



## October 14, 2025 Executive Committee Meeting Minutes

<b>Date:</b> 10-14-2025	<b>Time:</b> after council	<b>Location:</b> Fellowship Hall
<b>Attendees:</b> Pastor Steve, Pastor Dan, <b>Kelly Meyers</b> (Church Administrator), <b>Tom Getchius</b> (President), <b>Julie Maes</b> (VP), <b>Kirsten Stenoien</b> (Treasurer), <b>Rick Ites</b> (Financial Secretary), <b>Kim Whalen</b> (Secretary)		
<b>Call To Order:</b> 8:37 PM <b>Adjourned:</b> 9:21 PM		
<b>Approval of September 2025 Meeting Minutes:</b> Tom moved, Julie seconded – all voted to approve		

Action Item	Who	Status	Expected Completion
Continue to investigate adding holidays	Julie	Complete	Oct 2025
Put together 2026 holiday calendar	Clergy + Kelly	In Progress	Oct 2025
Staff meeting discussions about (1) how to communicate typical "office hours" (2) required working dates by position	Pastor Dan and Julie M.	In Progress	Nov 2025
Consider gradual step-up of FICA benefit for future years (item from 2024 budget meeting)	Executive Committee	Future	

### Holidays (Julie M.)

- Discussed the proposed change to holidays, to change from 8.5 set holidays per year to 8 set holidays plus 2 personal holidays.

**Motion to approve proposed change to holidays:** Tom moved to approve, Kirsten seconded, all voted to approve.

### External Employment Policy (Julie M.)

- Discussed a proposal to add a section to the guidebook about external employment—not to prevent outside employment, but to have some policies around it.
- Goals:
  - Ensure there are no adverse impacts on job at Immanuel due to outside employment.
  - Prompt conversations between the employee and their manager.

**Motion to approve proposed policy with modified language** - Tom moved to approve, Rick seconded, all voted to approve.