

Congregational Council Meeting – Sunday, January 15, 2012

Present: J. Barnett, S. Layman, E. Vickroy, Pastor Schmiede, S. Poist, S. Lay, M. Brouwer, J. Danielson, J. MacDonagh

Absent: L. Ritchey, C. Wilson

Start meeting: 12:55 pm

I. Pastor opens with prayer

II. Motion to approve minutes from November's meeting at next meeting.

M/S/A

III. Air Rights

- Retainer letter signed and sent to lawyer then to Glenwood.
- Next step: contract of sale draft to be sent to Glenwood lawyers for \$275/square foot
- Signed retainer by Glenwood expected next week
- By the end of January, signed contract for sale, 10% deposit
- It was reiterated that the air rights discussion is crucial right now during negotiations. The congregation to be reminded that they can come to council meetings to hear about air rights.

IV. Officers

- President: Mike Brouwer
- VP: Ernie Vickroy– to chair Pastoral Care Committee
- Secretary: Sarah Poist
- Assistant Secretary: Judy Barnett – to co chair Pastoral Care Committee
- Treasurer: Jeff MacDonagh – to chair Property Management Committee
- Assistant Treasurer: Lee Ritchey
- Pastoral Care: Susan Lay
- Financial Committee: John Danielson

V. Pastor's Report

- Christmas season – Christmas Eve service: over 180 people
- Tanzania – presented gift of \$2,000
Synod pays for two teachers at primary school, but school needs funding
Church to consider creating closer contact with school and rural congregation.

Trip for teachers to Tanzania – Rosemary Lebron possibly interested in attending

- Banner – to be up before landmarking
- Convene discussion with parents for children Christian education
- Reach out to GLBT community
- LSS – possibly renting basement space
- Internet/website will go to Pastoral Care. All updates go to Adrien, should be seasonal for website. Can Suzanne do this?

VI. Treasurer's Report – Ernie Vickroy

- Revenue: \$44,000 for 2011
- \$30,000 transfer from endowment, first time in 26 months. Part of it to pay for bills, now caught up with bills.
- Pastor Benefits: \$12,000 leftover after 10 years, owed to Pastor. Part of \$30,000 endowment.
- Weekly envelope down
- Expenses: \$23,000 over budget
- Last few years been able to meet expenses

VII. Old Business

- Banner – to be up before landmarking
- Convene discussion with parents for children Christian education
- Internet/website – more up keep, more information. Adrien offered to teach how to manage the site

VIII. New Business

- Synod Strategic Planning Process
- Synod Assembly in May
- Survey financial affairs, establish endowment from funds through church property sale
- Next council meetings: February 26, March 25, April 22, May 6
Spring Congregational Meeting, May 20, June 24

IX. End with Lord's Prayer

End meeting: 2:24 pm

Minutes taken and submitted by Sarah Poist

Congregational Council Meeting

Sunday, February 26, 2012

Present: Judy Barnett; Mike Brouwer; John Danielson; Susan Lay; Scott Layman; Jeff MacDonagh; Pastor Schmiede; Ernie Vickroy; Casey Wilson

Absent: Sarah Poist; Lee Ritchey

I. Pastor opened with prayer.

II. Air Rights

- a. Jeff reported on the conference all the previous Friday with Richard Bass and Barbara (?) that basically went over the contract draft to clarify issues. Pastor gave the original sale documents for the property to Herrick. Application for National Landmark Registration obtained and forwarded to Herrick.
- b. In dealing with sale, best to establish a time line for accountability. For example, with signature on contract, 10% of sale price due. If sale doesn't close within 30 – 36 months, another 10%. Expect the process to be completed within 42 months at the outside.
- c. Land marking for the facade of building only. Up to \$150k must be set aside for restoration and to be deducted from proceeds of the sale. Any amount in excess of this will be covered by Glenwood. If St. Luke's withdraws from sale of air rights, we will be libel for the \$150k restoration costs.
- d. The funds acquired from sale of the air rights necessitates financial planning. Council should explore help in setting up a trust with Herrick, ELCA, and perhaps sit down with Pastor Wahlenburg.

III. Moved and seconded to approve minutes for November 2011 and January 2012.

IV. Pastor's report

- a. Super Bowl party a success. Good time to rethink approach to church activities e.g. Lenten Bible study now on Saturday.

