

The first meeting of the newly elected Salem Trust Fund committee was held on Tuesday, February 13, 1990 at 7:00 p.m. with all five members present. They are Laura Gilmore, 5 years, Gerald Benson, 4 years, Gary Hanson 3 years, Larry Schlawin, 2 years and Helen Schinske, 1 year. Pastor Ryden, Ex-officio member, was not present.

Individual copies of the Constitution and By-Laws pertaining to the Trust Fund were given out by Gary Hanson for our briefing and use as guidelines.

A motion was made by Gerry Benson, seconded by Larry Schlawin, motion carried, that the following persons be elected:

Chairperson	-	Gary Hanson
Vice-chairperson	-	Gerald Benson
Treasurer	-	Laura Gilmore
Secretary	-	Helen Schinske
Publicity Director	-	Larry Schlawin

It was noted that a copy of the minutes is to be given to each officer within ten (10) days of the meeting. Each officer is to keep a file of the minutes to pass along to future members.

The chairperson will check for a spot at the church mailbox where these minutes may be picked-up.

Question was raised on #9 of page 42 of 52 regarding bond amount and coverage. The treasurer will check on this.

Discussion was held on defining "Other Assets" as to usage, dollar amounts and time frame.

A motion was made by Gerry Benson, seconded by Laura Gilmore and carried, (TR90-01) that: ^{Insurance} We, the Trust Fund Committee, are ready to receive the following "Bequests, Estates, Memorials, and Other Assets" from Salem Lutheran Church at the conclusion of the February meeting:

UNDESIGNATED:

Bequests	
Mildred Freed	\$ 900.00
Memorials	
Various	497.48
Other Assets	
Parsonage Residual	12,194.53
Memorials	
Piano Restoration	1,110.00
Singing/Ringing Memorial	190.09
Music Department	181.99
Additional Handbells	705.94
Hawkins Chalice Fund	149.00
Artificial Christmas Trees	138.00
Elevator Fund	32,744.66
Other Assets	
Sound System	82.10
Tape Ministry	128.47
Library Fund	200.81
Seminary Scholarship Fund	<u>21,541.93</u>
	\$ 70,765.00

A motion was made by Larry Schlawin and seconded by Helen Schinske, carried, (TR90-02) to authorize the treasurer to open the appropriate Bank Accounts for the Trust Fund according to the rules of the Constitution and By-Laws.

A motion was made by Gerry Benson and seconded by Larry Schlawin, carried, to approve writing of Elevator Fund checks as needed.

A motion was made by Gerry Benson, seconded by Laura Gilmore, carried (TR90-03) that the meetings of the Trust Fund committee be set-up quarterly.

*Council:
Please Note →*

2nd Tuesday of each February
2nd Tuesday of each May
2nd Tuesday of each August
2nd Tuesday of each November

Presently, as a committee we will also meet on Tuesday, March 6, 1990 and as needed for study and set-up of procedures.

Discussion was held on information of projects, suggestive lists and needs. Publicity Director will report through Town and Country.

Chairperson Gary Hanson asked each officer to give him a list of issues before our next meeting. Procedures then will be made on these issues.

The meeting closed at 8:55 p.m.

Helen Schinske
Helen Schinske, secretary

February 15, 1990

NEXT MEETING

Tuesday, March 6, 1990

Helen Schinske

The quarterly meeting of the Salem Lutheran Trust Fund Committee was held on Tuesday May 8, 1990 at 7:00pm. There were three members in attendance; Gary Hanson, Laura Gilmore, and Gerry Benson. Helen Schinske, Larry Schlawin, and Pastor Ryden were not present.

Prayer/devotions were on an individual basis.

Gary Hanson added two items to the agenda under item 10. Gerry Benson moved that the amended agenda be accepted. Laura Gilmore seconded the motion. The motion carried unanimously.

Gerry Benson moved that the minutes be accepted as written with Laura Gilmore seconding the motion. The minutes were approved unanimously.

Under the heading of communications, Gary Hanson indicated that the agenda will be in the Trust Fund mailbox the Sunday prior each quarterly meeting.

Gary expressed his thanks for the Committees memorial donation in memory of Lisa Hanson.

Laura Gilmore reported that John Palmer, agent for the Church's insurance, indicated that the Committee members are covered under the Church policy's bonding provisions.

