

SHEPHERD OF THE HILLS LUTHERAN CHURCH
16150 E El Lago Blvd, Fountain Hills, AZ 85268
Church Council Meeting Minutes for April 26, 2022

President Erich Korsten called the meeting to order at 10:00 am on Tuesday, April 26, 2022.

Attendees: Jeff Teeples, Erich Korsten, Dan Beck, Dennis Johnson, Donna Hawkinson, Dottie Dudgeon, Chris Lang (via Zoom), Sue Kick

Guests: Vivian Tam, Jim Skivington, Lori Smith, Elaine Tarr, Ralph and Sharon Sealund, Beverly Evans, Roger Miller

Devotion: Luke 24 tells of the post resurrection encounter with Jesus. What was keeping those that loved Jesus from recognizing Him? Where is Jesus and how can I recognize Him when reading scripture? The Sunday message series coming up will hopefully help us answer those questions.

Minutes of March 22, 2022 were presented by Donna Hawkinson. Dan Beck made a motion to accept the minutes as written. Sue Kick seconded the motion. All were in favor. The March minutes were approved.

Jim Skivington presented his concerns about the council being consistent with the AZ law governing non-profits and what information needs to be reported to congregation members. His narrative was given to the recording secretary and received by the council as information. The Council respectfully acknowledged Mr. Skivington for sharing his thoughts with us.

Strategic Planning Committee: Elaine Tarr and Lori Smith presented for the committee (SPC). Congregational Care and Compassion Ministries was their focus. They handed out a list of many of the groups within the church. The SPC's hope is that this fall, we will have a thorough list of the groups in SOTH, and to have the complete list available for new members and current members. We used to have a Congregational Care Ministry action team who connected with shut-ins to serve communion, made phone calls and personal visits to shut-ins, provided emergency meals, and helped with growing relationships within our congregation, along with hospital visitation. The SPC would like to re-activate that group with a kickoff meeting to get and share more information about 1) any of the groups currently in place in the church, 2) joining the Congregation Care Ministry team, 3) sharing new ideas, and 4) helping respond to the "Getinvolved" emails (Getinvolved@sothaz.com). Elaine asked for permission to set up the email address, and to present to the congregation this coming Sunday, May 1st. A date of May 10 at 10:00 am was suggested. It was noted this is the same time as the monthly LiFT meeting. Another date will be defined. The council was in favor of supporting this team. Thank you, Elaine and Lori, for supporting the care of our congregation, and getting others involved.

Erich Korsten gave an update on the Membership review from the SPC. If congregation members did not turn in a pink paper distributed the first Sunday in March, those on our membership roster were called. All calls have been made, and they are now looking for the best way and place to enter the information. If there is a change to the pink sheet previously turned in, congregants are asked to contact Marcia Schrage.

Marketing: Lynn Ruby joined us to answer questions regarding the Ruby Marketing contract. A question was asked as to what the Welcome Home \$500 per month charge covered. Lynn explained it was assisting with strategizing with the Welcome Home team, tracking the guests that filled out a card, sending texts to those who completed cards immediately following the service and a follow-up email sent later in the week. We've had approximately 30 people turn in cards. Many felt that we needed an avenue to connect with members and that the Welcome Home team is doing a good job with it. She

also explained that the website is due for a re-design and refresh which ensures all behind the scenes services and content is working appropriately. The additional piece is to ensure we are getting information from the teams to keep the dates and events current. She is not getting much information. Teams are encouraged to submit updates to Lynn on a timely basis. Dan Beck made a motion to approve the contract as presented. Dottie Dudgeon seconded the motion. All approved. Motion was carried.

Lynn also gave an update on our Constant Contact account. We are experiencing challenges with using Constant Contact without our administrator's information. Lynn has downloaded all of the contact information so we have the data. We could delete our account and set up a new one, but we lose the formatting for the What's Happening and the funeral notices which she would like to not have to re-design. She will continue to work with Constant Contact on this issue. Thank you, Lynn, for your efforts to support SOTH's online presence.

Chris Lang indicated we have had an issue in getting credit cards issued through Wells Fargo. He continues to try to work with them, but will be investigating other banking institutions in the meantime.

