

The Quarterly meeting of the Trust Fund committee was held Tuesday, February 12, 1991 at 7:00 p.m. with Gary Hanson, Gerry Benson, Laura Gilmore Larry Schlawin and Helen Schinske present. Pastor Ryden, ex-officio member was ill.

The Agenda was presented with the following additions: 10. b. Window coverings for library. lo.c. Witness program. Larry Schlawin made a motion, Gerry Benson seconded, motion carried that Agenda be accepted with additions.

The congregational council letter from President, John Welander of 12-18-90 was reviewed with the committee noting that the council was aware that "no" was an appropriate response to Funding requests.

Gerry Benson moved, Laura Gilmore seconded that the minutes of the November 13th meeting and the December 11th meeting of 1990 be accepted. Motion carried.

The treasurer's Quarterly Financial Statement was presented by Laura Gilmore. On Memorials, she plans to have a cover letter, as well as separate sheets on Undesignated Memorial gifts per family, for convenience. Line items on the Statement may also be added as we develop our program. Motion by Larry Schlawin, seconded by Gerry Benson, motion carried, we accept the report with thanks.

The Audit committee recommended that the Trust Fund committee have someone other than the treasurer deposit funds. They also asked for information as a crossreference in the accounting books. The Vice-chairperson will do the deposit as part of that position's responsibility. Laura will check with the bank and a process will be worked out and put into effect for safety purpose. Gerry Benson will report back to the Audit committee that this is being done. Larry Schlawin made a motion, Gerry Benson seconded, motion carried, that the above recommendations be done.

A motion by Gerry Benson, seconded by Larry Schlawin to keep the same list of officers for Trust Fund committee for the coming year, motion carried.

Chairperson	Gary Hanson
Vice-chairperson	Gerald Benson
Secretary	Helen Schinske
Treasurer	Laura Gilmore
Publicity Director	Larry Schlawin
Ex-Officio Member	Pastor Ryden

Report on the Memorial Book status by Helen Schinske was encouraging in that we have two calligraphers, Bob Floersch and Dan Hueber, who are willing to get our Memorial Book updated. Stacie Davis may also be available. There is also a fine Cross File Book of Record on each Memorial and Gift. Helen Schinske will update this record. A new Red Memorial Book and 150 sheets for recording will be ordered for processing this project. Another book will be put on the "wish list". Gerry Benson made a motion, Larry Schlawin seconded that the above project and ordering be done. Motion carried.

Book cost: \$106.00 and 150 sheets (each holding 12 names), cost: \$9.00 per each ten sheets. A donor may be interested in this project. Gary Hanson will contact Pastor Ryden about this as well as other Project suggestions and/or "wish lists" for donor(s).

Gerry Benson made a motion, Larry Schlawin seconded that the Librarian be authorized to purchase new books for the library. Pastor Mark has given a suggestive list for all ages as a guide. The fund for this is mainly from Christian Education Advent Teas. Motion carried. Publicity on new books will be in Town & Country.

The sun rays beat into the library windows and there is concern for the fading of new carpet, chairs and table, as well as deterioration of the books on the east wall. Gary Hanson has an estimate on window covering which would be mini-blinds (Inside mount on each of six panels) for \$625.00, which includes installation. Laura Gilmore made a motion, Gerry Benson seconded that this be an authorized project contingent on Congregational Council approval of covering the six glass panels with mini-blinds. Motion carried. This project open to donor(s).

A letter from Pastor Ryden was read reviewing plans for an Evangelism program at Salem called "Heart to Heart", asking if we would consider funding the cost of the Re-usable Leader's Kit for \$200.00. Gerry Benson made a motion, Larry Schlawin seconded that we do this, suggesting there may be a donor to be considered for this. Motion carried.

Larry Schlawin gave a report on the progress on Memorial and Gift cards on order. Presently we await the sketches for covers as Bob Floersch has broken his arm and needs a couple more weeks before he can finish his project for the printers. Then the printer can proceed.

This committee is to send to Gary Hanson on a 8½ x 11 sheet our considerations for items on the 'wish' list. Larry Schlawin will contact the congregational council and committee heads, again, for their lists. He would like these this month.

TR-9/01
TR-9/02
TR-9/03
Gary Hanson drafted Criteria for Selection of Trust Fund Projects per Section B.12.03(4) of the By-Laws of Salem Lutheran church for our consideration. See Attachment #1. Gerry Benson made a motion, Larry Schlawin seconded. Discussion. Motion carried that we accept this draft, Items 1 - 4.

