



SILVERDALE LUTHERAN CHURCH

Grace Filled. Spirit Led.

**Trustees Meeting
Monday, April 8, 2024**

Minutes

Call to Order

President Bradley Posadas called the meeting to order at 5:43 PM. In attendance were Vice-president Scott Slocum, Bob Arper, Cheryl Miller, Pastor William Crabtree, and Katie Shaw who monitored recording and prepared the minutes. Jane Rasely was absent and excused.

Opening Prayer

Pastor Bill Crabtree

Financial Update

Cheryl Miller (financial updates attached)

Unfinished Business

- Upgrade to Current Livestream Device (Katie Shaw)
 - In-progress; Bruce has been emailed about making the purchases. This fell through the cracks (the purchase was approved in March) but should be ordered soon.
- ERC update (Scott Slocum)
 - A moratorium has been put in place starting in January; they are not accepting new requests. They over-advertised what it could do, and hence have a backlog of requests and a slow response time. The moratorium is now being extended to May. Scott will receive a letter about 30 days before a check is mailed. We will still receive a net of about \$123k (after a ~\$20k commission).
- Parking lot entrance gate (Bob Arper)
 - People are asking whether we should have a gate to prevent loitering. Mixed opinions.
- Lisa Gregg's credit card limit increase
 - This issue has been resolved and will be taken to the bank shortly.

New Business

- SLC "Little Free Library" Proposal (Proposed by Cathy Bohman, attached)

Motion: I move to establish the Free Little Library using \$450 from the Community Outreach Equity Fund, and \$250 from a Thrivent Action Team.

Slocum/Arper: Passed Unanimously

- Study/Library Refurbishment Proposal (Proposed by Cathy Bohman, attached)

Motion: I move to use to refurbish the library following the attached proposal using \$5,000 out of Audrey Klein's estate fund, and the remaining \$1,750 out of various memorials, to be determined.

Shaw/Slocum: Passed Unanimously

- Picture Frame TV for Narthex Proposal (Proposed by Jessica Voigt, attached)

Motion: I move to use up to \$4,000 of Barbara Planck's Estate funds to purchase and install a Samsung Frame TV for the Narthex, including hiring an electrician to install an outlet directly behind the screen.

Slocum/Arper: Passed Unanimously

- Sign moving across driveway
 - Lisa had looked at replacing wooden entrance sign, which is somewhat worn down and not totally functional. Price of replacing it is very high, Lisa proposes to move it across to the other side of the entrance to make it more visible and functional, and to get more life out of the existing sign.
 - We approve (no official motion needed).

Action Items

- PB will tell Jessica and Cathy that their proposals were approved.
- Cheryl will continue to move forward on approving Lisa's credit card limit increase.

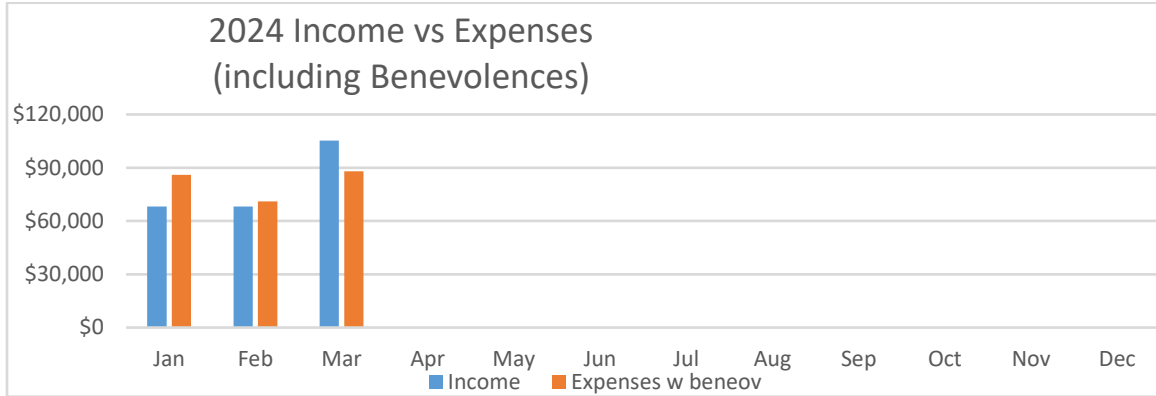
Adjourn

The meeting was adjourned at 7:07 PM.

