

Gary

**Salem Lutheran Church
Trust Fund
January 4, 2005**

President Dan Kuntz called the meeting to order at 6:35 p.m. Those in attendance were Mary Dienst, Gary Hanson, Dan Kuntz and Bill Lorence and, John Welander. Dan Kuntz gave the opening prayer.

Motion to approve the Agenda with the addition of (1) Available memorials under Awaiting Family Designation Update made by Bill Lorence and seconded by John Welander. Motion passed

Moved by Gary Hanson and seconded by Bill Lorence to accept the minutes from the last meeting. Motion passed.

Treasurer's Report:

Motion made by Gary Hanson and seconded by John Welander to accept report as presented for year ending 12/31/04 and to accept the report for annual meeting using the Account Balances as presented and the Account Activity 2004 after the "Transfers" column is corrected to have a total of \$00.00. Motion passed.

Communications: None

Wish List Updates:

Motion made by Bill Lorence and seconded by John Welander to have secretary send letter to Congregational Council President, Jim Sauber, making him aware that there is \$1500.00 in the benevolence line item that could be used by the Council for the Tsunami disaster. Motion passed

Awaiting Family Designation:

Available memorials: Motion made by John Welander and seconded by Mary Dienst to move \$3,340.60 from Berniece McLean AFD to Sanctuary Sound System. Motion passed. John Welander will write a letter to the family to let them know how the money has been used. The money was received from a life insurance policy in which the church was the beneficiary.

Old Business:

On going practices, officer responsibility lists: will continue to look at these lists as more come in and make sure all duties are contained in Policies and Procedures. The lists will be kept separate, but with the Policies and Procedures.

New Business:

Sanctuary Sound System: Discussion held on monies that we may be able to free up to use for final payment of Sound System if there is a need.

Annual report: Suggestions were given to Dan for use in his preparation of the article for the Annual report.

Next Meeting: February 15, 2005 at 6:30pm

Meeting closed with the Lord's prayer.

Meeting adjourned at 8:12 p.m.

Respectfully submitted,
Mary Dienst

January 7, 2005

To: Jim Sauber
Congregational Council President
Salem Lutheran Church

From: Trust Fund Committee
Salem Lutheran Church

Re: Trust Fund Monies for Benevolence

At the Trust Fund meeting on January 4, 2005 a motion was made to make you and the Congregational Council aware that there is \$1500.00 in the benevolence line item that could be used by the Council for the Tsunami disaster.

**SALEM LUTHERAN CHURCH
TRUST FUND MINUTES
February 15, 2005**

Call to Order. President Dan Kuntz called the meeting to order at 6:30pm in the Library. Also in attendance were Gary Hanson, Bill Lorence, and John Welander. Mary Dienst was absent. Bill Lorence gave the opening prayer with special tribute to his father who had just passed away.

Agenda. Motion to approve the Agenda was made by Bill Lorence and seconded by John Welander with "Election of Officers" and "Other Business" being added. Motion passed.

Minutes. Moved by Gary Hanson and seconded by Bill Lorence to approve the minutes from the January 4, 2005 meeting. Motion passed.

Election of Officers. Bill Lorence moved, seconded by Gary Hanson, the following slate of officers for this next year, through January 31, 2006. John Welander as President, Bill Lorence as Vice-President, Mary Dienst as Treasurer, Gary Hanson as Secretary, and Dan Kuntz as Publicity Director. Motion passed.

Treasurer's Report. The Treasurer's report was presented verbally as the printer was not working to produce the reports for the meeting. The Treasurer will distribute the written report within the next week. The motion by Gary Hanson and seconded by Dan Kuntz to approve the Treasurer's Report was passed.