On Establishment of a New Account. See Attachment #2. Motion by Larry Schlawin, seconded by Gerry Benson. Discussion. Motion carried that this New account be established and funded. Motion carried.

Establishment of Perpetual Funds. See Attachment #3. Motion by Larry Schlawin, seconded by Gerry Benson. Discussion. Final vote: Yes: 4; No: Gerry Benson. Motion carried. This to establish a Perpetual Fund called "Property Improvements", Item #1, and a Perpetual Fund called, "Where Need Is the Greatest", Item #2.

Discussion was held on Approval of listing World Hunger under Memorial & Special Gifts Accounts. Motion by Larry Schlawin, seconded by Gerry Benson. After further discussion the final vote was 3 Yes, Laura No, Gerry Abstained. Motion carried.

Larry Schlawin shared concern for Youth Ministry small Budget, including plans for summer Dallas Convention, Leadership Labs. Youth Ministry may send proposals for our consideration. He will also have Publicity for all when Memorial & Gift cards are ready.

Meeting adjourned.

NEXT MEETING: Tuesday, May 14, 1991
Devotions: Gary Hanson

Respectfully submitted,



Helen Schinske, Secretary

CRITERIA FOR SELECTING TRUST FUND PROJECTS

PREFACE: Section B.12.03(4) of the By-Laws of Salem Lutheran Church provides the Trust Fund Committee with the final authority for approving Trust Fund projects. To facilitate that process, to be fair and consistent, to assist in communication, and to focus diversified interests to common goals, this criteria should be used. It would not be correct to assume that exceptions will never be made.

I. GENERAL CONSIDERATIONS

- A. The Committee encourages that ideas be presented before they are purchased. Otherwise, it is presumed that monies are available elsewhere.
- B. Wishes of Donors.
- C. Consistent with Mission of Salem.
- D. Projects should not cause Salem to expend funds in the operating budget, unless approved by the Congregation Council.
- E. Furnishings or equipment should complement the decor of Salem and be of good quality.
- F. Need.

II. PERPETUAL FUNDS

- A. Must be a project that is likely to be provided for many years.
- B. A minimum of \$2,000 must be on-hand to establish a fund.

III. MEMORIALS AND SPECIAL GIFTS

- A. Items not fully funded when approved as a project will be open to contributions from other memorials and special gifts.

IV. ADMINISTRATION

- A. If a fund is created for a project, but there are not enough monies to purchase the desired item, monies may be held for three years. At that time, the donor(s) may designate other items or the Trust Fund Committee may designate the monies.
- B. If monies are left in a project after it is completed, the monies will be placed in the "Where the Need is the Greatest" category.
- C. When a project is accepted, a Coordinator may be selected by the Trust Fund Committee who will see the project to completion, including purchasing, setup, and implementation. The Trust Fund Committee may choose to be this Coordinator.

Attached Item #1 (Continued)

- D. The Coordinator should work with the Senior Pastor regarding project specifics, such as selection, placement, and timing.
- E. The Treasurer is authorized to automatically release monies for payment of previously approved projects where specifics are known. The Treasurer may choose to delay payments pending confirmation of the Committee when projects are open-ended.
- F. Fund-raisers are not encouraged for meeting a financial goal of a Trust Fund project. Publicity to encourage various projects is permitted, but should be coordinated with the Publicity Director.
- G. The Trust Fund Committee recognizes its oversight authority to assure that the monies are spent in accordance with the donor(s) wishes.

ESTABLISHMENT OF A NEW ACCOUNT (Attached Item #2)

The Committee establishes an account called "Senior Pastor's Projects" for the purchase of items. Each item may not exceed monies available, may not be more than \$300 per item, and all items may not total more than \$2,000 in a calendar year. This money is spent entirely at the discretion of the Senior Pastor.

In addition to any gifts directly to this account, funding will be provided by allocating 50% of the interest distributed each month to the "Miscellaneous" account. The interest allocation is retroactive to March 7, 1990 to provide for start-up funding.

ESTABLISHMENT OF PERPETUAL FUNDS: (Attached Item #3)

- 1. A Perpetual Fund to be called "Property Improvements" is established for the purpose of purchasing or repairing major, long-lasting items which are considered part of the facility or site complex of Salem Lutheran Church.
- 2. A Perpetual Fund to be called "Where Need Is the Greatest" is established for the purpose of providing for future unidentified needs of Salem.

The Quarterly meeting of the Trust Fund Committee was held Tuesday, May 14, 1991 at 7:00 p.m. with all members present: Gary Hanson, Gerry Benson, Laura Gilmore, Larry Schlawin, Helen Schinske, and Pastor Ryden.