Net income vs expenses for month March

+17,333

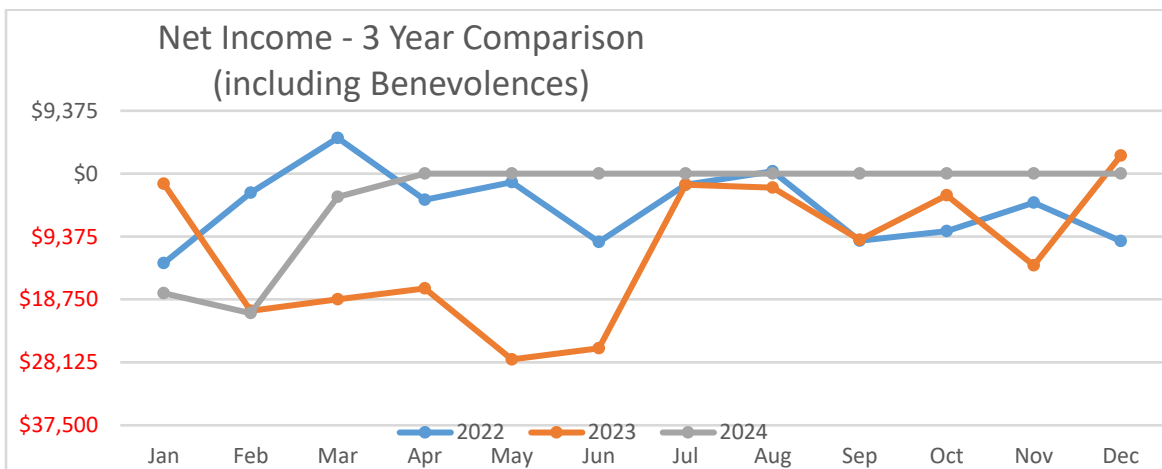
(Includes outreach paid for 1st quarter 2024)



Year to date income vs expenses as of March 31st, 2024

-\$3,463

(includes outreach paid for 1st quarter 2024)

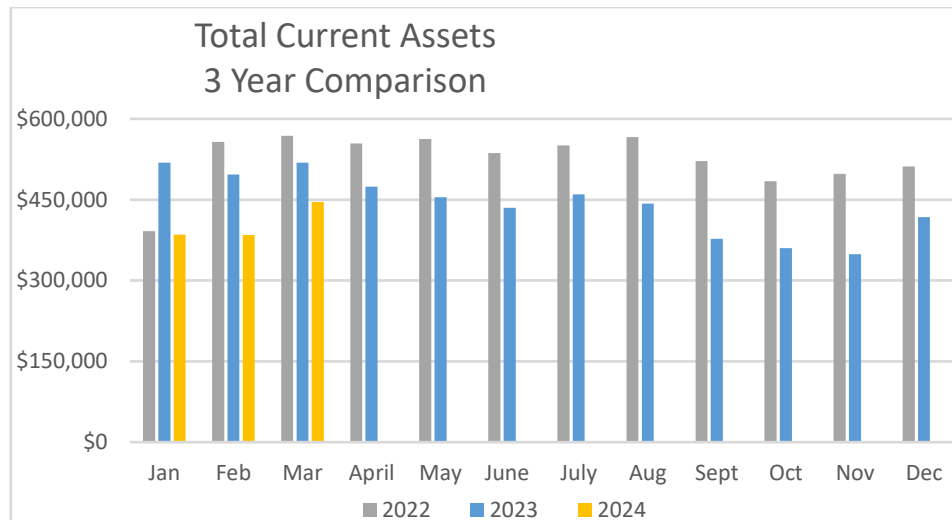


3-Year Comparison through March of Each Year

	2022	2023	2024
Income	\$224,360	\$213,158	\$241,587
Expense	\$219,038	\$231,862	\$245,050
Difference	+5,322	-\$18,704	-\$3,463

Silverdale Lutheran Assets as of March 31st, 2024

\$445,526



Study/Library Refurbishment Proposal

April 1, 2024 - Updated

SLC Trustees:

With the blessing of the SLC staff, we have put together a proposal for the refurbishment of the Study/Library which over the years has become a very weary room. This space is currently used for several small group meetings and as a possible place for families during worship with small children. The room has the potential to also be used for counseling/conversations with individuals/families, as a gathering place for folks before weddings or memorial services and as simply a space for individual reading and conversation. However, for it to be a comfortable, welcoming, safe, engaging space for children and adults, our Study/Library desperately needs a transformation.

The following is an outline of the scope of work and cost of the project. Funding would come from memorials within the SLC Equity Fund.

Thank you for your consideration of this project to enhance SLC's ministry. Please let us know if you have any questions or concerns.

Cathy Bohman & Jessica Voigt

Scope of Work

(Depending on the timing of painting/cleaning/shipping this could be completed within two weeks)

- + All current furniture will be removed and given to Kitsap Community Resources to help in setting up housing for the clients they serve.
- + The three bookcases that will no longer be needed will be used in other parts of the campus. One will replace a smaller matching bookcase currently in Lisa's office that will be placed back in the Study. Two will be placed in Kathleen/Kim's office against the right wall as a place to store all of the supplies needed for the Life Pax (instead of the current portable table) as well as other projects. Wall mirror will be removed.
- + The room will be freshly painted. (Bid from painters attached below)
- + The room will have a thorough cleaning: floor, windows, blinds.
- + The current library book collection will be sorted through, keeping the books that can continue to be an important resource for SLC folks in their studies/devotional life. The children's books will be divided between a smaller collection to stay in the library, a collection of Christmas/Easter/other books to be in rooms 22-24 of the Gathering Place for use by Sunday School/VBS, and a collection of books to be given away through our new "Little Free Library" to hopefully be installed outside on the right side of the Gathering Place.

