



Trinity Evangelical Lutheran Church
Evangelical Lutheran Church in America
 God's work. Our hands.
 Pastor Nathan Keith

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Trinity Church Council Meeting Minutes February 9, 2021

The February meeting of the Trinity Lutheran Church Council was called to order by Randy at 7:01 p.m. via Zoom. Pastor led us in a devotion.

Roll Call

Mary Baldwin	Lindsay Reeve	Larry Oolman
Stephen Boss	Pastor Nathan Keith	Randy Wilkison
Martin Greller	Linda Lebeda, Financial Director	Jennifer Zenor

Approval of February 9, 2021 Agenda

Randy asked for a motion to approve the agenda. Mary made a motion. Stephen seconded. Motion passed.

Introductions

Randy led the council in introductions. Lindsay Reeve was welcomed as a new member.

Approval of January 12, 2021 Meeting Minutes

Approval of minutes were tabled to the March meeting. Larry made a motion. Mary seconded. Motion passed.

Financial Status Report

- See attached report and notes from Financial Director Linda Lebeda.
- Jen asked if we should remind people to update/increase their online contributions. Discussion occurred around stewardship as the place to have this discussion with members.
- Stephen moved to accept the financials as presented. Martin seconded. Motion passed.

Unfinished Business

Day Center Updates & Laundry Equipment and Installation

- See report attached from Stephen.

New Business

Executive Committee Elections

- President
 - Randy nominated Stephen. Larry motioned to accept the Steve's nomination by acclamation. Mary seconded. Motion passes.
- Vice President
 - Mary nominated Larry. Randy seconded. Motion passes.
- Secretary
 - Randy nominated Jen. Stephen seconded. Motion passes.

Review of Annual Meeting

- Steven suggested to provide a virtual option in coming years for people who cannot attend even if COVID is not an issue.
- Pastor shared that this past year changed how we do Church and this will continue into the future.
- Pastor shared that he received many e-mails thanking the council for a job well done at the annual meeting.
- Stephen asked how other congregations handled the voting through Zoom when there is more than one person in a household. Randy suggested that people vote through private chat.
- Linda asked about Thom's suggestion to increase our Synod Contribution. Larry noted that the congregation approved a budget and we should stick to that this year and consider additional giving to Synod next year.

Ministry Visioning/ 2021 Goals

- Church Publicity
 - Could we work with UW students and our Campus Ministry money to help promote our online presence?
 - Larry suggested that involving the congregation in the social media posts (why did you join the church, a clip from the choir, etc.).
- Work on updating the Rohr fellowship hall.
- Complete work on constitution and by-laws. Randy, Thom, Jen, and Pastor will start again and get the draft constitution ready for the next annual meeting.
- Small group ministry could involve camping, hiking, men's group, etc.
- Finish the development of the fiscal policy and procedures.

Staff Reports

- Pastor is going to offer ashes to go for people in cars for Ash Wednesday.
- Pastor received the first COVID shot to help ensure he can lead funerals and to go into assisted care units.
- Pastor had a busy month with Wyoming Dean responsibilities. He is helping Casper churches, ordinations, and Gillette church on leaving the ECLA.
- Pastor is wanting to incorporate art into the confirmation teachings. Pentecost Sunday is the tentative date for confirmation.
- Tish and Pastor are working to get a lower rate copier contract.
- Pastor purchased a couple of theological books—Feasting on the Word.
- The new member class will be held at the end of February.
- Update signature cards with Larry and Stephen.

Administrative Items

Correspondence

- No correspondence to report.

Counters

- Tish will continue to process offerings in the office.

Next Meeting

- Tuesday, March 9, 2021 @ 7:00 p.m.

February Devotions

- Larry

Adjournment

- Stephen closed the meeting at 8:29.
- Randy motioned to adjourn; Mary seconded. Motion passed.
- Pastor led the Council in the Lord's Prayer.