The Agenda was accepted with a motion by Larry Schlawin, second by Gerry Benson, motion carried.

The minutes were approved by a motion by Laura Gilmore, second by Larry Schlawin, motion carried.

Communications included thank-yous from Julie Wallace and Chris Beamsley, our Seminary students, thanking for their Scholarship checks.

The treasurer's report was presented in Statement form to each member and approved by motion by Helen Schinske, second by Gerry Benson, motion carried.

Laura Gilmore, treasurer, shared that the Hawkins-Johnson chalice has been purchased, also a paten for communion. She will communicate with the family and refer to policy on remaining monies for memorials and gifts.

The Pew Bible project is complete.

Additional memorial monies on hand are to be deposited for the Kmet memorial. This system is now set-up with The National Bank and Trust Co., Sycamore. Gerry Benson, Vice-chairperson will do this. "Bag 52" is the Trust Fund number used for deposits. Night deposit "B", contacts with Mike Maveus. The cost for this bank deposit system is \$15.00.

There were no additions for the annual church calendar. Our Quarterly meeting dates have been given to the office.

The Memorial Book recordings will proceed with Bob Floersch and Dan Hueber doing the calligraphy. The additional book and filler sheets are in. Each book holds 150 sheets so we still have room for some 70 sheets in the original book. Specific meetings are being set-up for work on this project, per Helen Schinske.

Larry Schlawin shared samples of the Memorial and Special Gift cards for Donors, and Thank-yous. There is need for storage space for these and the envelopes. The alcove by the elevator was suggested and Gary will check into getting a cabinet for this purpose. Larry Schlawin moved, Laura Gilmore seconded, motion carried to pursue the above plan of cabinet and storage space, contingent on the approval by congregation council.

The secretary will send thank-you notes to Bob Floersch for his Art work on the Memorial and Gift folder covers, as well as to George Holland, ^{Robert Lundgren} on the printing order for these folders, cards and envelopes on special pricing, service and patience.

The committee suggests having two Special racks on the Narthex shelf to display Memorial and Special Gifts folders, one on each side of the Nave door to the sanctuary. Gerry Benson will do this.

Larry Schlawin will do publicity in the June Town and Country and will also do a Temple Talk in June, or time when open per Pastor Ryden.

The letter of request by Carla Vanatta for Scholarship monies was discussed. Carla is entering a study to receive her certification of Associate in Ministry. The Trust Fund committee agreed that Yes, Carla was eligible for Scholarship Funds beginning Sept. 1, 1991 school year, based on our present policy. Gary will inform her of this. Details will be worked out at our August meeting. Gerry Benson made a motion, Larry Schlawin seconded that Scholarship Funds can be used for Carla Vanatta's AIM study, motion carried.

A gift of two - 11 foot artificial Christmas trees to be given by the family in memory of Hazel Erickson was accepted by the Trust Fund committee, contingent on approval of the congregational council. Motion by Larry Schlawin, second by Laura Gilmore, motion approved with Gerry Benson abstaining.

The line item of \$138.00 for artificial trees in memory of Clifford Sundly will be moved to 'to be designated' column, per committee. Gary Hanson had talked to Charlotte Sundly and this item and use of it would meet with her approval. A motion by Larry Schlawin, second by Laura Gilmore approved the above, motion carried.

The following items were added to the Memorial and Special Project Gift list:

Piano restoration	Cabinet for Donor-memorial gift cards
Organ restoration	and envelopes
Music Program	

The following items on the Potential Project list were put on "hold":

Handbells (\$6,000)	Zimbel Stern (a special effect for organ)
Carpet for balcony	(\$1,000)
Folding chairs for Choir room	

Larry Schlawin is to check with the Worship and Music committee for more information on Cabinets in Choir room, Movable platform for small organ and canvass cover, Folding chairs for Choir room and carpeting for balcony, and report back.

The Trust Fund committee chose to list two line items for Carpeting:

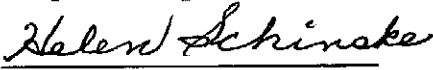
- Carpeting for Sanctuary
- General carpeting, except for Sanctuary

Line item VCR Playback and TV (\$600)

A motion by Laura Gilmore, second by Gerry Benson, motion carried for adjournment.

NEXT MEETING: August 13, 1991 7:00 p.m.
Devotions: Laura Gilmore

Respectfully submitted,


Helen Schinske, secretary

The Quarterly meeting of the Trust Fund Committee was held on Thursday, August 13, 1991 at 7:00 p.m. with all members present: Gary Hanson, Gerry Benson, Laura Gilmore, Larry Schlawin and Helen Schinske. Pastor Ryden, ex-officio member is on leave of absence and did not attend.

