed on the West side of the building.

Also discussed were questions regarding the location of Sunday School rooms and the number of meeting rooms.

After much discussion, the council felt that maintenance of the facilities was top priority. The Guild House needs structural repairs. Presently, the second floor walls of the Guild house are separating outward and need to be shored up.

Council asked Lisa Sharp what her opinion was regarding these plans and if she could suggest projects that may take priority. She suggested that the congregation needs to decide what purpose they want to use the Guild House for. Whether it should be changed to offices and meeting rooms or maintain it as Sunday School classrooms. Secondly, she suggested that if the church would like to offer cooked meals in the future, the kitchen should to be improved to a commercial standard. As it is now, the kitchen can only be used as a 'warming' kitchen. Also, the restrooms need updating to be handicap accessible.

At this point, Lisa Sharp has completed her assessment. Her original contract was to assess current conditions and help us come to a budget amount for necessary renovation work. If the church plans to go forward with any of the previously suggested remodeling, she would enter into a new contract. Her rate would be 5% of the projected cost of the completed project to design the remodel.

Schramn Construction is currently preparing estimates for work that needs to be done on the exterior walls of the Sanctuary, parish hall, and Guild House.

### **NEW BUSINESS:**

Anne Bouchard informed the council that she would like to offer our facilities as meeting space to a new PFLAG chapter if one develops in this area. PFLAG is formerly known as Parents, Families and Friends of Lesbians and Gays. Presently, there are no chapters near Wayne and the Fox Valley area.

Valeri mentioned that the sanctuary entrance doors are dirty and needed cleaning. Anne mentioned that there are people doing service hours for cleaning now. She will let them know.

The Personnel Committee is still in the process of doing Staff reviews. Also, the committee would like to honor Odie Perry for her years of custodial work at the church. A time will be coordinated for when she can attend church and be honored.

Food pantry donations were discussed. Last Sunday, little kids walked down the aisles with cans to collect cash donations. It was discussed whether there should be a separate envelope for people would like to make a large cash donation to the pantry so they can be forwarded a receipt. It was decided that there will not be an envelope because members may become confused as to what they are contributing to. Also, members may be feeling as if they are being asked to contribute multiple times within one service, distracting them from their original pledge.

The next council meeting will be Tuesday, March 14<sup>th</sup> at the Kaska home at 7:00 p.m.

A motion to adjourn was made by Ann and seconded by Susi. The motion passed. Meeting was adjourned. Pastor Richard gave the closing prayer at 9:42 p.m.

Faithfully submitted,  
Kristen Thornton  
Church Clerk