

**Luther Place Congregation Council Minutes**  
**April 12, 2018**

**Present:** Alex Adams, Pastor Karen Brau, Patrick Callahan, Christina Davis, Jackson Droney, Ann Hill, Tara Hogan, Kristin Kane, Faith Korbel, Christiana Lundholm, Betsy Moutenay, Einar Olson, Michael Wendt

**Apologies:** Chelsey Christensen, Tara Hogan, Alberta Williams, Candace Lilyquist, Kate Wulff

**Guests:** John Means, Dick Rortvedt, Xavier Williams

**Meeting began at 6:45pm**

**I. Devotions**

Council welcomed Xavier by sharing what they love about the Luther Place community and Kate gave an opening prayer.

**II. Approvals**

Jackson moved to accept the agenda.

2<sup>nd</sup>: Kate

Motion Carried

Jackson moved to accept the March minutes as presented.

2<sup>nd</sup>: Betsy

Motion Carried

**III. BV 17 Update and Request (Dick Rortvedt and John Means)**

1. Update:

Dick Rortvedt and John Means provided an update from the Building Vision 2017 team. At this point, Inscape Publica has completed the schematic design drawings and arranged for preliminary bids from 3 contractors. The team has also met with a commercial real estate developer/manager, a professional events planner, and the Steinbruck Center Steering committee to evaluate rent potential from the renovated spaces.

2. Request:

The team requested Council's feedback on the following questions:

- Should the BV 17 Team be re-designated by the Council or the congregation as a Renovation Committee or Long-Range Planning Committee? If so, what would be the objective(s) and charge of responsibilities?
- Should the Council, Finance, Stewardship, Property, and Personnel Committees undertake a longer-term, proactive analysis of prospects for closing the annual budget deficits (including using our biggest asset, the building)?
- Should LP explore the feasibility of applying for an external grant from the National Fund for Sacred Spaces? This includes planning and fundraising assistance (\$50,000 to \$100,000 requires a 1:1 match and \$100,001 to \$250,000 requires 2:1 match). Options include submitting an initial letter of intent by April 17, 2018 or waiting until April 2019, the final year of the program. It may be advisable to wait until long-term assistance from the Finance Committee is complete.
- Should the Council or the congregation appoint a Capital Campaign Committee?

3. Questions/Discussion:

- Just to confirm, the team is proposing 2 separate groups: one to handle the actual renovation and one (made up of members of other key teams) to explore finances and deficit reduction. Would the team looking at the deficit be looking at the funds raised through the capital campaign?  
Yes to two separate groups. The team handling finances would be looking at the money received through the matching funds from the grant, as well as money received after the grant.
- What is the difference between a Renovation Committee and a Long-Range Planning Committee?

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The team sees the renovation committee as being strictly during the renovation, while the Long-Range Planning Committee would include pre-renovation. If Council were to say start tomorrow, we would only need a Renovation Committee, but there is likely work to be done before that happens.

- John shared that Cushman Wakefield suggested a slightly different set up for the 2<sup>nd</sup> floor, from a We Work set up to a more partitioned space. This means that we could go slightly more drastic for a more financially sustainable result. He doesn't see us being at a Yes/No point, but more of a Yes/No/New Plan point. He further asked Council to consider the intention of the financial analysis. Are we asking for the team to do a financial analysis in order to decide whether to move forward? Is the intention to establish a financial case for the renovation? Or, is the purpose to provide the future team (possibly the Long-Range Planning Committee) with a guide to determine the financial benefits as the plans currently stand and then identify options to further enhance financial sustainability. John sees the most aggressive possibility as being to contain church operations (office and worship space) to the basement and first floor, optimizing use of the other floors.
- Dick also requested that Council provide a list of objectives for the new team.
- Jackson suggested that Council vote this evening on the first 3 items requested by the BV17 Team and produce a list of objectives for the new team by the May meeting, to be presented to the congregation at the annual meeting. Council will revisit the 4<sup>th</sup> item (the capital campaign) in December.

#### 4. Motion:

Jackson moved that Council create a Long-Range Planning Committee to continue the BV17 work, authorize a task force (including members of the Council, Finance, Stewardship, Property, and Personnel teams) to undertake a longer-term, proactive analysis of prospects for closing the annual budget deficits, and apply for a grant from the National Fund for Sacred Spaces in April 2019.

2<sup>nd</sup>: Kate

Motion Carried

#### **IV. Incubator/Coop Update (Kate)**

##### 1. Update:

Kate provided an update from the Incubator Co-op group. Some important points:

- The team will have an MOU prepared for a congregational vote at the May congregational meeting. The MOU will guarantee a Luther Place member on the board for 5 years.
- The 501c3 ie incubator will be incorporated in May.
- The We Raise Foundation grant funds (formerly Wheat Ridge) will be transferred to the incubator.
- Bianca is doing 8 hours IN KIND for the cooperative during FY2018.
- Once Bianca is fully working at the incubator (timeline TBD), the incubator would like to be able to purchase health insurance with Luther Place and reimburse Luther Place the cost.
- They hope that members of the congregation would be willing to take part in listening sessions and a soft roll-out.
- The co-op will be incorporated as an LLC, with a separate bank account from both the incubator and Luther Place, as soon as this summer.