Devotions were given by Laura Gilmore.

The Agenda was accepted with Review of Designated amounts and update, and Report of Chalice added. Larry Schlawin made a motion and Gerry Benson seconded that the Agenda be accepted with the additions. Motion carried.

The minutes of the May meeting were approved with a motion by Gerry Benson, seconded by Larry Schlawin. Motion carried.

Larry Schlawin, Publicity chr. gave a Temple Talk in July on the purpose and information on Trust Fund Committee, to the congregation. He was thanked for doing this and a copy of the talk is placed on file in the secretary minute book. *B12:03(10)*

Roger Primm and Jim Wildt, congregational council and members of Support Committee presented the two following projects for our consideration:

(A) Preparing and completing the large picture of Christ from Old Salem-Somonauk St. for hanging and use at the present building. Estimated cost of \$250.00. An active committee of members: Elmer Pecina, John Skinner and Lester Anderson are currently working on this project.

(B) A new phone system for Salem. They will provide the Trust Fund Committee more information on both projects when it is available.

There is an interest from a family memorial of 'To Be Designated' Fund that may be used for the picture project. Sundry Memorial.

The treasurer's Quarterly Financial Statement was presented. Gerry Benson made the motion, Helen Schinske seconded. Motion carried it be accepted.

Laura Gilmore reported on her contact with Anne Hawkins, representing the Hawkins-Johnson family on the Chalice given in memory of The Reverend Eric N. Hawkins, former pastor of Salem. There is an amount of \$135.75 remaining and she wished the family to know of our policy on remaining funds going into the "Where Need Is Greatest" account. Anne was surprised there was this amount left and understood the policy but shared interest in the remaining monies to go to something for the Altar area and/or Benevolences.

Gerry Benson made a motion and Larry Schlawin seconded it, stating that the remaining monies go to "Where Need Is Greatest" category, and also a contact be made to the Altar Guild/Worship Committee letting them know of this and asking them to report back to us at our November meeting of any needs. Much discussion followed. A call for a vote as follows: Gerry Benson, Yes; Helen Schinske, Yes; Gary Hanson, No; Laura Gilmore, No; and Larry Schlawin, No. Motion defeated. The amount will remain unrestricted in "Where Need Is Greatest"

Laura Gilmore also reported on her contact with a donor whose check had not been cancelled and returned to donor for the Kmet Memorial. Donor said check was presented on the day of the Memorial Service. No trace was found of the original check, and a new check was made out.

Helen

Gerry Benson has been checking each week with the church office on deposits to be made for the Trust Fund. He will make deposits at least 2 days before the end of the month.

An update on the "To Be Designated" list of May 1991 is as follows:

Marvin Loomer	\$235.00	will contact again
Hazel Erickson	79.00	Hold
Elsie Lindahl	\$ 1000.00	New RSV Pulpit Bible, mini-blinds for library, cabinet for alcove (materials on memorials and library)
Joyce Dutton	118.00	Elevator Fund (principal)
Arthur Kingren	27.00	Where Need Is Greatest
Elvera Martinson	1050.00	In process of decision
Bessie Holman	5.00	Where Need Is Greatest
The Reverend W.E.Kmet	940.00	Liquid candles for altar, memorial books and Decorative sheets
Clara Clark	58.00	Elevator Fund (principal)

Recommended that we accept this report, motion Gerry Benson, second Gary Hanson. Motion carried.

When lesser amounts come in to the Trust Fund in Memorials, the treasurer will place them in "Where Need Is Greatest" rather than have a line item for each. Acknowledgements will be sent out to family and donor as amounts come in.

The secretary will send a note of update and thanks to the Lindahl family on the Memorial of Elsie Lindahl by family and friends.

The Memorial Book is being updated by Stacey Davis and Dan Hueber. More time will be spent on it as the fall season approaches.

Racks for the Memorial and Gift folders and envelopes will be made by Gerry Benson as soon as he knows where they are to be placed. He will check with John Welander and the pastors, and suggest two or three possibilities to them for approval. He is then authorized to proceed with installation.

The Seminary Scholarship money will be distributed in proportionate Share based on Tuition costs only. Julie Wallace and Chris Beamsley: \$586.85 each and Carla Vanatta: \$223.57 (part time). Gerry Benson made the motion to accept this distribution, second by Gary Hanson. Motion carried. The monies will be divided like this for the 1991-1992 school year, but we are not passing a policy on the distribution for future years.