Pastor's Report: 1) Lenten events and Holy Week services were well attended. Holy Week began with the cantata which he felt was an effective set up for the remainder of Holy Week worship. Attendance has increased each service since last year. 2) He will begin an adult education class beginning May 15 at 8:30 am, "That The World May Know" which includes a video series "The Clash of Kingdoms". 3) His sermon series is "The Jesus We Know". Tom Ashbrook is preaching this Sunday, May 1st while Pastor Jeff is on vacation. 4) Would it be feasible and would the Council like to assist with a celebratory mid-summer event like a road-trip church to the Rim somewhere such as Woods Lake? This would allow members who summer on or near the Rim to join in a service and fellowship while giving the valley members a break from the summer heat. This could be during the week or even on a weekend. We could look into taking a bus or carpooling to the Rim. A getaway during the summer months. More discussion to follow. 5) Though he will not be missing any other Sunday's in May, he will be taking week-day vacations periodically throughout the month, one of which is to attend his son, Phillip's, graduation in Fargo receiving his MBA. 6) Seven new Stephen Ministers began training last night. Their commissioning is scheduled for Sunday, August 21st.

Missions, Memorial: Memorial: Dottie Dudgeon noted the memorial monies included on this and earlier reports were from July 2021. She has asked the Finance office to prepare new numbers for her. Rose Gibson is recommending a summer children's music program. She will talk with Matthew Frable to begin discussions if Council approves. Donna made a motion to allow Rose to begin investigating the possibility of creating a Children's Music Ministry program. Pastor Jeff feels this fits in with Strategic Planning Committees weakness of no children's programs. Dan Beck seconded. All were in favor. Motion was approved. Outreach: Dottie called the Chamber of Commerce to become the contact being notified of city events taking place which might allow SOTH to have a community presence.

Worship and Ministries: Dennis Johnson reviewed his report. No Council action required.

Property: Dan Beck presented his report. He received a bid of \$2800 to repair one parapet which is causing the leaks in the sanctuary. He is going to ask what it would cost to repair all 3 at one time. He is hoping the repairs will take place within the next two weeks. Bid was accepted and work will continue with repairs. Painting bids were discussed. Bids can be viewed on the attached property report. Donna Hawkinson made a motion to contract with Arizona Painting Company to paint the exterior of the church, including all retaining wall, seats, etc. using the best quality Sherman Williams exterior paint, same color of paint and not to exceed \$50K to be taken from the major maintenance fund. Sue Kick seconded the motion. All were in favor. The motion was carried. Dan and Erich shared that a sub-committee of Dan Beck, Lloyd Tarr, Barbara Drake, Gail Hanson and Debbie Vinopal has been formed to

get bids on carpet replacement and repair or replacing of upholstery on the pews. Dottie made a motion to give the Sub-committee authority to find vendors to replace the carpet, select the pattern and color, and repair or replace the upholstery on the pews. Dan seconded the motion. All were in favor. The motion was carried. Dan has received feedback from those mowing the lawn that it is too difficult to do in the summer heat, so he is looking for a professional company to handle grass cutting, especially during the summer, but possibly year-round.

Finance: Chris Lang began by thanking Roger for his exemplary work in the Finance Office. He noted that the P&L for March is positive by \$29K. Giving was higher than budgeted. The Finance Committee noted there was more money than what we usually like to keep in the bank. The Committee suggested we not move any to Fidelity investments at this time, rather move \$40K to the Money Market account and \$40K in the QQQs. This money is quickly accessible if needed later this year. They would like Council's approval to move this money. Donna made a motion to move \$80K to Fidelity with \$40K in the money market and \$40K in the QQQs. Dennis seconded the motion. All were in favor. The motion was carried. Chris also updated us that the insurance coverage review was completed for the property. The insurance carrier provides for a 4% inflation guard each year. It was recommended we do an inventory of new items such as sound system. The carrier will send an assessment person to give us an updated coverage amount once an inventory is completed. Chris will work with Dan Beck and Lloyd Tarr to complete the review. See attached P&L and Balance Sheet for March 2022.

The Finance Committee Mission Statement was provided for review and acceptance. Dan Beck made a motion to accept the statement as written. Sue Kick seconded the motion. The motion was carried. The Finance Committee continues to work on draft Audit recommendations. It looks like an audit may be delayed to much later this year or possibly into 2023.

