

The meeting was called to order by President Joy at 11:17 am. Council members present included: President Joy Patten, Vice-President Kevin Sullivan, Secretary Ardyce Alveshere, Youth Representative Birch Tschetter, Robin Schwartz, Sue Jorgenson, Cara Transtrom, Lorri Honstein, Donna Slais, and Steve Williams. Also present: SAM Matthew Rolfson and Lindsay Thall.

Joy opened the meeting by reading the Covenant of Leadership for Council which all members signed and received a copy for their records.

Joy asked if there were any additions to the agenda and with there being none Robin made a motion to adopt the agenda as presented; Ardyce seconded the motion. Motion carried.

Approval of the March 26th minutes: Sue made a motion to approve the minutes as presented; Robin seconded. Motion carried.

STAFF REPORTS:

Minister Matthew reported he had started the process in Wartburg called Pastoral Care. It is a 200-hour class and he is registered for this fall. He officiated three funerals in April: Vonne Tarnavsky (11th), Grace Alex (13th) and Dorothy Bergem (17th). Date for VBS has been set for June 1st. We will be participating in “Pick-up the Patch” the beginning of May. The annual worship service at the end of the county fair week will no longer be happening as it is such a busy week for people and other area churches haven’t shown their interest in keeping it going. However, Matthew is working on plans for an outdoor ministry BBQ in the park for VBS and a trip to Richardton Abby sometime this summer. Cara asked if there were any developments to getting the Ministerial Association up and running again and Matthew stated that people have been talked to and think that it is a great idea, but that is as far as it has gotten. Matthew said that a meeting date should be set and move on from there. Cara made the point that with an active Ministerial Association, ecumenical events like the fair worship could happen. Matthew reported that he would be starting to farm soon, which will take him out of the office the beginning of May. However, he reassured the council that he is only a phone call away and will be here if needed and will continue to lead worship throughout the time he is farming. He will be absent the weekend of the Synod Assembly in Watford City so there will need to be pulpit supply for Sunday, May 31st. Matthew reported that Bishop Craig Schweitzer is stepping down as the Western ND Bishop and as there have been no nominations to fill his position, there will probably be nominations from the floor at the Synod Assembly.

Lindsay reported that the new office printer should be arriving in a few more weeks. There is still some lunch meat in the freezer and Lindsay suggested that it be used for fellowship now that we won’t be having a meal on Wednesday during the summer. Lindsay reported that all the families of graduating seniors have been contacted. Those seniors are Ben Honstein, Will Langford, Laura Riely, Kally Sorenson, and Matthew Walton. Sue stated that in the past the S & E Committee has been sending out invitations to the seniors for Senior Sunday and she has made some that are ready to send out. Lindsay will get her their addresses so she can do this. Lindsay reported that she will be gone May 4th, May 14th-18th and June 7th-13th, but will possibly be working offsite June 7th-13th.

COMMITTEE REPORTS:

WELCA: There will be no WELCA meeting and Bible Study on April 13th, due to a funeral. A new date is yet to be set. On April 25th, the Upper Missouri Cluster will hold its Spring Gathering at Westby, MT. Anyone wishing to attend should contact Val Swensrud.

FINANCE: Kevin reported that the current amount of donations given to the Pew Fund is \$50,560, leaving \$27,605.10 still needed to pay total bill of \$78,165.10. He asked Matthew to announce that

donations are still being accepted for those still wishing to give. We will report total amount given to the Trust Committee at their quarterly meeting on April 27th as of that date and ask for the funds needed to submit complete payment. The Finance Committee will also submit a reimbursement form to the Trust Committee/Iverson Trust for February and March expenses: \$3,321.70 in February to Triangle Electric for the light pole outside and \$0 in March. Other expenses in the near future: Purchasing a new sound system that will be more dependable and fit our needs for now and the future, purchasing furniture to make a nice & comfortable lounge area downstairs, new mats for the kitchen that are padded and much easier to clean and the glass and fixtures needed to add a safeguard on the ledge in the balcony. Ardyce has contacted Tri-Corne and is waiting to hear back from Eckroth and Caves for proposals on a new sound system. Cara asked what is needed for the lounge area and Matthew said some nice seating (couches or chairs) that can serve as an area for grieving families, counseling services, etc. It is requested that we get used furniture that is in excellent condition or purchase new. Cara volunteered to look more into this and bring some options back to the May Council meeting. Robin made a motion to approve the Financial Report as presented; Lorri seconded. Motion carried. Sue made a motion to approve the Reimbursement Request; Robin seconded. Motion carried. The Finance Committee will be moving their monthly meetings to the second Sunday of the month at 8:30 am. Next Finance committee meeting is May 10th at 8:30 am.