- b. Will host St. Clements's on Palm Sunday, April 1st.
- c. Church cleaning scheduled for Saturday, March 31st.
- d. Website and answering machine to be updated with new content.
- e. Synod assembly to be held on May 17, 18 and 19th in Tarrytown, NY. Jeff and Casey volunteered to be delegates. One major topic of discussion will be the synod's future support of KEMPS. If funding is discontinued, St. Luke's may wish to consider continuing some level of financial support of program.
- f. Annual meeting of Koinonia's board to be held today. Casey and Connie will attend. St. Luke's may wish to donate a commercial toaster for kitchen.
- g. LSS looked at downstairs space but no further action taken. Also European student's request for economical housing highlights the potential use of studio for short stays at a modest rent (donation) depending upon Pastor's comfort level.
- h. Jonathan to graduate on May 18th.

V. Property Management

- a. Scott putting together list of problems that must now be addressed including:
 - i. Plumbing – water meter needs to be installed by 2013.
 - ii. On Demand heating units installed in rectory and rest of building.
 - iii. Steam pipe that has major crack and needs repair..
- b. Will check with Clinton Housing to find companies for competitive bids before pulling out \$20 – 30k from portfolio.

VI. Financial Management

- a. Scott to change Quickbooks update from monthly to quarterly basis.
- b. Market doing well, but portfolio underperforming. Financial management firm, Sanford Benstein having serious internal

difficulties. Might need to consider placing funds in simple balanced mutual fund or find new financial manger.

VII. Pastoral Care

- a. Ernie to schedule committee meeting.

VIII. Old Business

- a. Banner needs to be hung before land marking established. Pastor to follow up. Judy to forward information from Ace Banner.

IX. New Business

- a. Reminder that reports are due from previous committee chairs on April 22nd. Present committee heads may also submit something if they wish.

- X. Moved and seconded to adjourn meeting. Closed with the Lord's Prayer. Next meeting March 25th.

Congregational Council Meeting

Sunday, March 25, 2012

Present: Judy Barnett; Mike Brouwer; John Danielson; Susan Lay; Scott Layman; Jeff MacDonagh; Lee Ritchey; Pastor Paul Schmiede; Casey Wilson

Absent: Sarah Poist; Ernie Vickroy

- I. Pastor opened with prayer.
- II. Moved and seconded to approve minutes for February.
- III. Air Rights
 - a. Jeff reported no movement at present on contract.
 - b. Pastor and Jeff met with Pastor Wahlenburg to discuss future financial structuring of the portfolio.
 - i. Clarified differences between an endowment fund and a trust fund.
 - ii. Stewardship will probably decline. Can counter this inevitability by suggesting new guidelines such as matching funds as an incentive program to stimulate giving.
 - iii. To avoid "frittering" away money, best to separate into two or three separate funds with specific goals e.g. St. Luke's Mission fund. Needs and functions of the funds might change over the years therefore best to have a congregational review every 10 years.
 - iv. ELCA has experience in management of church funds but normally handles portfolios of \$100 - \$200k. They already have sensitivity to congregational life and the need for social responsibility in investing. Their conservative investment approach, though, might not be best for operating funds and the goals of a large endowment might be different. Because of the size of our potential portfolio, can explore negotiating

lower management fees and having the portfolio customized to better meet our goals and objectives.

IV. Pastor's Report

- a. Easter mailing to be sent tomorrow. David Webb editing newsletter.
- b. Lenten Bible study successful with steady attendance of about 15. There was consensus that Saturday morning was preferable to Wednesday night for sessions, and a regular schedule of 4 – 6 weeks is better than having it once a month.
- c. Palm Sunday service will be celebrated with St. Clements's. Mother Mitties will preside. Full Holy Week schedule is coming together.
- d. Reminded committee chairs that report are due at the end of April.
- e. Council passed and approved motion for Pastor Schmiede to withdraw a loan from his Housing Allowance.
 - i. Would like to use his Housing Equity Allowance in the form of a loan to build a garage upstate.
 - ii. It would be a 30 year term loan at 1% AFR for \$38k.
 - iii. Jeff will supply us with stock language for a promissory note.

V. Treasurer's Report

- a. Koinonia is proposed as the next quarterly mission with the goal of giving them three commercial grade toasters for about \$700. Purchase at the discretion of the staff and if costs exceed collected amount, church will make up the difference.
- b. Portfolio up by \$53k and enough cash flow to meet current obligations.
- c. Steam pipe, furnace and plumbing issues have held off during the winter season but now require attention. Will obtain work quotes but expect to withdraw from fund between \$20 – 30k prior to fall.

- d. In reference to Pastor's loan, best to schedule annual payments for ease of bookkeeping.