Laura Gilmore explained the reporting and accounting procedures she will use as treasure for the Trust Fund Committee. She secured a safety deposit box at the National Bank and Trust where all accounts will be maintained. The Committee will receive quarterly reports. It was moved and seconded to accept the Treasurer's report.

After much discussion and scenario fabrication and unfolding by the Committee, Laura Gilmore moved that the wording for the Endowment Fund be as follows:

(TR90-04) "A fund, to be called the "Seminary Scholarship Fund", is hereby established within the Perpetual Fund to receive monies for which the revenue generated from said monies shall be used for the purpose of assisting students with expenses associated with receiving an education from an ELCA Seminary."

After lengthy discussions Gerry Benson seconded the motion with the following stipulations:

1. Priority for Seminary Scholarship Perpetual Funds be given to student(s) that are Voting Member(s) of Salem.
2. Upon announcement that a Salem Voting Member(s) has been accepted to seminary, the committee will notify the accepted student(s) of the availability of financial support.

3. If there are no Voting Members of Salem currently enrolled in or accepted to seminary, students from other ELCA affiliated Churches may request support from Salem through their home Church's Pastor indicating a needed for financial support. The decisions of whether to allocate funds or not to non Salem members will be decided upon on an individual basis.

4. Available funds will be divided among the students with an upper limit of \$1,000.00.

The motion passed unanimously as amended.

(TR90-05) Gerry Benson moved that \$20,000 be designated for the Seminary Scholarship Perpetual Fund. Laura Gilmore Seconded the motion. The motion passed unanimously.

A Library Endowment Fund was discussed. Gerry Benson moved that:

(TR90-06) "A fund, to be called the "Library Endowment Fund", is hereby established within the Perpetual Fund to receive monies for which the revenue generated from said monies shall be used for the purpose of acquiring materials for the permanent collection of the library of Salem Lutheran Church."

Laura Gilmore seconded the motion. Procedures for dispersement will be developed. The motion passed unanimously.

There was a discussion about the pros and cons of establishing a list of memorial projects. The idea of approved and unapproved projects was discussed. The problem of using Church functions to raise money for both types of projects was discussed. There was agreement that policy must be established and the list of projects would need a two year reevaluation for consolidation or continuation. No motions generated form the discussions.

There was discussion about the permanent Memorials Book. The Committee is going to ask to see it and for more information as to its function. There was a discussion concerning a second book to contain the Singing/Ringing Memorials because of the size and volume of the donations. More information and ideas will be sought from Ron and Carla Van Natta. No motions were generated from these discussion.

There was lengthy discussion as to the Church's role and responsibility to the givers of and families of the memorials. The discussions covered cost to administer, who would be responsible, record keeping and frequency of generating these

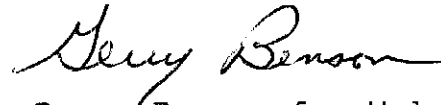
correspondences. No motions were generate from the discussions.

Ken Benson notified the Committee of a need for funds to offset the shortfall of donations for quality chairs for the library. It was moved and seconded to support the purchase of library chairs with undesignated memorial funds. The motion passed unanimously.

The Committee will submit the dates of the Trust Fund Committee meetings to be entered on the Church's Master Calendar.

Assignments: Prayer/Devotions will be given by Helen Schinske.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gerry Benson".

Gerry Benson for Helen Schinske

May 8, 1990

NEXT MEETING:
August 14, 1990

The quarterly meeting of the Salem Lutheran Trust Fund committee was held on Tuesday, August 14, 1990 at 7:00 p.m. with Gary Hanson, Gerry Benson, Laura Gilmore, Helen Schinske, Larry Schlawin and Pastor Ryden, ex-officio member present. Pastor Ryden was called out of the meeting for an emergency, leaving the meeting early.

Devotions were given by Helen Schinske.

Larry Schlawin moved and Gerry Benson seconded that the Agenda be accepted. Motion approved.

Helen Schinske moved and Laura Gilmore seconded that the minutes of the May meeting be accepted. Motion approved.

Gary Hanson, chairperson, brought to our attention the Editorial in our August 8, 1990 magazine, "The Lutheran" entitled "An Answer to Money Needs", by Edgar R. Trexler, with special reference to the paragraphs on ELCA Mission Investment Certificates and investing in Loan Funds.

