



June 2025 Executive Committee Meeting Minutes **DRAFT**

Date: 06-17-2025	Time: 8:00 PM	Location: Fellowship Hall
Attendees: Pastor Dan, Deacon Savannah, Tom Getchius (President), Julie Maes (VP), Kirsten Stenoien (Treasurer), Rick Ites (Financial Secretary), Kim Whalen (Secretary)		
Absent: Kelly Meyers (Church Administrator)		
Call To Order: 8:23 PM Adjourned: 9:17 PM		
Approval of May 2025 Meeting Minutes: Tom moved, Kirsten seconded – all voted to approve		

Action Item	Who	Status	Expected Completion
Plan how to get reports out of the new system	Rick, Kirsten, and Kelly	Complete	Mar 2025
Updated timeline for training and implementation of main Amplify modules	Kelly	Complete	May 2025
Communication(s) on Raise the Roof, including celebration of success and additional roof section needs	Kelly	In Progress	June 8, 2025 at services
2024 Budget numbers summary email(s) and ideas for going forward	Pastor Paul	Complete	Apr 2025
Raise the Roof write-up and decisions	Kelly, Exec	In Progress	June 8, 2025
Receive an update on the implementation to date of Amplify	Kelly	Complete	May 2025
Expected Personnel expenses once we know more about interim	Tom and Julie	In Progress	June 2025
Talk to Dev about W2 vs. Contract	Julie	In Progress	June 2025
Continue to investigate adding holidays	Julie	In Progress	
Consider gradual step-up of FICA benefit for future years (item from budget meeting)	Executive Committee	Future	

Executive committee topics

Motion to utilize undesignated memorial funds to match up to \$2,500 in special collection for Mike Karpinko's seminary expenses in the 2025-26 school year. After discussion of this proposal, Tom moved, Kim seconded, and all voted to approve. Kirsten will inform Kelly M and Jennifer Urbanski about this decision and copy Tom. Tom will let Mike know it is approved, and Mike can work with Pastor Dan and Deacon Savannah to work out the details of communicating and giving Mike visibility within the congregation.

Discussion of Holidays Immanuel currently provides staff with 8 ½ set holidays and no floating holidays. We discussed the possibility of adding specific holidays and/or personal holidays. This would be a good topic to come back to once Pastor Steve starts.

Discussion of Building Maintenance Fund We need a building maintenance fund. Maintenance costs will increase as the building ages. One approach is to say x% of general fund will go into the building reserve. We can do some more thinking about this in advance of Stewardship Sunday. Kelly M. and Lou H. will provide Kirsten with a punch list of current maintenance needs.

Motion that 32% of payments to Pastor Steve be designated as housing allowance. (Pastor Dan and Deacon Savannah stepped out before this topic.) Pastor Steve requested this and is in alignment with a previous call. Tom moved, Kim seconded. All voted to approve.