Job descriptions for Front Desk Receptionist, Janitor, and Accounts Payable Specialist could not be found in the files, so new descriptions were created. These descriptions have been distributed to Council. Dan Beck made a motion to approve the job descriptions as written. Sue Kick seconded the motion. All were in favor. The motion was approved. Job descriptions for the Pastor, Administrator and Music Director already existed. See attached job descriptions for Receptionist, Janitor and AP Specialist.

Donna Hawkinson shared that Lloyd Tarr, Dennis Johnson and she met with the janitorial candidate last week, Kristy Marweg. Kristy was given a tour of the campus, along with reviewing the job duties for each building. Kristy has previous experience with a cleaning business. Discussion revolved around hourly pay. This position is an independent contractor position, not an employee of the church. It was indicated that she and her husband, Todd, would work together. Time will be submitted monthly to Chris Lang for approval to pay. Dennis Johnson made a motion to hire Kristy and Todd Marweg for \$18 per hour for a maximum of 20 hours per week. Dan Beck seconded the motion. The motion was carried. Donna will call her to make the offer. Donna will assist Kristy in getting a key and code.

Staff Employment Handbook. The Council agreed that the Handbook looks complete. Chris is having our legal counsel do a final review before we send it through as a motion to accept.

Key Disposition Policy, also known as "SOTH Standard Operating Procedure for Access/Key Control(s), was submitted for final approval. Chris Lang noted that 66 keys are not accounted for. Sue Kick made a motion to accept the policy. Dottie Dudgeon seconded the motion. All were in favor. Motion carried. See attached document.

A recommendation to change the church year from calendar year (Jan-Dec) to fiscal year of February-January has been discussed previously. The Finance Committee reviewed the recommendation and highly recommends not changing to a fiscal year, but instead include a footnote on the budget approved

by the congregation the end of January to make the budget retroactive to January 1st after the congregation meeting.

Christ Church Lutheran is looking for children's crafts that are unused for their summer camps this year. Since discussions around reviving our Fall and Spring Break events, we respectfully decline the offer to donate our crafts at this time.

The next meeting of the Executive Council is May 17th (Donna on phone). Any agenda items for the May meeting should be turned in to Erich, Chris, Pastor Jeff, Sue or Donna by May 16th. The next meeting of the full Council is scheduled for May 24th (Donna Zoom). Both meetings will be held in the Education Building, Rooms 5 & 6.

Dottie Dudgeon made a motion to adjourn the meeting. Dan Beck seconded the motion. All were in favor. President Erich adjourned the meeting at 12:00 pm, closing the meeting with the Lord's Prayer.

Respectfully submitted,

Donna Hawkinson,

Recording Secretary

Approved at May 24, 2022 meeting

Attachments

10:37 AM
04/22/22
Cash Basis

Shepherd of the Hills Lutheran Church
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Cash	
1020 · Chase - Checking	6,494.36
1025 · Chase - Savings	0.48
1035 · Wells Fargo Checking	152,888.21
1040 · Fidelity Investment	573,912.37
1000 · Operating Cash - Other	20,767.00
	<hr/>
Total 1000 · Operating Cash	754,062.42
	<hr/>
Total Checking/Savings	754,062.42
	<hr/>
Total Current Assets	754,062.42
Fixed Assets	
1900 · Buildings	2,701,500.00
1920 · Land	78,408.00
1950 · Furniture & Fixtures	263,982.90
	<hr/>
Total Fixed Assets	3,043,890.90
	<hr/>
TOTAL ASSETS	3,797,953.32
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · ELCA Benevolence Accrual	(9,074.40)
2015 · Restricted - SOTH Mission	45,625.05
2020 · Missions Action Team Accrual	672.82
2040 · Restricted - LIFT	4,661.05
2041 · Restricted - Men's Fellowship	260.79
	<hr/>
Total Accounts Payable	42,145.31
Other Current Liabilities	
2350 - Restricted Special Gifts	
2357 · Feed My Starving Children	2,090.00
2350 - Restricted Special Gifts - Other	32,954.16
	<hr/>
Total 2350 - Restricted Special Gifts	35,044.16
	<hr/>
2030 · Restricted - Quilters	(2.08)
2031 · Restricted - Scholarship	11,300.34
2060 · Restricted - Cursillo	1,046.95
2100 · Payroll Liabilities	(556.98)
2200 · Restricted - Memorials	
230 · Undesignated	31,924.30
240 · Music memorial designation	2,720.16
2200 · Restricted - Memorials - Other	500.00
	<hr/>
Total 2200 · Restricted - Memorials	35,144.46