Respectfully Submitted

Jennifer Zenor

Jennifer Zenor
TELC Council Secretary

Trinity Evangelical Lutheran Church

Financial Snapshot January 31, 2021

Income and Expenses	Jan Actual	Jan Budget	YTD Actual	YTD Budget
Giving and Other Income				
Benevolence	\$0.00	\$0.00	\$0.00	\$0.00
General Offerings	18,301.64	16,666.63	18,301.64	16,666.63
Rocky Mtn Synod - Campus Ministry	658.37	583.37	658.37	583.37
Donated Services	400.00	400.00	400.00	400.00
Transfers from Temp. Restricted Fds.	84.79	41.63	84.79	41.63
Investment & Building Rental Income	0.00	41.63	0.00	41.63
Total Income	\$19,444.80	\$17,733.26	\$19,444.80	\$17,733.26
Expenses				
Benevolence	\$1,834.27	\$1,611.53	\$1,834.27	\$1,611.53
Pastor Salary and Benefits	8,654.07	9,031.84	8,654.07	9,031.84
Christian Education	200.00	279.13	200.00	279.13
Worship and Music	1,497.31	1,224.13	1,497.31	1,224.13
Leadership Materials and Training	0.00	37.12	0.00	37.12
Fellowship and Social Ministry	0.00	87.50	0.00	87.50
Administration and Building	4,851.84	5,194.80	4,851.84	5,194.80
Total Expenses	\$17,037.49	\$17,466.05	\$17,037.49	\$17,466.05
Net Income	\$2,407.31	\$267.21	\$2,407.31	\$267.21

Checking and Demand Accounts

U.S. Bank Checking	\$113,383.30
Mission Investment Fund Demand Account	30,102.43
Temporarily Restricted:	
Building	-6,678.58
Memorial	-7,303.70
Campus Ministry	-5,263.38
Music Development	-418.39
Thrivent	-2,039.00
Leadership Lab/Youth	-1,474.00
Washer/Dryer	-1,250.00
Good Samaritan (was Pastor Discretion.)	-400.00
Total Temporarily Restricted	-24,827.05
Total Unrestricted t US Bank and Mission Invest Fund	<u>\$118,658.68</u>

Investments

Edward Jones - Cash	0.00	12/31/2020*
ELCA Mission Investment Fund - mif.elca.org	<u>3,166.87</u>	12/31/2020*; 3.455% CD's mature 9/28/2022
Total Investments	<u>\$3,166.87</u>	

*per most recent statement

Payroll Protection Program Loan May 20, 2020

\$22,726.00

Notes

The new year is off to a good start for Trinity in terms of finances. January offerings exceeded budget by \$1,635.01 and expenses were under budget by \$428.56 resulting in a positive bottom line of \$2,407.31. The Wartburg Seminary \$500 donation in recognition of Dr. Kristin Largen was made in January.

The latest communication from US Bank states they expect to begin accepting PPP loan forgiveness applications in early March.

Feel free to contact me with any questions. Linda Lebeda, Finance Director,
telc.finance.director@gmail.com or 307-760- 894.