PROPERTY: Robin reported that we do not currently have any kind of emergency plan in case of a blizzard, tornado, power outage or other emergency situation. Another thing we need is a church generator, which is extremely important with all the refrigerated and frozen food for Food Pantry. Some other things that Homeland Security said we should, but do not have, are a panic button, safe rooms, emergency buckets, entry controls. A couple of other recommendations were that entry doors should be rekeyed and a mylar coating should be put on all windows, so they are shatterproof. Lindsay will scan the report that Homeland Security gave us and keep on file in the church office for the Property Committee. Right now, there is a doorbell at the office door that goes to Matthew's phone that people can buzz to let them know that they are dropping off a delivery after office hours. The window tint should be applied to the Fellowship Hall very soon. We now have cameras on every side of the church except the north side, which does not seem to be needed at the time. Discussed our current policy for background checks for employees of FLC. All employees are required to allow a background check at the time they are hired. Some questions that arose were if we should conduct recurring checks and background checks on volunteers as well, specifically if the volunteer is working with children. It was agreed that there should be recurring background checks every 3-5 years. Joy & Cara, under the umbrella of Youth & Ed Committee will put together a procedural guideline by the next Council meeting for youth volunteers. Robin also reported that they are still working on installing a window in Matthew's office on the west wall and they will be installing the convex mirror in the corner by the conference room so that Lindsay will be able to see if anyone is coming in from the outside or fellowship hall. Other items covered in the Property Committee report included: All padding, pews & chairs have been installed; G & R provided a maintenance check on March 25th, 2026; we are needing a stand-alone computer & KVM for security cameras; the dishwasher lines need inspection and to do this certain areas of the Sunday School/Food Pantry room need to be cleared; batteries have been changed for the wireless thermostats (done every time change); HVAC computer moved into the IT room; filters changed for HVAC checked over four months and replaced as needed; communicated with Lindsay about cleaning the new pews and elements table (Wood Church Interiors provided a manual for cleaning & care); some areas of the church are not getting cleaned regularly and the suggestion was made to create a custodial checklist derived from their contract; discussed suggestions

for new audio system and A/V controller area; may need a new grounds mower; gravel is finding its way to the grass from deer, snow removal, etc.; pianos need to be tuned and Anne Holman from Williston will be here to do that when she is available; someone would like to take our old piano; new code for secretary's office; leftover new fabric from the pews is downstairs; 701 will complete the rest of the carpet cleaning this month or in May. Kevin commented that the tables by the balcony ledge are the perfect deterrent for accidents from happening until we get the safety glass installed. Next Property Committee meeting is May 3rd at 10:45.

WORSHIP: Wednesday evening meal, service & classes are done as of this week, however there will still be text study at 6:30 pm that will continue through the summer. There was discussion as to when announcements should be read as some were feeling that having them at the end of the service tends to take away from what was talked about in the readings and sermon. It was decided to go back to having the reader do the announcements and will start them 5 minutes prior to worship and will keep the announcements to a minimum as all announcements should be on the slides prior to the worship service. Other items discussed at the Worship Committee meeting included: Matthew purchased a new microphone that can be attached to his jacket or collar with hopes it will work better; after trying to encourage congregants to follow along in the pew Bibles to the readings, it was found that many missed having the readings on the screen so it was decided to go back to presenting the readings on the screen along with pew Bible page number for those wishing to follow along; there will be Holy Communion on Palm Sunday and Easter Sunday; First Communion will be Palm Sunday. Next Worship Committee meeting is May 6th at 9:30 am.