	Mar 31, 22
2300 · Restricted - Pastor Discretion	3,668.32
2500 · Restricted - Major Maintenance	101,662.93
2600 · Restricted - Columbarium	68,448.97
2700 · Restricted - Contingency	21,280.97
2875 · Restricted-Add'l Staff	49,000.00
2955 · Restricted - Development	31,190.00
Total Other Current Liabilities	357,228.04
Total Current Liabilities	399,373.35
Total Liabilities	399,373.35
Equity	
3900 · Retained Earnings	3,358,213.38
Net Income	40,366.59
Total Equity	3,398,579.97
TOTAL LIABILITIES & EQUITY	3,797,953.32

10:26 AM
04/22/22
Cash Basis

Shepherd of the Hills Lutheran Church
Profit & Loss
March 2022

	<u>Mar 22</u>
Ordinary Income/Expense	
Income	
4110 · Envelope Offerings	
4110.10 · Envelope Offerings	49,330.50
Total 4110 · Envelope Offerings	49,330.50
4120 · Non-envelope Offerings	23,867.00
4330 · Miscellaneous Revenue	
4330.02 · Facility Donations	80.00
4330 · Miscellaneous Revenue - Other	10.00
Total 4330 · Miscellaneous Revenue	90.00
47200 · Program Revenue	
4320.04 · Adult Education	(1,080.00)
4320.05 · Flowers	70.00
4320.07 · Fellowship	68.00
Total 47200 · Program Revenue	(942.00)
Total Income	<u>72,345.50</u>
Gross Profit	72,345.50
Expense	
02 · Compensation & Benefits	
02.1 · Pastors Comp & Benefits	
5121.01 · Salary	5,322.50
5121.02 · Housing Allowance	2,784.84
5121.04 · Auto Allowance	437.50
5121.07 · Continuing Education	10.91
Total 02.1 · Pastors Comp & Benefits	8,555.75
02.2 · Staff Compensation & Benefits	
5122.01 · Music Director / Organist	6,464.26
5122.03 · Administrative Assistant	3,290.85
5122.13 · Administrator/Office Manager	5,407.50
5123 · Employer Fica	1,551.12
Total 02.2 · Staff Compensation & Benefits	16,713.73
Total 02 · Compensation & Benefits	25,269.48
03 · Office Expense	
5130.01 · Equipment & Maintenance	1,631.06
5130.02 · Printing / Copiers	449.25
5130.03 · Office Supplies	76.44
5130.04 · Postage	4.33
5130.05 · Telephone	1,111.30
5130.09 · Dues & Subscriptions	620.75
5130.14 · Accounting/Professional	2,090.15
Total 03 · Office Expense	<u>5,983.28</u>

10:26 AM
04/22/22
Cash Basis

Shepherd of the Hills Lutheran Church
Profit & Loss
March 2022

	<u>Mar 22</u>
04 · Property	
5210 · Utilities	
5210.01 · Water & Sewer	921.69
5210.02 · Electricity & Propane	1,027.00
5210.03 · Rubbish Collection	215.70
	<hr/>
Total 5210 · Utilities	2,164.39
5211 · Maintenance	
5211.01 · Repairs	1,116.79
5211.02 · Extermination	85.00
5211.03 · Cleaning & Supplies	405.00
5211.05 · Security/Fire Monitoring	311.65
	<hr/>
Total 5211 · Maintenance	1,918.44
Total 04 · Property	4,082.83
05 · Worship	
5301.01 · Sanctuary Supplies	22.72
5301.04 · Flowers	(300.00)
5301.06 · Altar, Comm & Worship Supplies	93.78
5301.07 · Worship Bulletins, PP & ProP	112.37
5301.15 · Sound	758.17
	<hr/>
Total 05 · Worship	687.04
06 · Music	
5310.01 · Music Supplies	247.12
5310.03 · Guest Musicians	2,025.00
5310.04 · Printed Music	274.07
5310.07 · Special Prog. & Retreats	565.00
	<hr/>
Total 06 · Music	3,111.19
07 · Fellowship	
5410.02 · Supplies	217.60
	<hr/>
Total 07 · Fellowship	217.60
09 · Education	
5611 · Adult Education	
5611.03 · Program Materials	139.98
	<hr/>
Total 5611 · Adult Education	139.98
Total 09 · Education	139.98
13 · Care Ministry	
5910.07 · Grief Support Group	32.95
	<hr/>
Total 13 · Care Ministry	32.95
16 · Member Ministry & Discipleship	
5940.01 · Supplies	282.94
	<hr/>
Total 16 · Member Ministry & Discipleship	282.94
19 · Communications	
5510.01 · Publicity	867.51
6200.01 · Social Media	2,018.00
	<hr/>
Total 19 · Communications	2,885.51
Total Expense	42,692.80
Net Ordinary Income	29,652.70
Net Income	<u>29,652.70</u>