Communications. John Welander reported on his meeting with Pastor Breisacher and Scott Buzzard (Judy Waterfield was absent but communicated with John via various emails) as representatives of the Church Council to answer questions they had regarding the workings of the Trust Fund. He reported that the meeting went very well and felt that the discussion was worthwhile. John reported that he covered the four groups of funds that are managed by the Trust Fund: (1) Perpetual funds and the application of the income from these for their designated purpose, (2) Monies that have been designated for a specific purpose which might be a long term project, short term project, or simply held for use at the discretion of one of the standing committees or appropriate staff person, (3) Monies held in trust for the congregation; currently that is the proceeds from the sale of the parsonage and the income it has generated, and (4) Bequests, special gifts and miscellaneous which the Trust Fund Committee has the authority to determine where these monies will be used and are the funds subject to the rules spelled out in the By-Laws. John reported that he then reviewed all the accounts maintained by the Trust Fund and explained which of the above four groups each account belonged to. Gary Hanson cleaned out the Trust Fund mailbox with input from the members. Gary also relayed that the National Bank & Trust had called asking if there is anything they could do to improve their service to us.

Wish List Update. Gary Hanson distributed two new forms for consideration to be used when working with families to identify a use of memorial money. Those forms are attached as part of these minutes. The first form gives family members a more detailed description of the approved projects and funds. It was decided to drop the column showing the current balance and also drop the highlighted project. However, the description will include how much money is still needed, if appropriate, so that families will have a benchmark to help decide a designation for their gift. This will not replace the general brochure, but provide more detailed information when that is needed. The other form is to obtain a signature authorization from the family approving monies to be used for a designated item. The change from the current form is that the new form also includes approval for disposition of future gifts without the need for more signature authorizations. Dan Kuntz moved, seconded by Bill Lorence to approve the two new forms. Motion passed.

A review was made of other wish list items. It was noted that the Altar Guild had made informal contact about monies for new linens. It was noted that an Altar fund already exists and that those monies could be used for that purpose without further approval. Gary will contact Jan Holland to let the Altar Guild know of their fund balance. No other wish list items have been received from Council, though it was noted that some members had been told that items were forthcoming.

Awaiting Family Designation Update. John Welander reported on his efforts to contact families with monies not yet designated. He was very successful in this area. Through phone calls and letters, he received the following fund designations: Robert Howey to Perpetual Pledge Perpetual Fund, Helen Primm to Organ Restoration, Parish Nursing from Mr. & Mrs. Anonymous to the Sound System, Bob Erickson, Elizabeth Magnuson, Albert Ekstrom, Quintis Bailey, Wes Lindstrom, LaVerne Gronberg, and Wilna Neslon all to the Sound System, and current and future memorials from Delight Amundsen to the Salem Food Pantry. Because these were family designations, the transfers were accepted without vote.

Old Business. Dan Kuntz and Gary Hanson presented their write-ups of their job descriptions for the positions they held last year. They were accepted as written and it was then the consensus that the Secretary should combine all five job descriptions into a combined document that could be incorporated into the Policy Manual.

It was noted that adequate money would be available for the new Sound System and that additional enhancements to the system would be able to be purchased as well. While some fine tuning still needs to be done on the system, it is in place and working very well.

It was noted that Seminary Scholarship money had been sent on behalf of Sharon Rodgers, but discussion ensued as to how Sharon's status for this semester had actually changed from half-time to full-time. It was noted that because of that change, she should receive the full amount (an additional \$500) that is provided for students. There was also discussion about the cumulative limit of \$6,000 that is provided to any one student. It was clarified that the limit pertains to a type of degree, that is, there would be a limit for Associates in Ministry (AIM) and limits for students seeking Ordained Ministry. Therefore, Sharon's limit should have re-started when she entered a different degree program. It was moved by Bill Lorence and seconded by Dan Kuntz to recognize Sharon as a full-time student for the Spring, 2005 semester and that her seminary work after the AIM program degree is separate for purposes of observing overall financial limits. Motion passed.

New Business. The Christian Education Committee sent a request for a new computer to allow them to better utilize multi-media presentations. It was decided that this fit under the expanded ministry category as with the other computers that have been purchased. The Committee will be informed to proceed with the purchase and to forward the bill to the Trust Fund for payment. To pay for that computer, a motion was made by Dan Kuntz and seconded by Bill Lorence to transfer \$500 from the Bequests & Other Gifts account and the balance of the amount of money that will be needed to come from the "Miscellaneous" account. Motion passed.