Larry Schlawin will put Trust Fund material in the November Town and Country, using the sheet of Trust Fund Projects, with Criteria on back. This will be near All Saints Day and an appropriate time. Gifts will also be stressed. This could also be in the bulletin for All Saints Sunday if OK by Pastors. *B12-03 (03)*

The policy on Donor names to gifts will be to mark Published (printed) material only, giving the Donor name. Helen Schinske will mark the Pulpit Bible given by the Lindahl family and friends as Memorial.

Larry Schlawin reported on the Project requests received so far, and the new sheets given by Worship Committee clarify and give current ideas. On the list for our consideration from the Worship Committee, we need estimates on costs for guidelines. Gary will communicate that with the committee. The May/June letter from the Worship Committee will be our current list.

The Kmet family would like to give the Liquid candles as a Memorial to The Reverend W.E.Kmet, also the Memorial Book and Decorative sheets. Motion by Laura Gilmore, seconded by Larry Schlawin, motion carried to accept this upon approval of the congregational council. The monies are on hand and the family indicated covering any difference in funding.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,



Helen Schinske, secretary

NEXT MEETING:

Tuesday, November 12, 1991, 7:00 p.m.

Devotions: Helen Schinske

The Quarterly meeting of the Trust Fund Committee was held on Tuesday, November 19, 1991 at 7:00 p.m. with Gary Hanson, Gerry Benson, Laura Gilmore, Helen Schinske and Pastor Ryden present. Larry Schlawin was absent due to illness of his father.

Devotions were given by Helen Schinske.

An item was added to the Agenda for a request for assistance with items which could then be removed from Salem's Operating Budget, per John Welander, Congregational Council President.

Laura Gilmore made a motion, Helen Schinske seconded that the Agenda be accepted, including the additional item. Motion carried.

The minutes were approved with a motion by Gerry Benson, seconded by Laura Gilmore. Motion carried.

Gary Hanson thanked the committee for re-scheduling our meeting time to one week later this month, from the 12th to the 19th of November.

Communications included two letters of thanks for Seminary Scholarship Funds received: Chris Beamsley and Carla Vanatta.

Lutheran Brotherhood representative contacted Gary Hanson and left material with him. Gary will look this over and pass it on to other committee members.

The Quarterly treasurer report was shared and approved. Motion by Gerry Benson, seconded by Helen Schinske. Motion carried.

Memorials received in August and September:

8/1/91	Emy Hillquist	\$ 30.00
9/13/91	Joyce Dutton	1,000.00
9/21/91	Bill Johnson	5.00
9/30/91	Norman Swedberg	750.00

The same format will be used for the Annual Report as we used last year.

Laura Gilmore and Gerry Benson reported that the system used for making bank deposits is working on time and seems satisfactory.

The calligraphy work on the Permanent Memorial Book is proceeding and about one-third of the work is done. Examples of the work of Stacie Davis and Dan Hueber was shown, and work will continue on this project.

Gerry Benson will make a rack for Trust Fund folders and envelopes. The committee discussed possible placement of the rack. It was the concensus of the committee that the rack should be placed in the center of the wall above the stand housing the Visitor's book.

The Storage Cabinet ^{for} ~~in~~ the alcove by Elevator in basement will be made by Gerry Benson as time permits.

John Welander, Congregational Council president made a request through Gary Hanson for consideration of picking up items which in previous years had been paid by the Operating Budget. The Trust Fund Committee will continue our policy of support through separate committee requests throughout the year. Helen reminded the committee of By-Law B-12.01 (5) which limits the use of Trust Funds.

There were no new project requests for gift list suggestions.

The Trust Fund Committee will ask that Larry Schlawin's name be placed on the Annual meeting ballot for another term on this committee.

Publicity seeking congregational input will be in Town and Country and the bulletin, as required by the Constitution each year. B 12-03 (#3) Suggestion was to include the Project list also at this same time. Larry will be contacted to do this.

Deadline for Trust Fund report to office for Annual Report - Jan. 10, 1992
Congregational Annual meeting - Jan. 19, 1992

A contact will be made to Larry Schlawin to see whether the second Thursday or the third Tuesday will be best for our 1992 Trust Fund Committee meetings. Those in attendance could attend either date.

There being no other business, the meeting adjourned with cookies from Gerry Benson enjoyed by all!

Respectfully submitted,


Helen Schinske, secretary

NEXT MEETING DATE: February 18, 1992, 7 p.m.

Devotions: Gerry Benson