STEWARDSHIP AND EVANGELISM: Discussed which day we will be participating in "Pick Up the Patch" one day May 4th-8th. Sue will check with Cindy to determine what day and where we will be doing this and confirm that she has all the supplies needed. It typically starts at 5:30 pm followed by supper provided by Stenehjems at Stonehome. Other items discussed at the S & E Committee meeting: Plans to serve brunch after Easter Sunday worship were finalized and Easter eggs were filled and hid downstairs with help from the youth for an Easter egg hunt. Next Stewardship & Evangelism Committee meeting will be held May 7th at 5:00 pm at Teddy's.

CARE TEAM REPORT: The Stewardship & Evangelism Committee reviewed the Care Team Log and reported that a lot of people are volunteering to make visits and are doing an amazing job.

YOUTH & EDUCATION: Joy confirmed the time of the BBQ on May 31st to be noon. Possible adjustments will be made if it shows that those attending Synod Assembly will not be done by then. Springbrook Camp counselors will be attending our worship that morning and participating in the BBQ, however, need to leave shortly after that so will be unable to help with VBS this year. VBS is scheduled for June 1st from 5:30 pm – 8:30 pm. The theme will be The Woman at the Well and Minister Matthew and volunteers will facilitate this event. Matthew will host the counselors while they attend the Synod Assembly and our church service on Sunday. There are plans in place for FLC to have a hospitality booth at the McKenzie County Fair, June 17th-20th. Youth have been asked to help at the booth and will have the opportunity to sell baked goods as a fundraiser. Cara Transtrom, along with other FLC members will also be present to help in the booth, greeting fair goers, sell coffee (with free refills) and provide a seating area for people to enjoy a break and fellowship. Other dates to know: April 22nd is the last day of Church School and Youth Classes; May 3rd is Senior Quilt Sunday; May 17th is the Affirmation of Baptism. Birch reported that he was able to get some youth volunteers to help with the Easter Brunch and Easter Egg Hunt and is willing to find more next year, if needed. Matthew added that they are going to strive to continue having a Youth Committee meeting for all youth in 6th-

12th grade every Wednesday at 6:00 pm so they can continue to work on upcoming events and making plans for the State LYO Convention this fall and National Youth Convention next summer.

Joy informed everyone that the Trust Committee will be meeting on Monday, April 27th at 5:30 pm and we will present the bill for the pew project at that meeting. Anyone is welcome to attend.

Cara clarified to everyone that extensive research had been done to find the best drum set for our present and future needs at FLC and asked if this had already been or will be presented to the Trust Committee at this meeting. It was confirmed that the Trust Committee was aware of this purchase along with an approximate cost for the drum set. Robin commented that we should not go inexpensive when purchasing the drums, which Cara clarified that we had found the perfect model on the higher end of drum sets from Sweetwater that would allow extensive capabilities for the future, however, was not overloaded with things that we would not use. Robin proposed that every year or two we should be looking at things to add to our music ministry to keep improving as it has in the last several years.

UNFINISHED BUSINESS:

Pew Donation Recognition: Joy has asked Lindsay to contact everyone who has donated for the pews to confirm that it is ok that they are publicly acknowledged, confirm the spellings of their name(s) and if they would like their donation in honor or memory of anyone. There will be no dollar amounts listed. Pew dedication will be Sunday, July 12th with a bulletin insert of donators.

Definition of Executive Team and Personnel Committee: Joy explained that after doing research on the ELCA website discovered that according to the ELCA and our bylaws, which need to comply, showed that the Executive Team is designated as the Personnel Committee. For FLC that would be the President, Vice-President and Secretary. Cara made the motion that the Executive Committee of the FLC Council serve as Personnel Committee; Sue seconded. Motion carried. Joy reported that we will be working on a personnel policy modeled on the ELCA policy and bring to the Council for approval in the near future. Joy explained that the personnel policy will cover employee benefits, official holidays, disciplinary steps, who is responsible for performance reviews and any other HR items.