It was noted that the \$25 that has been the balance in the Choir Robe fund is not needed as there are no plans to purchase new choir robes. Bill Lorence moved, seconded by Dan Kuntz, to transfer the \$25 balance to the Singing Memorial account. Motion passed. Likewise, the balance of \$15 remaining in the Gordon Jones memorial was motioned by Bill Lorence and seconded by Dan Kuntz to be transferred to the Singing Memorials account. Motion passed.

Other Business. General discussion without action.

Adjournment. Dan Kuntz moved, Bill Lorence seconded, to adjourn the meeting at 8:45pm with the Lord's Prayer.

Respectfully submitted,



Gary Hanson
Secretary

SALEM LUTHERAN CHURCH TRUST FUND
1145 DeKalb Ave, Sycamore, IL 60178

MEMORIAL MONEY DESIGNATION

To the Glory of God and on behalf of the family of _____,
(please print complete name)

I wish to designate the memorial money given in their honor and now held by the Salem Lutheran Church Trust Fund as indicated below. (Total Amount, if known: \$ _____)

Amount or
Percent or

“All”

Designation Choices (see “Wish List” form for complete listing)

_____ Where Need is Greatest (to be used within six months, if possible)

_____ Current Highlighted Project: Sound System for Sanctuary (thru 06-30-2005)

Any additional monies that should be received as a memorial for the family member named above may be used in the non-perpetual “Where Need is Greatest” fund, except as noted here:

Signature

Date Signed

Please Print Name

SALEM LUTHERAN CHURCH TRUST FUND
OPPORTUNITIES FOR MINISTRY ENHANCEMENT

(Updated Quarterly; Next Update March 1, 2005)

I. Perpetual Funds — contributions to these funds are permanent in nature in that only the interest money earned on the balance is spent.

- A. Benevolence
- B. Christian Education & Ministries
- C. Library
- D. Perpetual Pledge
- E. Property Improvements
- F. Seminary Scholarship
- G. Where Need is Greatest

II. Memorials & Special Gifts — contributions to these funds are for specific uses or needs and as soon as adequate money is available the item may be purchased.

- A. Ongoing Needs
 - 1. Altar Accessories
 - 2. Benevolence
 - 3. Christian Education & Ministries
 - 4. Document Binding
 - 5. Housing Property Reserve
 - 6. Landscaping
 - 7. Library
 - 8. Parish Nursing Program
 - 9. Puppet Ministry
 - 10. Ringing Memorials
 - 11. Singing Memorials
 - 12. Seminary Scholarships
 - 13. Sunday School
 - 14. Tape Ministry
 - 15. Where Need Is Greatest
 - 16. Youth Programs
- B. Specific Projects
 - 1. Air Conditioning
 - 2. Chalice Fund
 - 3. Choir Robes
 - 4. Grand Piano for Sanctuary
 - 5. New Hymnals
 - 6. Visitor Area
 - 7. Window Treatments

SALEM LUTHERAN CHURCH TRUST FUND

DESCRIPTION OF APPROVED DESIGNATED FUNDS

(Updated Quarterly; Next Update March 1, 2005)

Balance <u>12/31/04</u>	<u>Existing Designated Funds</u>
	I. Perpetual Funds
\$ 13,300	A. Benevolence
8,000	B. Christian Education & Ministries
3,500	C. Library
59,900	D. Perpetual Pledge
52,740	E. Property Improvements
64,056	F. Seminary Scholarship
2,000	G. Where Need is Greatest
	II. Memorials & Special Gifts
	A. Ongoing Needs
\$ 343	1. Altar Accessories
1,506	2. Benevolence
2,083	3. Christian Education & Ministries
1,281	4. Document Binding
18,729	5. Housing Property Reserve
1,107	6. Landscaping
1,375	7. Library
1,081	8. Parish Nursing Program
-0-	9. Puppet Ministry
162	10. Ringing Memorials
317	11. Singing Memorials
7,826	12. Seminary Scholarships
2,086	13. Sunday School
750	14. Tape Ministry
2,266	15. Where Need Is Greatest
-0-	16. Youth Programs
	B. Specific Projects
\$ 3,045	1. Air Conditioning
444	2. Chalice Fund
25	3. Choir Robes
-0-	4. Grand Piano for Sanctuary
500	5. New Hymnals
5,000	6. Visitor Area
919	7. Window Treatments

**Salem Lutheran Church
Trust Fund Chairman Duties**

- **Call for and preside over meetings**
- **Prepare meeting agenda**
- **Represent Trust Fund at other meetings as necessary**
- **Contact families as needed**
- **Prepare annual report**

**SALEM LUTHERAN TRUST FUND
Publicity Director Job Description
February 15, 2005**

To promote the Trust Fund as a giving opportunity for members of Salem and others who wish to make special contributions to the ministry of Salem. This position also seeks ideas for projects to be financed by the Trust Fund, maintains a list of those projects once formal approval is obtained, and promotes those projects through various mediums.