##### 2. Questions:

- What is the business? A cleaning co-op is the current focus, and additional businesses are under discussion.
- Are we planning now for the co-op and Luther Place to eventually separate? Yes.
- Will the co-op be located here at the church? As long as Bianca's office is at the church, the co-op will be located here. No equipment will be stored here. They would also like to meet at Luther Place and will work that out between the incubator board and council.
- Do you anticipate any issues eventually transferring MOUs or grants to the co-op? No.
- What is the group's request from Council? They are requested the opportunity to present and propose an MOU at the Annual Meeting.

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**V. Pastor's Report (Pastor Karen)**

Report as submitted, with highlights:

1. Pastor Karen provided a report on the process for scheduling and organizing worship volunteers. She noted that a worship team is forming (based on the team who planned Holy Week and Easter) who will also look at the current scheduling system. Kristen continues to work on the Sunday bulletins. Council had asked for an explanation of why the Vermont side door is locked on Sunday mornings. Pastor Karen explained that the staff had safety concerns with so many ways into the building on Sunday morning, particularly in the early hours when there are not many members present.
2. We had a joyous and faith filled Holy Week and Easter. Attendance for Holy Week was a little bit lower than last year, but attendance for Easter Sunday was a little bit higher.
3. The staff has had multiple retreats in the last 2 months, centered on reading the book "Tribal Leadership". They are focusing on 3 main areas of ministry that they see as potential growth areas: Steinbruck Center, Youth and Family, and Worship.

**VI. Preparation for Annual Meeting/Report (Jackson)**

The Annual Meeting is set for May 13<sup>th</sup>, which is also Mother's Day. Written materials for that meeting need to be provided to the congregation 10 days prior to the meeting. Jackson pointed out that our next Council Meeting is only 3 days prior to the meeting itself and 7 days after materials need to go out.

All committee reports need to be submitted to Jackson by next Thursday (April 19<sup>th</sup>).

Items on the agenda for the Annual Meeting: The slate of new Council members, a report from the Sabbatical Team, a report and proposal from BV2017, a proposal from the co-op, a report from the Steinbruck Center (regarding moving to the 4<sup>th</sup> floor), and an update on the N Street Land Covenant.

**VII. Decision-Making/Team Outcomes Follow-up (Jackson)**

As a follow up to the conversation at the March meeting, Jackson asked if anyone had changes or additions to the Teams and Goals or How Decisions are Made documents. There were no changes or addition, so Jackson will finalize and re-send. He noted that this is a good time for teams to review their roles and ask if they are doing as much as they can do or should be stretched even further.

**VIII. Committee Reports**

1. Finance (Kate and Patrick)

Report as submitted, with highlights:

Giving is \$13,000 less than planned but gross income is higher (due to grants). As a follow up to the earlier conversation about BV 17, the deficit is serious and needs to be solved, and discussions about space management could help.

Michael moved to accept the report.

2<sup>nd</sup>: Kate

Motion Carried.

2. Property (Patrick and Alex)

Report as submitted.

3. Personnel (Betsy and Jackson)

Report as submitted with highlights:

The team encourages everyone to attend the service on Sunday when we welcome Xavier to the congregation.

Kate asked if Justin Fitch will be moving to a contract model. Jackson explained that Personnel will be

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sharing a contract with Council at the next meeting. Michael added that changes to the worship could also influence that position.

4. Membership (Chelsey and Alberta)  
Report as submitted with highlights:  
The team has suggested two dates for a new group of members to join – May 6<sup>th</sup> and May 20<sup>th</sup>. May 20<sup>th</sup> is also confirmation Sunday, so Council recommends May 6<sup>th</sup>.
5. Stewardship (Patrick and Candace)  
Report as submitted with highlights:  
The draft member visit guide is ready for review and the team is asking for feedback by Tuesday, April 17<sup>th</sup>. They plan to visit 50% of active members by the end of June.
6. Engagement (Faith and Alex)  
Report as submitted.
7. Racial Equity (Ann and Tara)  
Report as submitted with highlights:  
3 members of Black Lives Matter attended the last meeting.
8. Celebration (Einar and Christina)  
Report as submitted with highlights:  
The 145<sup>th</sup> anniversary celebration and lunch went well. Einar would now like to have yard signs made to share Luther Place history with the community. He would like to include historical notes and pictures, and would love feedback by April 20<sup>th</sup>.
9. Community Care (Christiana and Christina)  
Report as submitted, with highlights:  
The team will put together an interim annual report, as they are still questioning and listening and would like to bring more back to the congregation later.
10. Worship/Vision (Michael)  
Michael and Pastor Karen shared that at the last meeting the group asked the question – why are we here (what is the goal/desire of this team)? Which led to a realization that they may need to focus on that question.

**VIII. Discussion of “Lasting Impact” (Chapter 1 – Why are we not growing faster?)**

Council broke into groups of 2 or 3 and discussed the chapter. Reflections included:

- Rethinking the pastor’s role is important and a real challenge.
- Sometimes we talk more than we act. Maybe we need to aspire to be more nimble.
- We may sometimes be afraid to risk what is for what may be and can sometimes be more focused on our past than our future.
- Sometimes our energy is really good, but sometimes it feels a little bit awkward. We don’t have many spaces for relaxing together. The back of the sanctuary can be a tricky place for visitors to navigate.

**IX. Closing**

1. Closing Prayer.
2. Next meeting – Thursday, May 10<sup>th</sup>