DRAFT

TRINITY EVANGELICAL LUTHERAN CHURCH

STATEMENT OF ACTIVITIES

January 2021

	TOTAL
Income	
4-0000 Support & Revenues	
4-2000 Current Offering	
4-2100 Envelopes/General	18,301.64
Total 4-2000 Current Offering	18,301.64
4-3000 Other Offering	
4-3410 Rocky Mtn Synod for Campus Ministry	658.37
Total 4-3000 Other Offering	658.37
4-4000 In Kind Donated Services	400.00
4-5000 Transfers from Temporarily Restricted Funds	84.79
Total 4-0000 Support & Revenues	19,444.80
Total Income	\$19,444.80
GROSS PROFIT	\$19,444.80
Expenses	
6-0000 Expenses	1,424.00
6-1000 Benevolence	
6-1100 Apportionment to Synod/ELCA	
6-1300 Interfaith	104.16
6-1500 Good Samaritan Fund (formerly Pastor's Discretionary Allowance)	306.11
Total 6-1000 Benevolence	1,834.27
6-2000 Salaries and Benefits	
6-2100 Pastor's Salary	7,176.67
6-2110 Pastor/Salary	
Total 6-2100 Pastor's Salary	7,176.67
6-2200 Pastor's Benefits	
6-2210 ELCA Benefits Package	1,413.81
6-2240 Ministerial Expenses	63.59
Total 6-2200 Pastor's Benefits	1,477.40
6-2300 Staff	
6-2310 Organists' Salaries	420.00
6-2340 Parish Secretary's Salary/Vaca	943.25
6-2350 Custodial Services	250.00
6-2360 Staff Social Security	173.78
6-2370 Youth Director's Salary	200.00
6-2380 Staff Bonuses/Gifts	680.00
Total 6-2300 Staff	2,667.03
Total 6-2000 Salaries and Benefits	11,321.10

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TRINITY EVANGELICAL LUTHERAN CHURCH

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STATEMENT OF ACTIVITIES January 2021

	TOTAL
6-3000 Administration and Building	
6-3100 Administration	
6-3110 Office Supplies/Software	48.73
6-3114 Postage	146.00
6-3130 Service on Office Equipment	519.77
6-3150 Publications and Subscriptions	15.89
6-3160 Administration Fees	85.88
6-3170 Bookkeeping	686.32
Total 6-3100 Administration	1,502.59
6-3500 Utilities	
6-3510 Electricity	154.68
6-3520 Gas	482.70
6-3530 Telephone	112.69
6-3540 City Utilities & Trash	126.41
Total 6-3500 Utilities	876.48
6-3600 Insurance	
6-3610 Insurance	425.74
Total 6-3600 Insurance	425.74
Total 6-3000 Administration and Building	2,804.81
6-4000 Ministry	
6-4200 Worship & Music	
6-4220 Altar Supplies	167.52
6-4235 Online Worship Tech Staff	600.00
6-4270 Piano/Organ Maintenance	225.00
6-4290 Music Dev. Fund	84.79
Total 6-4200 Worship & Music	1,077.31
Total 6-4000 Ministry	1,077.31
Total 6-000 Expenses	17,037.49
Total Expenses	\$17,037.49
NET OPERATING INCOME	\$2,407.31
NET INCOME	\$2,407.31

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TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET VS. ACTUAL FY 2021