Applicable By-Law:

- B.12.02 4. The Committee shall elect from its membership a Chairperson, Vice-Chairperson, Treasurer, Secretary and Publicity Director. (01-21-1990)

**SALEM LUTHERAN CHURCH
TRUST FUND MINUTES
May 3, 2005**

Call to Order. President John Welander called the meeting to order at 7:00pm in the upper level reception area. Also in attendance were Dan Kuntz, Gary Hanson, and Bill Lorence. Mary Dienst was absent. John Welander gave the opening prayer.

Agenda. Motion to approve the Agenda as printed was made by Bill Lorence and seconded by Dan Kuntz. Motion passed.

Minutes. Moved by Bill Lorence and seconded by Dan Kuntz to approve the minutes from the February 15, 2005 meeting with the addition that the two forms talked about at the meeting need to be attached to the minutes. Motion passed.

Communications. A thank you note was received from Sharon Rogers for the financial support for her seminary education. It was noted that Sue McMillan, office secretary, has volunteered to work on our Wish List Brochure, particularly as it relates to putting it on the Church's website and publishing in the Town & Country. Gary Hanson will follow-up with Sue on this project.

Treasurer's Report. The Treasurer's report was presented by Bill Lorence. Bill Lorence moved, seconded by Dan Kuntz to utilize \$1,000 from the Visitor Center account to the Sound System to zero out that project. It was noted that a CD Duplicator will be purchased as part of the Sound System project. The motion passed. It was noted that in addition to the Sound System being fully funded, sufficient monies exist to retire the Organ loan. John Welander will ask Larry Schlawin, who was instrumental with both projects, to write a message in the Town & Country to let the Congregation know this good news. The motion by Gary Hanson and seconded by Dan Kuntz to approve the Treasurer's Report was passed.

Awaiting Family Designation Update. This money has now either been designated for specific projects or the receipts are too new (such as Clapsaddle Memorial Money) to expect a family decision at this point.

Old Business. None.

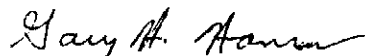
New Business. Sharon Rogers requested Camperships for three youth for this summer at \$150 each. It was noted that this is about one-third of the cost which is consistent with existing policies on financing youth programs. Gary Hanson moved, seconded by Dan Kuntz, to approve the request for \$450 and to pay same out of the Miscellaneous account. Motion passed.

Other Business. Gary Hanson asked that the Trust Fund look at the requirements for retaining official records to see if they could be modified to reduce the files that each person maintains. Discussion noted concurrence with wanting to do that, but that research needed to be done to see what formal documents would need to be changed to allow that to happen. The President appointed himself and Gary Hanson to review the Constitution and By-Laws as they pertain to archived records and to propose potential changes at a future meeting.

Next Meeting. The next meeting was set for August 16, 2005.

Adjournment. Bill Lorence moved, Dan Kuntz seconded, to adjourn the meeting with the Lord's Prayer. Motion passed.

Respectfully submitted,



Gary Hanson
Secretary

**SALEM LUTHERAN CHURCH
TRUST FUND MINUTES
August 16, 2005**

Call to Order. President John Welander called the meeting to order at 6:30pm in the Library. Also in attendance were Mary Dienst, Gary Hanson, and Bill Lorence. Dan Kuntz was absent. John Welander gave the opening prayer.

Agenda. Motion to approve the Agenda as printed was made by Bill Lorence and seconded by Mary Dienst. Motion passed.

Minutes. Moved by Bill Lorence and seconded by Mary Dienst to approve the minutes from the May 3, 2005 meeting. Motion passed.