Worship, Education, and Member Ministries Report
April 2022 by Dennis Johnson

Matthew Frable – Music Ministry: The past month has been a busy one, with all of the extra season worship services and music. It is a lot of work planning and preparing for everything for the Lent & Holy Week season, but it is worth it.

On Palm Sunday, the choir sang our Holy Week Cantata “A Gathering of Grace”. We had a total of 23 singer, 8 instrumentalists and narrator. The cantata went very well and was a blessing to many. Many positive comments were received.

The Maundy Thursday, Good Friday and Easter services were filled with music led by the Praise Team, Choir, Hand Bell Choir and guest brass players. The music enhanced the character of each of the services as we journeyed through and remembered the events of Holy Week.

In addition to preparing for and leading the Lenten and Easter services, I have also been planning the music and services for the next couple months.

Thank you for your continued support;
Matthew

Gail Appledorn, Compassion Ministry: Unfortunately, the Compassion ministry had to acknowledge the death of Lou Maegdlin and take part in the Celebration of Life for Pastor Bill, as well as recognizing several anniversaries of deaths.

Judy Konop, LiFT: This will be the final report to council for LIFT that I provide. Going forward reports will be provided by Cindy Beck, President, or Vivian Tam, Vice-President.

The Spring Fling (International Dinner) was attended by 63 people. Reports were that it was a wonderful event. Though no fundraising was designated for the event, around \$200 was donated.

The monthly meeting of LIFT was held on 4/12 and attended by 12 people.

Funds in the LIFT account reported at the meeting do not reflect the expenditures for the Spring Fling, yet to be processed by SOTH accounting.

Two women were visited by the Sunshine Gal in March with thank you notes reported at the meeting.

LIFT began planning of the 2022-2023 schedule. It was agreed the LIFT will continue to have the following annual events: Spring Fling with fun and fellowship, Fall Welcome with a faith building event, (Christmas) Angel Tree, and we will be adding Easter bags for visiting children on Easter Sunday.

The ladies compiled over 20 events that interest them, as well as a few ideas for a fall retreat off-site, and a fun spring event. Final voting will be completed at the May meeting. Events for Summer will likely include, Ladies Breakfast and a Game Day similar to last year.

Upcoming events include: Picnic in the Park on April 28, 2022 and the Final 2021-2022 monthly meeting at Sipps Eatery on May 10, 2022.

Member at Large Report Dottie Dudgeon
April 26, 2022

Memorial Committee: Gail Hanson, Eileen Doench Total=\$33,299 (Designated-\$1,780 for music, Undesignated-\$31,019, Restricted Memorial \$500 This committee requests suggestions about how to spend the money from the Council.

New information obtained suggests the above numbers may not be current anymore as these are numbers from July 2021. There have been funerals since then. Amounts were kept track of but not entered on excel sheet.

Gail and Eileen will meet next month for a plan of action. Besides dollar amounts, this will involve notifying church members of amounts and will request how they may like money spent coinciding with the church's needs.

Rose Gibson and daughter, Kelli, are submitting a proposal for how they would like donations from Duane Gibson's Memorial Fund to be spent.

Columbarium Committee: Donna Hawkinson, Eileen Doench, Vivian Tam, David Caribardi, Sharon Johnson: The Zingg family purchased a niche for their parents. Pastor did a great interment service for them on 4/09/2022.

Presently there are 59 open niches out of 135. One more was sold.

Outreach: The music proposal for a summer music camp at SOTH from the Duane Gibson Memorial Fund. (Follows)

I have called the Fountain Hills Chamber of Commerce and requested to be on the email list of all community events. I will present to Council of any events in which we may be able to be represented.