January 2021

Income			TOTAL	
4-0000 Support & Revenues	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4-2000 Current Offering				
4-2100 Envelopes/General	18,301.64	16,666.63	1,635.01	109.81 %
Total 4-2000 Current Offering	18,301.64	16,666.63	1,635.01	109.81 %
4-3000 Other Offering				
4-3410 Rocky Mtn Synod for Campus Ministry	658.37	583.37	75.00	112.86 %
Total 4-3000 Other Offering	658.37	583.37	75.00	112.86 %
4-4000 In Kind Donated Services	400.00	400.00	0.00	100.00 %
4-5000 Transfers from Temporarily Restricted Funds	84.79	41.63	43.16	203.68 %
Total 4-0000 Support & Revenues	19,444.80	17,691.63	1,753.17	109.91 %
Total Income	\$19,444.80	\$17,691.63	\$1,753.17	109.91 %
GROSS PROFIT	\$19,444.80	\$17,691.63	\$1,753.17	109.91 %
Expenses				
6-0000 Expenses	1,424.00	1,424.00	0.00	100.00 %
6-1000 Benevolence				
6-1100 Apportionment to Synod/ELCA				
6-1300 Interfaith	104.16	104.16	0.00	100.00 %
6-1500 Good Samaritan Fund (formerly Pastor's Discretionary Allowance)	306.11	83.37	222.74	367.17 %
Total 6-1000 Benevolence	1,834.27	1,611.53	222.74	113.82 %
6-2000 Salaries and Benefits				
6-2100 Pastor's Salary	7,176.67	3,850.00	3,326.67	186.41 %
6-2110 Pastor/Salary				
6-2120 Pastor Soc. Sec. Allowance		517.67	-517.67	
6-2130 Pastor/Housing Allowance		2,916.67	-2,916.67	
Total 6-2100 Pastor's Salary	7,176.67	7,284.34	-107.67	98.52 %
6-2200 Pastor's Benefits				
6-2210 ELCA Benefits Package	1,413.81	1,435.00	-21.19	98.52 %
6-2220 Pastor's Continuing Education		166.63	-166.63	
6-2230 Pastor's Car Allowance		62.50	-62.50	
6-2240 Ministerial Expenses	63.59	83.37	-19.78	76.27 %
Total 6-2200 Pastor's Benefits	1,477.40	1,747.50	-270.10	84.54 %
6-2300 Staff				
6-2310 Organists' Salaries	420.00	483.37	-63.37	86.89 %
6-2320 Chancel Choir Dir's Salary		0.00	0.00	
6-2340 Parish Secretary's Salary/Vaca	943.25	1,189.13	-245.88	79.32 %
6-2350 Custodial Services	250.00	300.00	-50.00	83.33 %
6-2360 Staff Social Security	173.78	215.25	-41.47	80.73 %
6-2370 Youth Director's Salary	200.00	200.00	0.00	100.00 %
6-2380 Staff Bonuses/Gifts	680.00	66.63	613.37	1,020.56 %
Total 6-2300 Staff	2,667.03	2,454.38	212.65	108.66 %

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TRINITY EVANGELICAL LUTHERAN CHURCH BUDGET VS. ACTUAL FY 2021

January 2021

	ACTUAL	BUDGET	TOTAL OVER BUDGET	% OF BUDGET
Total 6-2000 Salaries and Benefits	11,321.10	11,486.22	-165.12	98.56 %
6-3000 Administration and Building				
6-3100 Administration	48.73	166.63	-117.90	29.24 %
6-3110 Office Supplies/Software				
6-3112 Printing & Publicity		8.37	-8.37	
6-3114 Postage	146.00	41.63	104.37	350.71 %
6-3120 Offering Envelopes/Folders		8.37	-8.37	
6-3130 Service on Office Equipment	519.77	519.77	0.00	100.00 %
6-3140 Copier Supplies		12.50	-12.50	
6-3150 Publications and Subscriptions	15.89	16.63	-0.74	95.55 %
6-3160 Administration Fees	85.88	62.50	23.38	137.41 %
6-3170 Bookkeeping	686.32	666.63	19.69	102.95 %
6-3180 ISP Provider/Web Maintenance		0.00	0.00	
Total 6-3100 Administration	1,502.59	1,503.03	-0.44	99.97 %
6-3500 Utilities				
6-3510 Electricity	154.68	166.63	-11.95	92.83 %
6-3520 Gas	482.70	408.37	74.33	118.20 %
6-3530 Telephone	112.69	100.00	12.69	112.69 %
6-3540 City Utilities & Trash	126.41	225.00	-98.59	56.18 %
Total 6-3500 Utilities	876.48	900.00	-23.52	97.39 %
6-3600 Insurance				
6-3610 Insurance	425.74	479.13	-53.39	88.86 %
Total 6-3600 Insurance	425.74	479.13	-53.39	88.86 %
6-3700 Physical Plant				
6-3710 Maintenance & Improvements		500.00	-500.00	
Total 6-3700 Physical Plant		500.00	-500.00	
6-3800 Contingencies				
6-3810 Contingencies		41.63	-41.63	
Total 6-3800 Contingencies		41.63	-41.63	
Total 6-3000 Administration and Building	2,804.81	3,423.79	-618.98	81.92 %
6-4000 Ministry				
6-4100 Christian Education		20.87	-20.87	
6-4110 Sunday School				
6-4130 Confirmation Classes/Jr. High		16.63	-16.63	
6-4140 Youth Ministry		29.13	-29.13	
6-4145 Campership		0.00	0.00	
6-4150 Adult Education		8.37	-8.37	
6-4160 Campus Ministry		0.00	0.00	
6-4170 Library		4.13	-4.13	
Total 6-4100 Christian Education		79.13	-79.13	
6-4200 Worship & Music				

TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET VS. ACTUAL FY 2021

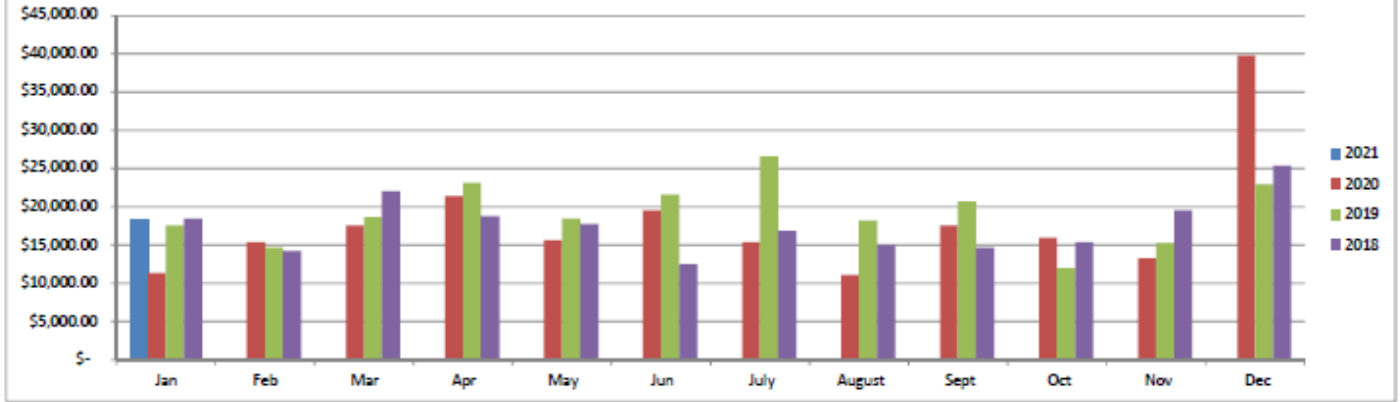
January 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-4210 Pulpit Supply		0.00	0.00	
6-4220 Altar Supplies	167.52	29.13	138.39	575.08 %
6-4230 Bulletin/Worship Aides		41.63	-41.63	
6-4235 Online Worship Tech Staff	600.00	520.00	80.00	115.38 %
6-4240 Chancel Choir Music		16.63	-16.63	
6-4250 Worship Band		8.37	-8.37	
6-4255 Worship Bank Leader Salary		0.00	0.00	
6-4270 Piano/Organ Maintenance	225.00	83.37	141.63	269.88 %
6-4290 Music Dev. Fund	84.79	41.63	43.16	203.68 %
6-4295 Choir Support		0.00	0.00	
Total 6-4200 Worship & Music	1,077.31	740.76	336.55	145.43 %
6-4300 Leadership Materials/Training				
6-4330 Devotional Guides		12.12	-12.12	
6-4340 Conventions		25.00	-25.00	
Total 6-4300 Leadership Materials/Training		37.12	-37.12	
6-4500 Fellowship		62.50	-62.50	
6-4600 Social Ministry		25.00	-25.00	
Total 6-4000 Ministry	1,077.31	944.51	132.80	114.06 %
Total 6-0000 Expenses	17,037.49	17,466.05	-428.56	97.55 %
Total Expenses	\$17,037.49	\$17,466.05	\$ -428.56	97.55 %
NET OPERATING INCOME	\$2,407.31	\$225.58	\$2,181.73	1,067.16 %
Other Income				
Interest & Investment Income		41.63	-41.63	
Total Other Income	\$0.00	\$41.63	\$ -41.63	0.00%
NET OTHER INCOME	\$0.00	\$41.63	\$ -41.63	0.00 %
NET INCOME	\$2,407.31	\$267.21	\$2,140.10	900.91 %

