

Hope Lutheran Church
Special Meeting Minutes
March 12, 2015

I. Call to Order

Council President Lance Kupka called meeting to order at 7:16 P.M.

Present: Lance Kupka, Gary Rantala, Pastor Evelyn Weston, Laura Rosendahl
Bill Krueth

Devotion: Prayer

II. Approval of Agenda

Adoption of Agenda: Motion Gary, Second Bill

III. Old Business

a) None

IV. New Business

- a) As of March 9, 2015 Jayanne Suihkonen resigned her position as Secretary/Bookkeeper for Hope Lutheran Church. Motion Gary, Second Laura to accept her resignation.
- b) Remove Jayanne Suihkonen from all accounts concerning Hope Lutheran Church. Motion Laura, Second Gary
- c) Have Jayanne turn in Usernames & Passwords for accounts and keys.
- d) Secretarial coverage through Easter and until new secretary is hired. Donna McKibbon of Babbitt Lutheran Church will cover. She will be paid by Hope Lutheran.
- e) Have Sandy Addy pay payroll and bills as needed.
- f) Mail Pick-up in Tower - Ask Wanda Eckman to see if she could bring mail over to church on way home from work.
- g) Look into getting mail box/lock box for mail delivery at church.
- h) Job Description and duties: Weekly Bulletin, Monthly News Letter, Special Worship Bulletins, Bookkeeping- Portico, monthly payroll, church bills, ordering supplies, annual reports, attend monthly council meetings, monthly financial reports and other duties as needed.
- i) Hourly wage: \$10.00/hour + incentives 10 hours/week with time card
- j) Application Deadline: April 10th, 2015
- k) Posting of Position: Babbitt Weekly, Timberjay, East Range Shopper and at local businesses.
- l) Schedule a joint council meeting with Babbitt to discuss common secretarial functions & bookkeeping procedures.
- m) Discussion on possible replacements both short term and long term in area.

V. Adjournment

Adjourned the meeting at 8:53 P.M. Motion Gary

Minutes respectfully submitted by: Bill Krueth – Council Secretary