VI. Pastoral Care

- a. Susan reported that the Spring Cleaning would be held March 31st. Sign up sheet was posted. Would also like to tackle larger projects such as cleaning out balcony by recycling old electronic and office equipment e.g. televisions, faxes. Discussed potential recycling sources.
- b. As part of general cleaning but not part of Saturday's agenda, John will help Pedro catalogue the sheet music. Casey mentioned the leftovers from the rummage sale could be donated to a larger center e.g. St. Clements's
- c. Since Christmas Eve service was Skyped to Stephanie, Susan thought it would be a good idea to do on a regular basis. David Webb and John Fazio will be used as resources for exploring this.
- d. Easter brunch to be catered by Greg Henry.
- e. Separate Holy Week server schedule to be created by Suzanne.
- f. Richard will decorate the lounge for Easter Vigil.
- g. There will be an expanded coffee hour for Palm Sunday to be coordinated by Judy.
- h. Pastor will continue with the banner project. We need this to be completed before we apply for Historical Preservation certification. Also located sandwich boards that could be adjusted with clips for seasonal flexibility.
- i. Discussed Jonathan's graduation on May 18th and subsequent ordination and installation.
 - i. Can invite congregation members to contribute to a gift fund.
 - ii. Potential gifts suggested for the various milestones were prayer book such as given to Pastor Martha; private sterling silver communion set; and vestments.

VII. Old business

- a. The collection plates are to be refurbished in memory of Marge Gulliksen. They are to be re-brassed and re-freshened with new pads in time for Easter. Cost will be \$1100. Her family is donating \$600. A mention of the gift should be put in the bulletin.
- b. Discussed the possibility of obtaining a polishing wheel for buffing the brass in time for spring cleaning. Most usable variety would be in the form of pad attachment to a drill.

VIII. No new business

- IX. Moved and seconded to adjourn the meeting. Closed with the Lord's Prayer.

Congregational Council Meeting – Sunday, April 22, 2012

Present: M. Brouwer, S. Layman, E. Vickroy, Pastor Schmiede, S. Poist, S. Lay, J. MacDonagh, L. Ritchey, C. Wilson
Absent: J. Barnett, J. Danielson

Start meeting: 12:56 pm

I. Pastor opens with prayer

II. Air Rights

- Contract negotiations with Glenwood lawyers are proceeding smoothly
- Currently, with the timing of approval by Landmarks Preservation Council, LPC, Glenwood owes St Luke's 10% of the total sale and after another 30 months another 10%.
- A proposal by Glenwood's lawyers and Herrick Feinstein to close financial transaction after 30 months regardless if air rights are transferred across the street. Glenwood would own the air rights above the church property but could not sell or transfer without our permission. We would get the money with level of certainty. Glenwood wants to maintain air rights and own them regardless if they transfer across the street.

Motion to accept the proposal and get contract changed to receive entire monetary amount after 30 months regardless of air right transfer across the street with appropriate protections and negotiations by Herrick Feinstein, our lawyers.

M/S/A

III. Motion to approve minutes from March's with Pastor Wollenburg's misspelling corrected.

M/S/A

IV. Pastor's Report

- Easter Vigil: low attendance
- Easter: High attendance
- St. Clement's joining classes. Maybe next year do more together.
- New members – June 3
- Last Sunday for choir – June 3
- Retreat possibly August 17-19, to be verified with Koinonia
- Suzanne left. Andre is volunteering for office position. Jennifer Powers is interested in the position.

- The church's insurance company has been asking for our abuse policy statement. The code of conduct will be reworked. Pastor suggested to sign but with the intention to edit and refine. All Council members to read through for areas to edit and question based on our congregation. During the congregational meeting, inform congregation of this zero tolerance/code of conduct and procedure for documenting incidents. Council will sign off on the working document at next meeting.

Motion to sign off as a working document.

M/S/A

V. Treasurer's Report

- Weekly offerings are down from budget and other years to date.
- Council to stress to congregation that the church still needs money to operate despite the air rights transaction.
- It may be time to re look at direct deposit contributions. Thrivent has a program. Jeff will look into it.
- This quarter contributions to go to ELCA Malaria campaign.
- Jeff recommended the investment assets from Bernstein to ELCA Fund A. This to be brought up at congregational meeting.

Motion for council approval unless objections from congregation.

M/S/A

VI. Property Management

- No report

VII. Pastoral Care

- Jonathan's gift: chalice

VIII. Old Business

- Plates engraved incorrectly. Engravers to fix issue.