Miscellaneous immediate property related action items and check list: Joy listed the items that need to be immediately addressed which are inspections of the fire extinguishers, boiler, sprinkler system and elevator. We have no record of when the elevator was last inspected and they have not responded when asked to multiple times through phone calls, letters with last attempt being a certified letter. We are currently paying ThyssenKrupp Elevator \$3,600 yearly for them to inspect and maintain the elevator. Joy spoke with Ari Johnson explaining what had been happening and asked for his advice moving forward. Ari requested a copy of their agreement/contract along with any sent to them be emailed to him and he will take it from there. Kevin requested that no further payments be made to them until this is resolved. Our next payment will be due this summer. Discussed the need to have the fire extinguishers and fire suppression/sprinkler system inspected and who should do this. Steve said that he is required to walk through all the public buildings every two years and we are on the list to get that done. However, the inspection he does is only a recommendation. Any fire suppression/sprinkler system should be inspected once every year. There is a company in Williston called Summit Fire Supply that inspects fire extinguishers and sprinkler systems. Lindsay will reach out to this company to see if this is something they can do for us. She will also check with Glen to see if he knows who has done this in the past. The boiler needs to be inspected by the State Insurance Commission. Lindsay will contact them to see if they will come and do that so that it is up to date. Discussed how to go about adding glass to the balcony wall to serve as a safeguard. Cara made a motion to ask a local architect/engineer that has done work with other churches to come and look at

this area and help advise us and set a precedence of what is needed to do this in the best way possible to offer the most safety; Sue seconded. Motion carried. Cara will contact this person. Cara also brought up the fact that currently the area by the Altar – namely the lectern is currently not handicap-accessible and it may be a good chance to have the architect also look at this area when he comes to look at the balcony to give us advise how to make this area easier to access in the future. Joy brought up another area of concern with the lectern and pulpit. Neither one is secure. Property Committee will look into how to make these things secure. They are also going to look into making the kneelers at the Altar higher for ease of kneeling and comfort purposes.

NEW BUSINESS:

Technology Policy: We currently do not have one of these. Joy is going to look into this through the ELCA website and see if there may be some self-study courses like the government covering ethics and conduct.

Working Group report on identifying tasks and creating spheres of responsibility for staff: Currently the staff is overstretched and there are some areas of overlap and/or absence of duties that need to be fulfilled. There has been a group working to identify these areas and additional part-time staff that may need to be needed to make sure all areas are covered appropriately and completely. These are positions that could be filled by current congregants that are interested and qualified. The positions would be able to be adjusted as needed in the future years ahead to make sure all areas of ministry are covered. Council members were asked to look over all the different job descriptions that the working group created and bring back any questions or concerns to the May Council meeting for further discussion.

WND Synod Gathering: This is coming up May 29th-31st and is in Watford City. We are still looking for delegates. We still need two delegates to attend, preferably one man and one woman. Matthew will be attending as clergy. Joy encouraged all council members to attend that could. Kevin, Cara and Ardyce stated that he would like to attend as a council member. Marcia Hellandsaas would also like to attend, and Joy stated that she could go as the female delegate. Joy stated that she felt the church should cover the registration fee for any council member that attends, just as the delegates are covered. Sue made a motion that the church cover the registration fee for any council member that attends the WND Synod Gathering; Donna seconded. Motion carried. Matthew is going to invite any confirmed youth to attend the gathering and Joy asked if their registration could be paid by the church also. All agreed that it should be. Ardyce made the motion that the church cover the registration fee for any confirmed youth member that attends the WND Synod Assembly; Cara seconded. Motion carried. Deadline to register is May 22nd.

McKenzie County Fair FLC hosted hospitality booth: Cara made a motion to host a hospitality booth at the McKenzie County Fair June 17th-20th with the youth selling baked goods as a fundraiser for the National Youth Gathering; Kevin seconded. Motion carried. Cara reported that it would cost the church \$225, which includes electricity.

The Council concluded the meeting by reciting the Lord's Prayer.

Next Council meeting will be May 17th at 10:45 am.

Respectfully submitted,
Ardyce Alveshire, FLC Council Secretary