Communications. John Welander reported that the Swedberg memorial was soon to be designated by the family.

Treasurer's Report. The Treasurer's report was presented by Mary Dienst. Mary presented a new format for the reports which is a result of switching the books to new computer software. The motion by Gary Hanson and seconded by Mary Dienst to approve the new format as presented was passed unanimously. Bill Lorence then moved, seconded by Gary Hanson to accept the Treasurer's Financial Report. Motion passed unanimously.

Awaiting Family Designation Update. A motion was made by Gary Hanson and it was seconded by Mary Dienst to place the Floit Memorial in the Parking Lot fund and that the Vice President should notify the family. The motion passed unanimously.

Wish List Update. Gary Hanson reported that he met with Deb Aurand and Cindy Graves from Council to discuss a new format for the Wish List brochure and the addition of items that should be on the list, but weren't. The meeting was in July. Gary reported that he shared the current brochure with Deb and Cindy in an electronic format so that they could more easily show what changes they wanted. As of this meeting date, no suggested changes have been conveyed back to Gary. Deb also said at the July meeting that she would review her Council file and report any Wish List items approved by Council that the Trust Fund has not incorporated into the brochure. Again, as of the date of this Trust Fund meeting, no additional items have been submitted.

Old Business. Gary Hanson mentioned that he and John Welander were to meet to work out an outline concerning the retention Trust Fund documents by each Trust Fund member. No meeting had yet been held, but that they would try to do so before the next Trust Fund meeting.

New Business. None.

Other Business. None.

Next Meeting. The next meeting was set for Tuesday, November 15, 2005 at 6:30pm.
(Secretary's Note: Subsequent to this meeting, the date of the next meeting was changed to Tuesday, December 6, 2005 at 6:30pm.

Adjournment. Bill Lorence moved, Mary Dienst seconded, to adjourn the meeting with the Lord's Prayer. Motion passed.

Respectfully submitted,



Gary Hanson
Secretary

<u>Trust Fund Members</u>	<u>Consecutive Service</u>		<u>End Date</u>	<u>Previous Terms</u>
	<u>Begin Date</u>	<u>Current Term</u>		
Mary Dienst	02-01-2002	02-01-2003	01-31-2008	
Gary Hanson	02-01-2004	02-01-2004	01-31-2009	1990-1992; 1993
Dan Kuntz	02-01-2000	02-01-2005	01-31-2010	
Bill Lorence	02-01-2002	02-01-2002	01-31-2007	
John Welander	02-01-1998	02-01-2001	01-31-2006	

SALEM LUTHERAN CHURCH
TRUST FUND MINUTES
December 6, 2005

Call to Order. President John Welander called the meeting to order at 6:30pm in the Chapel Lounge. Also in attendance were Mary Dienst, Gary Hanson, Dan Kuntz, and Bill Lorence. No one was absent. John Welander gave the opening prayer.

Agenda. Motion to approve the Agenda by adding a communication item to the printed agenda was made by Bill Lorence and seconded by Dan Kuntz. Motion passed.

Minutes. Moved by Bill Lorence and seconded by Dan Kuntz to approve the minutes from the August 16, 2005 meeting. Motion passed.

Communications. John Welander reported that he sent a letter to Janice Ladd regarding the Swedberg memorial, but had not had a response as of yet. John Welander also reported that he had a conversation with Bonnie Lindgren regarding a gift in memory of her husband Robert Lindgren. The gift is to provide for the on-going maintenance and use costs of the copier/printer that was given in Bob's memory. It was decided to reflect that gift in these minutes, but that it would be most efficient to give the money directly to Salem's operating budget from where the expense is paid. The Trust Fund expressed their appreciation for this generous gift. Mary Dienst reported a conversation she had with Fran Nelson, Salem's Financial Secretary, regarding monies given for two new Christmas trees for Salem which cost around \$1,500 total. More than enough monies had been collected for this project so it was decided that rather than convey the excess monies to the Trust Fund, that Fran simply add the amount to the Altar Guild Special Fund on Salem's books. The Altar Guild was planning on some major expenses for 2006 with new linens for the Sanctuary. The members of the Trust Fund concurred with this direction.