IX. New Business

- Next council meetings: May 6 Spring Congregational Meeting, May 20, June 24

X. End with Lord's Prayer

End meeting: 2:04 pm

Minutes taken and submitted by Sarah Poist

Congregational Council Meeting – Sunday, May 20, 2012

Present: M. Brouwer, S. Layman, Pastor Schmiede, S. Poist, J. MacDonagh, L. Ritchey, C. Wilson, J. Barnett, J. Danielson

Absent: E. Vickroy, S. Lay

Start meeting: 12:52 pm

- I. Pastor opens with prayer
- II. Air Rights
 - No update
- III. Approval of all outstanding meeting minutes at June's meeting
- IV. Pastor's Report
 - July 15 weekend – Retreat
 - July 8 – Pastor is away

Synod Assembly Update:

- Strategic Plan adopted and organized into three categories: Sent, Gathered, Claimed. Sent deals with missions outside of synod, globally. Gathered deals with pastoral care. Claimed deals with evangelism.
- the assembly debated what resources should be invested in. New geographies or used for existing congregations or for training new pastors. Assembly expressed that resources should be used in outreach to young people via social media/internet, training staff for festivities outside of traditional service, how to engage in people's lives. Bring church to the people.
- the process of how the bishop is elected was discussed: a better process of election, how people get to know the candidate, and the formation of a nomination committee. Ballot process is the same, just candidates will be met by more people. Next election is 2014. Bishop is elected every 6 years.
- Viability committee: clause that allows synod council to determine if congregation is viable. More objective criteria for determining if a congregation is financially capable, capable of electing functional leaders, capable of determining their spiritual and functional objectives. Does the congregation have rights to recommend that funds be sent to another organization once the church is disbanded, ie fund from the sale of the property. Currently the synod absorbs the funds.
- Financial committee: moving to an endowment model. A new committee will control how money is spent. Currently, the bishop has the power and no one is overseeing how it is spent.

- Tanzania and Romania programs are being cut
- No forum for discussion at the assembly.

V. Treasurer's Report

- Endowment fund lost \$40,000 in past month, but gained \$8,00 since beginning of the year.
- All funds and bills up to date
- Interested tenant for space in the basement
- LSS proposed to renovated space but wants to deduct cost from the rent.
- Discussion on how to use basement space with theatre, new tenants, soup kitchen, and clothing bank
- Discussion to move investments from Burstein to ELCA Fund A. The process is longer to withdraw funds, but has a steady performance and fee is deducted to \$7,500 per year.
- Motion to close Burstein account and move all funds to ELCA Fund A.

M/S/A

- Thrivent Simply Giving program

Form given to the congregation to fill out. Congregation could use Thrivent to transfer funds to the church weekly offering and the funds would be transferred to TD Bank.

- Motion to open Thrivent Bank Account for people to contribute to the church's weekly offering.

M/S/A

VI. Property Management

- Potential new tenants
- Summer projects
- United Way : visit for soup kitchen. Inspector gave good review and renewed the HPNAP certification.
- We will find out in July how much money we will get for the next year.
- Annual ELCA report finished by Scott Layman and Pastor Schmiede

VII. Pastoral Care

- Discussion of managing some of our more difficult attendees. We will have to be more aware.
- Abuse policy adopted and pastor will send to insurance company
- 6/11 Taste of Times Square – possibly some members to stand outside to greet and answer questions
- Greeting cards: discussion with Michele Mikeska and Richard Nesbit to create. Card to send to shut-ins and visitors.
- Banner: not ordered yet.

VIII. Old Business

- No Old Business

IX. New Business

- Pentecost: May 27
- Trinity Sunday: June 3
- Next council meeting: June 24
- David Webb created the St. Luke's Facebook page and it was effective.

X. End with Lord's Prayer

End meeting: 2:03 pm

Minutes taken and submitted by Sarah Poist

Congregational Council Meeting – Sunday, May 6, 2012

Meeting called to order by Council President Mike Brouwer at 12:52 pm

I. Pastor opens with prayer

Committee Reports

Pastor's Report

- Pastor Schmiede discussed Code of Conduct / Abuse Policy
There is trust in the congregation but there is a need to manage and articulate correct actions for handling and protection of children, youth and vulnerable adults especially in cases of intimidation, exploitation, and sexual abuse. This is used to protect us as a congregation, allow us to relate to one another and maintain trust with the appropriate actions. Council adopted this but open to suggestions from the congregations. Pastor explained there is a form and procedure to report an incident. See page 23 of the Annual Report 2011.
Motion to accept as starting point
M/S/P

Cantor Report

- Pedro not present

President's Report

- Judy Barnett's report can be found in the Annual Report 2011 and reference Air Rights.