Cursillo: Gail Hanson Parish rep and Denny Hanson President of Secretariat Men's Cursillo weekend just finished, April 21-24. The women will be 28-May 1 at the St. Francis Renewal Center in Scottsdale, AZ. There are team members and participants, 2 men and 3 women representing Shepherd of the Hills Lutheran Church.

Friends Feed Friends: Gail Hanson Numbers of people being fed each week has increased to about 50. Full meals and bus passes have been given along with clothing and toiletries. Additionally, devotionals from the "Upper Room" for March, April and May. Personal products along clothing are available.

Mission Committee: Eileen Doench Chair Sue Bye Cochair Good news from Eileen Doench.

The Council estimated budget for Missions of \$56,772. But the committee made an aggressive proposal which is \$20,866 higher over Council's.

Our total in the Mission budget is presently \$33,289.01 as of the end of March, up \$2522.15 from February (\$30,766.26) An anonymous person added \$2500 to the \$5000 check sent to Samaritan's Purse for Ukraine.

Our 10% tithing for March was \$7319.75 which is \$2,588.75 over what Council had predicted for the year's budget for missions which is \$4731. This amount (\$7319.35) is \$1505.41 over the same month last year.

Eileen Doench will send updates to the Mission Committee and possibly plan another meeting. Intending to connect with Pastor Jeff on money for Nicaragua for reserve of \$7875.

Looking forward to having Pastor Rolled and wife, Queenie, visit in June if she receives a VISA.

Health and Wellness: Nancy Spahr Nancy and Eileen Doench Nothing new to report.

Scholarships: Donna Hawkinson, John Bjernholt, Chuck Wuttke, John Fears, Vivian Tam

Scholarship information has been made available and is on the SOTH website

Duane Gibson Children/Youth Music Ministry Memorial Fund

April 23, 2022

To: SOTH Council

I have been praying about how the **Duane Gibson Youth Musical Memorial Fund** was going to be used since May of 2020. My prayer was that God's Holy Spirit would 'open the door' for a Youth Musical Ministry at SOTH to begin according to **His** timing. Last week this 'door was opened' by council member Dottie Dudgeon, when she questioned me about Duane's Memorial Fund. She requested that I put together my thoughts on how the funds could be used.

Long-term Goal: To create a SOTH Youth Choir at SOTH

Short-term Goal: To conduct a Summer Music Camp this year

I plan to first confer with our Minister of Music, Matthew Frable to see how this program would fit in our Music Ministry at SOTH.

Then, I plan to form a team to devise a plan of action.

I am also enclosing the list of 'possibilities' for the Youth Musical Ministry that Kelli and I brainstormed on May 6th of 2020.

Duane's Memorial fund has \$3,050.00 in it.

I am excitedly awaiting your reply.

Blessings,

Rose Gibson

"Come let us sing for joy to the Lord." Psalm 95:1

Brainstorm IDEAS

- Youth and/or Children Choir
- Summer Music Camp*(To begin the Summer of 2022)
- Spring/Fall Break Intense Choir Camp
- Performing Arts Camp
- Youth Bell Choir
- Children Orff Choir
- Traveling Choir
- Performance at SOTH (once a month)
- Performance on Holidays
- Performance without Church Choir

- Performance with Community Chorus
- Perform for other Children's Organizations
- Perform for Fountain Hills Organizations
- Have Guest Conductors
- Performing Arts School for Children/Youth
- Hire Additional Instructors when/if needed
- Free of extremely minimal fee to participate
- Think about a creative , catchy name to call it
- Advertise in Community using computer/mail/newspaper
- Advertise within in 20 minutes of Fountain Hills
- "Knock on Doors" on streets surrounding McDowell Elementary School. Pass out packets of information with things such as: a letter about the choir, church information and activities, items with SOTH name such as pencils, a business card etc.
- Have a yearly Fund Raiser Performance so that Duane's Memorial will be ongoing
- Personal donations will also be accepted
- Revisit yearly to evaluate needs
- Invite Chris Lang to help us determine our Short Term and long term Goals

We have \$3,050.00 in The Duane Gibson Memorial Fund

*This was written by Kelli and Rose Gibson on May 6, 2020 . Numbers 21, 23 and 24 were added on April 23, 2022

Property Report – Dan Beck – April 2022

Exterior Lights

Dan Beck replaced all 39 outside lights around the building with LED lights. There were 14 can lights, 12 wall fixtures and 13 motion lights. Lloyd and Dan talked to a lighting expert and he will be sending us some sample lights for the interior can lights, information for the two flood lights and the under the roof lights of the Education building.