Treasurer's Report. The Treasurer's report was presented by Mary Dienst. Mary reported that she renewed a Mission Investment Fund Certificate of Deposit by investing \$5,000 in a 2 year, fixed rate CD at 4.6%. It runs from 12-01-2005 through 12-02-2007 and is #30000013761. Gary Hanson moved, seconded by Dan Kuntz to accept the Treasurer's Financial Report. Motion passed unanimously. Bill Lorence moved, seconded by Mary Dienst, to move the Buell (\$25) and Niemeyer (\$15) memorial money out of "Awaiting Family Designation" to the Parking Lot Fund as they were both under \$100 and had been on hold for two or more quarters. Motion passed. Bill Lorence moved, Dan Kuntz, seconded to move the \$4.67 in the SS & VCS Athletic Equipment Account to the Sunday School account. Motion passed. It was further decided that Bill Lorence should send a letter to the Floit family to inform them that we previously moved that memorial money to the parking lot.

Awaiting Family Designation Update. No further action was warranted from the business described under the Treasurer's Report.

Wish List Update. None.

Old Business. The Trust Fund members had done an email poll prior to this meeting to see if there would be concurrence with allowing the Senior Pastor to use his special projects money for an item in excess of \$300. The Trust Fund policy stipulates this approval for items in excess of \$300. The money was for the Stewardship dinners and the total was \$2,950.40. This item of business with this memorialization as part of these minutes certifies the unanimous consent of the Trust Fund members for this expenditure.

New Business. Gary Hanson distributed a document outlining a potential policy for the retention of Trust Fund records. The policy categorized items into three broad areas. The first was records that individual Trust Fund members should keep, the second what each officer should keep, and the third category was items that should be included in Salem's Annual Report each January. A general discussion followed with suggestions for additional items to add. (The draft policy is attached to these minutes for reference with the changes talked about incorporated.) This item will come back at a future meeting for more discussion and possible action.

Other Business. John Welander mentioned that a need that will be coming up sooner rather than later was for a new laptop computer for the Trust Fund. The current one is about five years old which for technology is quite old.

Next Meeting. The Trust Fund will hold a special meeting on Sunday, January 8, 2006 between services. The purpose will be to review the annual financial report before it is submitted to the congregation via the Annual Report. The next regular meeting of the Trust Fund will be February 21, 2006 at 6:30pm.

Adjournment. Dan Kuntz moved, Bill Lorence seconded, to adjourn the meeting with the Lord's Prayer at 7:37pm. Motion passed.

Respectfully submitted,



Gary Hanson
Secretary

<u>Trust Fund Members</u>	<u>Consecutive Service</u>		<u>End Date</u>	<u>Previous Terms</u>
	<u>Begin Date</u>	<u>Current Term</u>		
Mary Dienst	02-01-2002	02-01-2003	01-31-2008	
Gary Hanson	02-01-2004	02-01-2004	01-31-2009	1990-1992; 1993
Dan Kuntz	02-01-2000	02-01-2005	01-31-2010	
Bill Lorence	02-01-2002	02-01-2002	01-31-2007	
John Welander	02-01-1998	02-01-2001	01-31-2006	

SALEM LUTHERAN CHURCH TRUST FUND

RECORDS RETENTION POLICY

(Draft After 12-06-2005 Meeting)

- I. Records Kept by Individual Members to be passed on to a new Member
 - A. Minutes
 - B. Policies & Procedures

- II. Records Kept by Officers
 - A. President
 - 1. Chronological inventory of returned Donor Designation Cards
 - B. Vice-President - None
 - C. Secretary
 - 1. Annually copy Minutes and Policies & Procedures to electronic media and place in safe
 - D. Treasurer
 - 1. Month End Reports - two years
 - 2. Annual Financial Report
 - 3. Inventory of all donors and amount by fund deposited to
 - 4. Annually copy to electronic media and place in safe
 - E. Publicity Director
 - 1. Wish List Inventory
 - 2. Wish List Brochure

- III. Items to be included in Church's Published Annual Report each January
 - A. Message from President
 - 1. Include Member Names and Term Expiration
 - 2. Approved Wish List
 - 3. List the meeting dates held during the year
 - B. Treasurer
 - 1. List of funds on hand by Financial Institution