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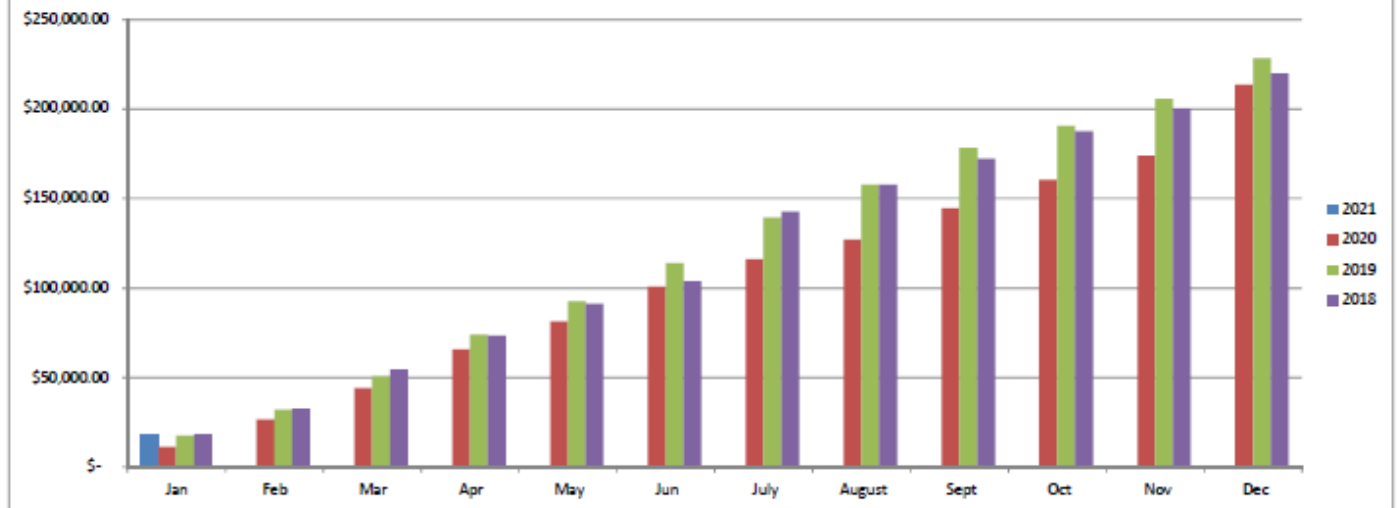
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Monthly Offerings 2018-2021



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2021	\$ 18,301.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020	\$ 11,308.35	\$ 15,366.34	\$ 17,569.81	\$ 21,383.15	\$ 15,594.49	\$ 19,524.90	\$ 15,386.93	\$ 11,058.64	\$ 17,546.89	\$ 15,941.06	\$ 13,230.51	\$ 39,777.85
2019	\$ 17,569.78	\$ 14,624.00	\$ 18,665.36	\$ 23,108.86	\$ 18,451.39	\$ 21,550.35	\$ 26,575.65	\$ 18,203.96	\$ 20,721.98	\$ 11,970.62	\$ 15,224.24	\$ 22,882.88
2018	\$ 18,463.82	\$ 14,225.70	\$ 22,042.75	\$ 18,781.46	\$ 17,763.72	\$ 12,457.88	\$ 16,807.81	\$ 14,996.62	\$ 14,645.47	\$ 15,385.64	\$ 19,524.80	\$ 25,381.92