Water Leaks and repairs

The roof drain pipe has not been repaired yet.

The drywall above the cross, around the speakers and above the handbell area has been repaired. During the repair we cut a hole in the ceiling and the wall above the speakers and God sent us rain 3 times so we were able to pin point the leaks. The water is coming in from the top surface of the parapets. The roofer is going to give us a quote to put tin on the parapets that will cover the entire top face and come down the sides a few inches,

Class room #2 ceiling, the drywall needs to be repaired from an old water leak.

Lloyd is waiting for Jason, the roofer, to give him a final quote to repair the parapets. As soon as he has the quote, I told him to have them repaired ASAP.

One of the toilets in the women's bathroom in the ED Building, the high-pressure flush valve is not shutting off. Lloyd shut off the water and will call a plumber to repair it.

A water sprinkler hose split open behind the nursery and was repaired by Dan Beck.

Church Exterior Painting

Dan Beck received 3 quotes to have the entire exterior of the church painted.

Hector Delgado quoted \$80,063 for the entire outside.

Arizona Painting Company quoted;

\$28,029.60 using Sherwin Williams A100 paint

\$30,832.56 using Sherwin Williams Superpaint

\$46,767.36 using Sherwin Williams Duration paint

Apex Painting Systems Quoted \$57,032.0 using Sherwin Williams Duration paint

Explanation of the paint quality.

Hello everyone this is Kevin Maller with Maller Painting Company and today I'm going to break down the different exterior paints from Sherwin Williams. To qualify myself let me just say I've been using SW since 1996 with my father and purchase 75-100K worth of SW per year and consider myself an expert on paint application/ product knowledge. I'm going to give you my honest opinion on every level of SW exterior paints starting with the cheapest.

A100- (15-year warranty paint) Comes in Flat and Satin finish. This is our companies bare minimum paint. We will only use this if you're going with a light color or you're selling your home and do not want to pay a lot. Sprays good, brushes good but will fade fairly quickly if going with darker colors.

Superpaint (Lifetime warranty paint) Comes in Flat, Low Sheen and Satin. Recently Sherwin made this a lifetime warranty paint and added a Low Sheen to the lineup. Superpaint has been a 25-year warranty paint for decades. This is the best value paint in the lineup Superpaint sticks to almost everything and is a vinyl safe paint. (Hence the name "Superpaint"). Again, great paint for the money for light colored paints. If you are choosing dark colors, I would bump up one more level for maximum

Duration- (Lifetime Warranty Paint) Comes in Flat and Satin. Paint and Primer in one (I think trying to compete with Behr?) either way I'm a huge fan of using a true primer. Duration also comes out of the bucket extra thick and can be sprayed on extra heavy in case you're trying to get it done in 1 coat. Duration has excellent hide and color retention.

Church Carpeting, Pew upholstering and walls

Healthy Home Flooring came and looked at our church carpeting on April-8-2022 and will give us a Quote.

Dan Beck, Donna Hawkinson, Barbara Drake, Gail Hanson, Lloyd Tarr, and Debbie Vinapol formed a sub-committee to select the colors for carpeting, pew upholstering and repainting the walls.

Lloyd contacted the Pew company, that made our pews, and they still service this area. Lloyd will take pictures of the pews and send them to the company for a quote to repair the damaged pews. Lloyd also contacted another company and they will give him a quote based on the measurements of the pews.

Arizona Painting Co gave us a quote of \$28,722 to paint and repair the entire church interior.

Hector P Delgado gave us a quote of \$80,063 to paint the interior of the church.

Lawn Care

Dan Beck is trying to find a company or young person to do the Lawn care because he was informed that it is getting too hard for the people that are currently do it. Two of the current cutters sent the emails below.

Most of the lawn care companies I contacted are too busy to take on another customer or they do not do business with companies, only private home owners. I will also contact other churches to see if they can ask some of their youth if they would be interested.

This is an email from one of the grass cutters.