The treasurer's report was given with the Quarterly Statement of 05-01-90 through 07-31-90.

Gerry Benson moved, Helen Schinske seconded that the treasurer's report be accepted. Motion approved.

Laura Gilmore raised a question as to what level do bills need to be approved before she pays them. Much discussion followed with the issue to be brought back to the next meeting.

THE PROCEDURES FOR DISTRIBUTION OF INTEREST MONEY was discussed. See Attachment #1. Laura Gilmore moved, Larry Schlawin seconded that the procedures for distribution of monthly interest earnings be implemented. Motion approved. (TR90-07)

Gerry Benson moved and Larry Schlawin seconded that we pay the balance of the cost of the Library chairs. There was a balance of \$556.80. Motion approved. A check of \$1,000.00 was received for this (table and chairs) from the family of Pauline Moen Memorial. Helen Schinske, secretary will write a thank-you to the family on this.

The Record Book for Memorials for Salem was located and shared by Helen Schinske, and will be up-dated by Phyllis Johnson. She has material and information. It is done in Calligraphy and takes a great deal of time as the record has not been kept up for several years.

Information was shared on the system of records used for Singing/Ringing Memorials kept by Carla Vanatta. Some copies of her records were shared. She acknowledges each gift, records it and also notifies the donor when the anthem, etc. will be used in the service or program. She also has a dual card file system on these gifts.

The PROCEDURE FOR RECEIVING AND DISBURSING TRUST FUNDS was discussed. See Attachment #2.

Helen Schinske moved, Gerry Benson seconded to accept this procedure list which includes Items 1 - 9. Motion approved. (TR90-08)

The PROCEDURE FOR DISTRIBUTION OF SEMINARY SCHOLARSHIP MONEY was presented. See Attachment #1.

Gerry Benson moved and Larry Schlawin seconded that this list, Items 1-5 be accepted. Motion approved. (TR90-09)

The Scholarship monies from the Interest of the Perpetual Fund for our two students is sent directly to the Seminary for tuition. Any remaining monies are used for books and needs.

It is noted that this year about \$1300.00 will be the amount given each student: Julie Wallace and Chris Beamsley. Julie has been told of this amount which will be \$700.00 less than last year.

A request from Jan Kuntz for funds for Salem church school signs for the rooms was presented in the amount of \$200.00. After discussion, Gerry Benson moved and Helen Schinske seconded that this be paid. Gary Hanson, Gerry Benson, Larry Schlawin, Helen Schinske voting Yes. Laura Gilmore voting No. Motion approved.

A motion was moved by Laura Gilmore, seconded by Gerry Benson that the congregation council be given a copy of the Trust Fund Procedures for expenditures, with additional information for requesting funds to be forthcoming. Motion approved.

Helen Schinske noted that there is a need for Library window coverings as the hot sun comes in during the afternoons on the east book shelves, as well as the need to protect the carpet and chairs from fading. This will be referred to the Property Committee.

Larry Schlawin, Publicity, will get information and estimates on cards (folders), envelopes for Receipting the Trust Fund monies. (Memorials, gifts), as well as card for suggestions: Perpetual Funds-Memorials. Receipt cards will include the notation, "Please retain for your records".

Publicity will be in Town and Country informing our members of system used, as well as opportunities to share in these ministries. Perpetual Funds where only interest is used. Memorials, immediate gifts.

Devotions: Nov. 13, 1990 - Larry Schlawin.

NEXT MEETING
Nov. 13, 1990 7:00 p.m.

Respectfully submitted,
Helen Schinske
Helen Schinske, secretary
Trust Fund Committee

PROCEDURES FOR DISTRIBUTION OF SEMINARY SCHOLARSHIP MONEY

1. Scholarship money is to be given as a gift to students who are Voting Members of Salem Lutheran.
2. If the balance available for distribution on September 1st exceeds \$8,000, the Trust Fund may "adopt" a non-Salem student and make a gift to an otherwise qualifying student.
3. If the balance available for distribution on September 1st exceeds \$16,000, the Trust Fund must make a gift to a seminary's scholarship fund.
4. Available funds will be divided equally among qualifying students with an upper limit of \$2,000 per student per school year. Scholarships may be awarded, under this maximum, based on what amounts are projected to be earned during that year.
5. The school year is defined as September 1st through August 31st. The Treasurer will attempt to distribute money evenly based on the school's semesters or quarters and as cash funds are available.