Year to Date Offerings 2018-2021



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2021	\$ 18,301.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020	\$ 11,308.35	\$ 26,674.69	\$ 44,244.50	\$ 65,627.65	\$ 81,222.14	\$ 100,747.04	\$ 116,133.97	\$ 127,192.61	\$ 144,739.50	\$ 160,680.56	\$ 173,911.07	\$ 213,688.92
2019	\$ 17,569.78	\$ 32,193.78	\$ 50,859.14	\$ 73,968.00	\$ 92,419.39	\$ 113,969.74	\$ 139,528.98	\$ 157,732.94	\$ 178,454.92	\$ 190,425.54	\$ 205,649.78	\$ 228,532.66
2018	\$ 18,463.82	\$ 32,689.52	\$ 54,732.27	\$ 73,513.73	\$ 91,277.45	\$ 103,735.33	\$ 142,742.92	\$ 157,739.54	\$ 172,385.01	\$ 187,770.65	\$ 200,137.13	\$ 220,088.07

Day Center Report
Stephen Boss
2/9/2021

Progress

- Most of the room has been repainted so there is one color instead of three
 - One bookcase has been moved upstairs and has bibles on it for worship
 - The main part of the collection has been re-shelfed on existing shelving placed in the room
 - Water/Drain and Natural Gas lines have been installed in the SE Corner of the Room
- Note:** The work done looks a bit “mickey mouse”. Pastor and I are following up with DOE on remediating this.
- Placed furniture in the hallway for disposal and items near the back door for disposal. Pastor or I will take the large TV donation to the electric recycling center at the dump.
 - I am going through the electronics cart located in the hallway and will save/dispose of the items soon.
 - We plan to purchase and put a half-moon table with PC to be used as a work-station on the west wall to the left of the wooden built-in bookcase
 - Diane Felder is still waiting to take delivery of her new washer that would then free-up her old one.
 - Once the utilities get settled, Stephen will order a gas dryer and washer/dryer floor protection trays from Menards.
 - Stephen and Janet will go through the card catalog pulling cards for items that have been disposed of.
 - Stephen will continue to go through the library collection weeding materials over time.
 - Stephen and Janet will work to rebuild the collection with focused new materials based on input over time.
 - We will also work towards building an online public access catalog rather than a card catalog as they are easier to maintain.



Books on Shelves – North Wall



Books on Shelves – East Wall



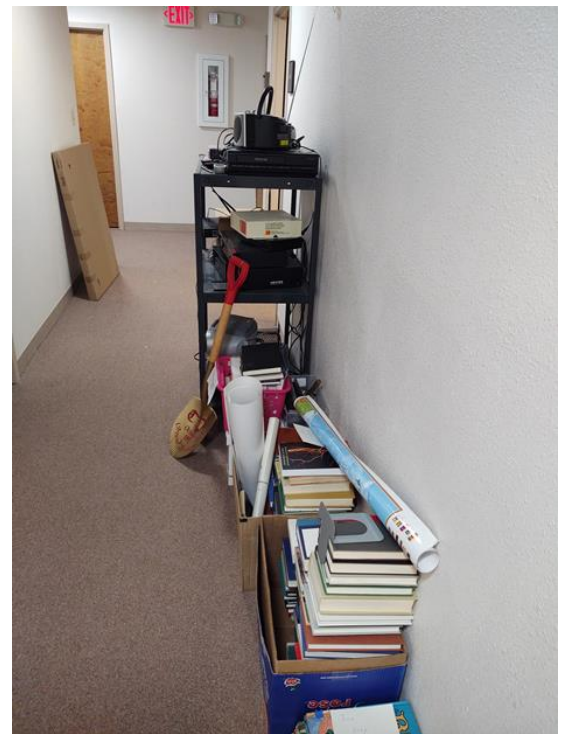
East Wall Showing New Water/Drain and Gas Utilities



Remaining Large Shelf Left – Built-In Media Shelf Right on the West Wall – Still Going through These Materials - Materials in Bins are Church Archival Materials



Furniture in the Hallway Ready for Disposal



Materials in Hallway – To Go Through – Electronics on Cart Next



Items in Hallway by Door to Dispose of Including Large TV that Someone Donated