The average age of the guys that mow the lawn on a weekly basis is 77.3 years. I believe we are placing our elderly men in harm's way, and an accident is just waiting to happen. Many of the younger mowers are snow birds so the frequency of mowing by an individual goes up in the summer. The difficulty of doing the job is getting higher and worse in higher heat. The number of winter mowers = 7 and summer mowers = 3or4.

This is another email from one of the men doing the grass cutting.

This message is to all mowers that it might concern... if this sounds like I'm a little p-o ed, it's because I am. I just finished mowing today. It took almost **three hours**, as someone had raised the mower by two notches, about two inches. I got ten bags full of grass! It should be about three if the mower is left at the height, it should be every week.

Also, I usually find that the mower and bag are not cleaned properly, making it harder to mow for the next person.

Finally, doing the lawn is not just mowing the grass, it includes trimming and edging. I know some of you do that, but not everyone. In the future, please do a complete job and don't leave it to someone else to do.

Weed Control

Dan and Lloyd contacted Landscapers for estimates to do the weed control.

Oasis Landscaping quoted \$12,000 to spray Emergence and Weed killer.

Breathe Easy gave a quote of \$1,900 to spray Emergence and Weed killer.

Lloyd received a quote from Victor Landscaping for \$1,100 for Emergence and Weed killer.

I told Lloyd to go ahead and have Victor apply the spray Emergence and Weed killer right away.

Doorstoppers

Dan Beck repaired all the door stops so they are all working now. Lloyd had the Meeting Hall door repaired and they adjusted the spring tension on the door between the kitchen and the meeting hall. This door now stays open without using a door stop.

Verizon

The Verizon project is now completed.

Keys

Lloyd finished up the Key inventory.

Respectfully submitted by
Daniel Beck



2022 Marketing Consulting & Implementation

Shepherd of the Hills

This contract details the marketing consulting and implementation services to be provided to Shepherd of the Hills Lutheran Church (SOTH) by The Ruby Marketing Agency.

1 -Marketing Consulting Services to Be Provided

One-year (12 month) engagement, which includes:

✦ Weekly meetings with SOTH staff and quarterly meetings with SOTH Council Members to review and advise on:

- Any on-going projects (website re-design, SEO, etc.)
- Email KPIs (key performance indicators)
- Social media KPIs for the prior month
- Reputation management concerns
- SEO results
- Google Analytics
- Planning for coming months
- Strategic advice on any special marketing projects (advertising, special events, etc)

✦ Offsite consulting work performed by Ruby Marketing:

- Project management and communication with outside marketing sub-contractors hired to implement various marketing projects for SOTH.
- Responding timely to all reviews
- Building reviews
- Strategic research.
- Analysis of KPIs

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2 -Regular Marketing Project Implementation

- • FH Times Ads
- • Facebook Postings & Engagement
- • “Regular” Special Events: Christmas / Easter / Palm Sunday / Concerts / Memorials / The Chosen
- • Text in Church
- • Creation and design of flyers and brochures
- • Outdoor Banner Creation
- • Facebook Livestream Hosting
- • Sunday Service Postings to Website
- • Website Maintenance (Technical & troubleshooting)
- • Website Maintenance (Creative / New Content related to Special Events)
- • Business cards / stationary / promotional items
- • Policies (privacy, social media, media relations)
- • Coordination with and cross-training of administrative staff.

3 -Special Projects

1. Website Re-Design / Re-Fresh

- • New photos. Re-evaluate navigation.
- • Establish website as hub.
- • Communications survey.
- • Promote ways to stay in touch (Text, FB, email, website)

2. Email Template Re-Design (What’s Happening)

3. Welcome Team / “Get More Visitors” Here Team

- • Extend & Refine Follow Up Process
- • Re-model and expand into a “Get More Visitors Here AND follow up with them” Team
- • Equip members to invite guests to church.

4. Expanded SEO (6-month term)

- Create content to support selected keywords (work with Pastor)
- Select keyword phrases to focus on with content

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Marketing Consulting	\$1,200 / month*
Regular Marketing Project Implementation	\$1,200 / month*
Website Re-Design and Re-Fresh	\$1,700 one-time fee**
Welcome Team	\$500 / month*
Email Template Re-Design (What's Happening)	\$500 one-time fee**
Expanded Search Engine Optimization	\$300 / month for 6-month period**