Treasurer's Report

- Ernie Vickroy referenced a spreadsheet handed out to congregation members.
- 2011: \$44,000 over on budget revenues
- Basement Rent: nothing
- Theatre: hard to project percentage of box office sales. Varies with shows
- After 26 months of not pulling from investment fund, had to pull \$30,00 to pay off bills and outstanding items.
- Expenses: spent more money on music because of late Easter and festival Sundays.
- Under budget on flowers
- Pastor entitled to continuing education. New expense that wasn't budgeted but was owed over a long period of time and now off the books.
- End of April: Investment fund up to amount before money was taken out.

- Ernie thanked Jeff for handling air rights.

Air Rights Report

- Jeff MacDonagh stated that we are still in sensitive negotiations and report was kept generic.
- Agreed to \$275/SF
- Many things need to happen before we get the money. A minimum two year process.
- The contract is not signed yet.
- In the next few weeks, there will be meetings with the developer and the city.
- There is a two step process.
 1. The church will become landmarked in order for the air rights to be transferred across the street. This is not guaranteed but we are confident this will happen.
 2. ULURP – city council approval of transfer across the street
- Pastor reminded everyone that this is not money in hand and the weekly offering is still needed.
- The proceeds from the air rights sale will go into a trust to maintain landmark status.
- Once our investments are moved from Bernstein to ELCA Fund A, the air rights' proceeds will also be placed in a similar fund.
- Motion to give council discretion to make investment move
M/S/P

Pastoral Care Report

- Mike Brouwer thanked all volunteers and council members for serving.
- There have been a lot of great activities in the past year. The members have made it great.
- Thanked members for gifts received in the past year.
- We presented a monetary gift to the school in Tanzania. They are using it to fix the boys' bathrooms.
- Summer Retreat: July 13-15. More info to come.
- David Webb is looking for photos, ideas, etc for the newsletter. He is also setting up the facebook page.

Property Management Report

- Pastor Schmiede stated that there are a few items to complete in the coming year: meter metering, replaced cracked steam line, on-demand hot water in parsonage, and restroom upgrades.

Soup Kitchen and Clothing Bank

- Susan is no longer with St. Luke's

- Andre has been volunteering as parish administrator
-

Motion to close meeting

M/S/P

Close with Prayer 1:26 PM

Minutes taken and submitted by Sarah Poist

See Saint Luke's Lutheran Church Annual Report 2011 for supplemental information.

Congregational Council Meeting – Sunday, June 24, 2012

Present: M. Brouwer, S. Layman, Pastor Schmiede, S. Poist, J. MacDonagh, L. Ritchey, C. Wilson, J. Barnett, E Vickroy, S. Lay

Absent: J. Danielson

Start meeting: 12:49 pm

I. Pastor opens with prayer

II. Air Rights

- Historic consultants stopped by to look at building. They have plans of the church and receipts of original construction. They are pleased with condition of building. Estimated 4-6 weeks for presentation to landmark's commissions. They do not foresee issues of getting landmarked. Legal council looking to use this process and starting to get developer's council to work more quickly.

III. Minutes approved as read

IV. Pastor's Report

- Special meeting to close Bernstein account. Move \$30,000 into church account balance into ELCA Fund A
- Building Usage: LSS wanted to move downstairs. Elder Hostel wants to move downstairs offices for \$3,000 per month in January. Studio space rental in August for \$1800 per month for NY continual Collective.
- Theatre: St Luke's to get percentage of monthly revenue rather than current percentage over \$10,000 per show per week.
- Electric Debiting for Thrivent. Jeff to help set up.
- Reminder: July 8 – Pastor away. Martha Preaching. July 13-15- Retreat, July 15 – Jonathon Lindman Preaching
- Preschool Educational Program: 1 Day per week after school. Join with St. Clements.

V. Treasurer's Report

- Bernstein Account: Up as of Friday.
- Received \$10,000 from Estate
- 3rd Quarter Mission: Tanzania
- Used up all of Fund from United Way for Soup Kitchen
- Low in funds from revenue in comparison to last year at Easter, Weekly, and Rent

VI. Pastoral Care

- Post cards: Michele Mikeska, Richard Nesbit, Susan Lay, and Ernie Vickroy to have a meeting. Michele to create postcards.
- Banner to be created soon

VII. Property Management

- List of Summer Projects

VIII. Old Business

- No Report

IX. New Business

- Motion to allow balloting to happen electronically during July and August
M/S/P
- Motion to give Pastor authority to negotiate rent.
M/S/P

- Next council meetings: September 23, October 21, November 18, December 2
- Benefit: November 11
- David Webb created the St. Luke's Facebook page and it was effective.

X. End with Lord's Prayer

End meeting: 1:33 pm

Minutes taken and submitted by Sarah Poist