PROCEDURES FOR DISTRIBUTION OF INTEREST MONEY

1. All interest received during a month is distributed proportionately, according to the varying fund balances, to the appropriate funds at the end of that month, based on the balances in the funds at the beginning of that month.
2. Interest is distributed proportionately in two broad areas: (1) to each "Memorials & Other Assets" account that corresponds directly to a Perpetual Fund, based, respectively, on each balance in the Perpetual Fund; and (2) to a "Miscellaneous" account in the Undesignated category of Memorials & Other Assets based on the fund balances of all non-Perpetual Funds.

PROCEDURES FOR RECEIVING AND DISBURSING TRUST FUNDS

1. A contribution card and envelope will be made available to assist individuals in choosing and making a gift or memorials to Salem Lutheran.
2. All monies received should be immediately directed to the Treasurer of the Trust Fund.
3. The Treasurer shall acknowledge the donor's contribution with a thank you note. This is the only receipt the donor will receive for their gift.
4. The Treasurer shall acknowledge a contribution to the family on whose behalf the contribution was made. This will not include the amount of the contribution.
5. The Treasurer will notify the appropriate parties that contributions were received so that plans can be made to use the contribution for its intended purpose.
6. The Treasurer will maintain records which will show the various categories of gifts and memorials, indicating the date, amount, and who made the contribution. These records should also indicate for each disbursement the date, amount, and to whom payment was made.
7. The Treasurer will issue annually a statement showing the various categories of gifts and memorials, indicating on behalf of whom the contributions were made.
8. The Treasurer will keep the detailed records for a period of five years.
9. The Secretary will maintain a permanent Memorial Book showing the various categories of gifts and memorials, indicating on behalf of whom the contributions were made. No amounts will be shown. This will be available for the general congregation to view throughout the year.

The quarterly meeting of the Salem Lutheran Trust Fund committee was held on Tuesday, November 13, 1990 at 7:00 p.m. with Gary Hanson, Gerry Benson, Laura Gilmore, Helen Schinske, Larry Schlawin and Pastor Ryden, ex-officio member present.

Devotions were given by Larry Schlawin.

Gerry Benson moved and Larry Schlawin seconded that the Agenda be accepted. One item, Special Memorials, was added to the agenda under treasurer report. Motion approved.

Gerry Benson moved and Laura Gilmore seconded that the minutes of the August meeting be accepted. Motion approved.

Gary Hanson read a letter from Outdoor Ministries Center, Oregon, Illinois. It gave information on the list of Projects needed for sponsorship at the Center for our consideration, as well as for Social Ministries. We will add this to our wish list as an option.

Treasurer Report: Gerry Benson moved and Larry Schlawin seconded to establish the Surety Bond (B 12-02-9) in the amount of \$500,000 per person. (TR90-10) Coverage is provided by the ELCA.

Quarterly Financial Statement was presented, with copy to each member.

Special Memorials were discussed. The treasurer will send thank-yous to donors, as received, and to the family as donor names are accumulated.

Larry Schlawin moved, Gerry Benson seconded, that the treasurer's report be accepted. Motion carried.

The discussion on Project approval continues with the need for the Trust Fund committee to be more informed, acting as a clearing house. Gary Hanson will draft a policy statement based on the discussion for the next meeting.

The Trust Fund committee received several requests for funds, though they expressed disappointment that these were requests after the money was spent, rather than before: Gerry Benson moved, Larry Schlawin seconded, the bill for \$75.00 on Sound System be paid with the remaining monies being placed in account, Where Need Is Greatest. Motion carried.

Laura Gilmore moved, Larry Schlawin seconded, whatever designated monies are available they will be paid towards the Cost of Pew Bibles. Motion carried. 115 Pew Bibles have been ordered as of now.

Gerry Benson moved, Laura Gilmore seconded, we pay the bill of \$80.00 for the Lectern Bible (NRSV) which comes out of the Elsie Lindahl memorial. Motion carried.

Gerry Benson moved, Helen Schinske seconded, we pay the \$329.00 for 6 Videos for Teacher Training. 3 Yes votes, Gary Hanson No, and Laura Gilmore abstained. Motion carried.

