

Trinity Valley Lutheran Parish

Gilman | Spring Lake | St. John's
715-778-5935
Spring Valley, Wisconsin

Date of Meeting:

Date: August 24, 2025

Time: following church

Location: St. John's

Council Members in Attendance:

Gilman	Spring Lake	St. John's
<input checked="" type="checkbox"/> Cheri Jacobson	<input checked="" type="checkbox"/> Cindy Jensen	<input checked="" type="checkbox"/> Karen Gunderson
<input checked="" type="checkbox"/> Darryl Klawitter	<input checked="" type="checkbox"/> Dale Place	<input checked="" type="checkbox"/> Marsha Brunkhorst
<input type="checkbox"/> Jeremy Johnson	<input type="checkbox"/> Jessica Hanson	<input checked="" type="checkbox"/> Monica Shafer
OTHER ATTENDEES:		
<input checked="" type="checkbox"/> Pastor Bob	<input checked="" type="checkbox"/> Kay Place	<input type="checkbox"/> _____

Opening

Call to Order	Vice President Dale Place called meeting to order at 10:22AM.
Agenda	Dale added tax issues, portico and Church Trac to the agenda to old business. Darryl Klawitter made a motion to approve the agenda with Dale's additions. Cindy Jensen seconded the motion. Motion carried.
Opening Prayer:	Pastor led us in prayer.
Secretary's Report	Secretary's report was reviewed. Cindy Jensen made motion to approve. Marsha Brunkhorst seconded. Motion carried.
Treasurer's Report	Discussion: Council reviewed expenses and revenue of May 1-July 31, 2025. Parish Treasure made recommendation that congregation dues remain the same for at least the next few months. Council reviewed year-to-date expenses and compared them to budget. Karen Gunderson made a motion to approve the treasurer's report and Cherri Jacobson seconded. Motion carried.

Old Business

Office Update	Discussion: There is a need for artwork in Pastor's office. Currently holding off to pick pieces with intention. Designer is working with Pastor and local artists and vendors are being explored. Discussed other office needs.
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Confirmation and Sunday School Volunteer Background Checks	Discussion: Pastor received an email with resources for background checks. He will be going out of town, but upon return, he will be completing background checks. Rob Moore and Hillary Meyer have volunteered for Sunday School, again (much appreciation to them!). In addition, Beth Keehr was willing to substitute/fill-in, as needed. Sunday School will be held the first three Sundays of the month.
Tax Issues	Discussion: This continues to be an ongoing issue. Latest update was receiving notice from the IRS regarding mixed taxes, interest and penalty. This has been paid to stop interest and penalty. However, we continue to investigate this with the accountant. Parish Treasurer will be gathering all the information, drafting a letter, as well as calling the IRS. This goes back to the start of the parish, in which Gilman received a sizeable refund and Spring Lake also received a refund. Parish Treasurer continues to gather information with accountant. Accountant fees will increase due to time spent on this issue.
Portico	Discussion: Pastor will be active in Portico on 9/1/2025. This will need to be moved under the Parish account, and the Parish will fund, rather than individual churches. Discussion on setting up a meeting with individuals from each church and Brandie to cancel individual churches' accounts with the Synod and the following day, moving to the Parish with the Synod. Discussed meeting on 8/27/2025.
Church Trac	Discussion: This will be tabled until next meeting.

New Business

Larger and Consolidated PO Box	Discussion: Discussed moving to one larger PO Box, rather than 2. Next payment is due 9/30/2025. Discussed the cost of a larger box, being \$154 per year. It is the office manager's recommendation to move to the larger box and make it a Parish expense; however, that would mean each address would need to be changed.
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	<p>Marsha Brunkhorst made the motion to table this decision until a plan can be made regarding changing addresses, if that's the route chosen. Cindy Jensen seconded. Motion carried.</p>
Quickbooks Price Increase 5/2026	<p>Discussion: Discussed keeping of Quickbooks. If the price increases, we will need to adjust the budget. We continue to have the introductory first year, however, following that, Quickbooks Advanced moves to \$2538.00 per year.</p> <p>Marsha Brunkhorst made the motion to have office manager apply for Tech Soup for non-profits. Cindy Jensen seconded. Motion carried.</p>
Office Volunteers Payment/Gifts	<p>Discussion: This was discussed, and the council kindly reiterated that this was a volunteer opportunity. As such, there is no financial compensation in keeping with the true spirit of volunteering. This aligns with the intention that many of our volunteers have voiced from the beginning—that their service is offered freely, with the shared goal of supporting our mission.</p>
Furnishings for Pastor's Office	<p>Discussion: Pastor's office needs bookshelves. Pastor is looking for bookshelves for free; however, if none can be found, bookshelves will be purchased.</p>
2026 Budget	<p>Discussion: The parish council discussed getting closer to what we need to complete the budget. The parish treasurer has created a document, and once the year-to-date expenditures are closer to the end of the year, the council can discuss the 2026 budget more effectively. This way, the council can see where money is being allocated.</p> <p>Action/Follow-Up for Next Meeting: The parish treasurer will be sending out updated budget expenditures, as needed.</p>

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Round Table

None	
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Next Council Meeting:

Date: October 12, 2025

Time: After Church

Location: St. John's

Closing

Adjourn	Marsha Brunkhorst made the motion to adjourn the meeting. Cindy Jensen seconded. Motion carried.
Prayer	Pastor led the council in Prayer.