The Memorial Book material needing to be recorded will be checked with Fran Nelson and Helen Schinske, in readiness for use. Notice will be put in the Bulletin and Town and Country asking for someone who does calligraphy to update this project. Gerry Benson will *explore* the possibility of computer printing for this project as well.

Concern was expressed about a recent report in the Town and Country that the Executive committee of Salem promoted funding for Pads from Special Benevolence Funds.

Laura Gilmore moved and Larry Schlawin seconded that the Trust Fund committee communicate with the congregation council reminding them that a committee be designated to distribute Special Benevolence monies. (B12-03-7). Motion carried.

Larry Schlawin, Publicity, reported on the progress in having cards (folders) and envelopes made for acknowledging and receipting Trust Funds monies to givers and families for Memorials and Gifts. He will be getting proofs and lay-outs and we will proceed from there.

Larry will be sending a letter to contact each Salem committee and council members, as well as notice in Town and Country to ask for "wish list" ideas for projects at Salem which can then be entertained for consideration to compile a list for use in Memorials and Gifts.

The next quarterly meeting will be on Tuesday, February 12, 1991 at 7:00 p.m. Gerry Benson will give Devotions.

A special interim meeting will be held on Tuesday, December 11, 1990, 7:00 p.m. for the purpose of (1) checking proofs and lay-outs for the receipting and availability of information on Trust Fund memorials and gifts, and (2) reviewing items for Salem's Annual Report.

Respectfully submitted,



Helen Schinske, secretary
Trust Fund committee

SPECIAL INTERIM MEETING: Dec. 11, 1990, 7:00 p.m. (Limited agenda only)

Quarterly Meeting, Feb. 12, 1991, 7:00 p.m.
Gerry Benson - Devotions

Helen

Trust Fund Committee
Special Interim meeting
December 11, 1990

The Special Interim meeting of the Trust Fund committee was held on Tuesday, December 11, 1990, 7:00 p.m. with Gary Hanson, Laura Gilmore, Larry Schlawin, Gerry Benson and Helen Schinske present. Pastor did not attend as he was at the Finance Committee meeting.

The Agenda: (1) to check proofs and lay-outs for the folders needed in acknowledging and making information available in Memorials and Gifts.
)2) Information for treasurer's report for congregational annual meeting.

Larry Schlawin presented three samples in proofs and layouts and stock sample. A. Gift made to Salem (for and by), B. Salem acknowledges gift, and C. Gift, in honor of, or loving memory of (From whom, and whom to notify) -this also lists suggestions for use of gift, with more complete list in the church office.

Quote was given by George Holland of D C Lithographers Inc. in quantities of 2000 for A, 3000 for B and 4000 for C. with 4000 envelopes with Salem imprinted, 5000 plain. Cost: \$1015.03.

Suggestions for cover pictures for folders were sketched by Bob Foersch, member of Salem Artist Group. The committee chose the Cross for A, Praying Hands for B, and Salem Tower for C.

After proof reading the above material, and making some suggestions, Gerry Benson made a motion that we purchase these, with payment to come from the Undesignated Gifts, Sale of Property Fund, seconded by Laura Gilmore, motion carried. \$1015.03 per quotation.

The treasurer will use the format of the Quarterly meeting statement for the annual congregation report. 3/7/90 - 12/31/90. Item 3 under Perpetual Funds will read Property Fund.

The time of the meeting was extended for input on the following information:

Laura Gilmore, treasurer will re-invest the Certificates (\$20,000) in the same place, Board of Missions, ELCA.

Gerry Benson showed a sample of calligraphy-type style (Fancy Gothice) printing by computer - a possibility for updating Memorial Book.

Helen Schinske will put notice in bulletin, two weeks before annual meeting, and in Town and Country asking for input in writing for suggestions for memorial and gifts per B 12-03 #3.

Larry Schlawin will contact council members and committee chairpersons for "wish list" in use for memorials and gifts.

Contacts are being made with personnel to get information and lists to upDATE THE Memorial Book. Indications are that nothing has been recorded for five or six years.

Meeting adjourned.

NEXT MEETING:
Tuesday, February 12, 1991
Devotions: Gerry Benson

Respectfully submitted,
Helen Schinske
Helen Schinske, Secretary