+ New furniture will be purchased including: a matching set of two chairs and three loveseats; a rocking chair for nursing moms; six small round side tables; two floor lamps. There will be seating for 8, plus the additional rocker.

+ Creating an intentional space for small children will include the purchase of a Rainbow Activity Wall Panel and a small mobile cart to hold books and a couple of manipulatives (i.e. a Noah's Ark playset).

+ A new 43" Smart TV on a swing wall mount will be purchased for ease of viewing by a small group.

+ A variety of accessories will be purchased including: a wall coat rack, pillows, clock, an artificial fig tree, children's manipulatives.

Projected Cost

*** Please note that the cost for all items listed is the full retail cost, without any sales. If we purchased the items below today, there would be a potential savings of almost \$700. Also, know that the loveseats/chairs are made for both commercial and home use and can easily be wiped down for cleaning.*

Three Hercules Faux Leather Reception Loveseats	\$1,933.38
Two Hercules Faux Leather Reception Chairs	829.48
One Rocking Chair	222.99
One 43 inch Samsung Smart Television with wall mount	500.00
Six Small Round Side Tables	239.94
Two Floor Lamps	100.00
One mobile bookshelf cart	169.99
One Rainbow Activity Wall Panel	229.99
Accessories	335.00
Professional Paint Job (due to height/difficulty; paint included)	1,300.00
Sub-total	<u>\$5,860.77</u>
Tax (9.2% Kitsap County)	539.19
No shipping charges	
Total	\$6,399.96

Due to possible unforeseen additional costs, we would ask the trustees to authorize up to \$6,750 for this project. We will be wise stewards of the money and only spend what is necessary.



Moran's Painting, Inc.

P.O. Box 1883, Poulsbo, WA 98370
 Cell: (360) 731-5792 • Office: (360) 598-2149
 www.moranspainting.com

Lic. # MORANP1912JQ
 Licensed • Insured • Bonded

Proposal

DATE	Estimate/ Invoice #
04/05/2024	5232

Residential • Commercial
Exterior • Interior • Millwork • Stain
Powerwash • Driveway • Siding • Roof
Clean • Gutter • Fence

Name	Address
Silverdale Lutheran Church	11701 Ridgetop Lane
Lisa	Silverdale, WA 98383
Telephone	Email
(206) 949-2001	lisag@silverdalelutheran.org

JOB DESCRIPTION	PRICE
Interior Specifications	
- Clean, sand & prepare all surfaces to be ready to paint to include:	
Library walls	
- Apply (1) coat prime & (1) coat paint to walls in library. A total of (2) coats in (1) color	
Excludes ceilings & millwork	
Price includes labor, paint & materials - Does not include sales tax	\$ 1,300.00
Paint: Sherwin Williams PM200 or Benjamin Moore Ultra Spec	
Any changes please contact the office - These may result in price adjustments	
*10% deposit for schedule - Everything will be protected as necessary	
Thank you for the opportunity to bid your project	
Once the paint color(s) have been chosen (by the customer) & purchased any changes will result in additional charges	
SUB-TOTAL	
1800 SALES TAX	
GRAND TOTAL	

Customer Signature _____ Down Payment _____ Date _____

Instructions - Must have outside electrical power and water available at job site.
 Acceptance of proposal - By signing above you agree to the General Terms & Conditions and Acknowledge the Notice to Customer on the back of this invoice.
 The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the works as specified.
 Please sign and return one copy with the down payment, depend of the amount.
 Payment to be made by check or cash. - Proposal valid for sixty (60) days.

General Terms & Conditions for Homeowner / Property Owner

EXCLUSIONS: Moran's Painting Inc. ("Contractor") disclaims responsibility for: (i) Defects or damage in materials supplied by or work performed by others or Customer prior to, at the time of or subsequent to the work done under this Agreement; (ii) Conditions caused by a problem with the paint itself, in which case customer must rely on the manufacturer's warranty; (iii) Peeling or blistering resulting from moisture or excessive layers of paint; (iv) Problems caused by a manufacturing defect in the substrate; (v) Mold, mildew, moss and fungi; (vi) Moisture problems on any horizontal surface or any surface that permits moisture to collect; (vii) is not responsible for damages during pressure washing due to improperly installed siding, loose shingles or siding, windows or doors broken, open, improperly sealed, old or blown, wood rot, defective construction, improperly secured wires, loose or improperly installed gutters, leaders, improper caulking, window/door screens not removed prior to washing (must be removed by customer) or; (viii) Consequential damages.

PAYMENT: Moran's Painting Inc shall have the election of either invoicing the Customer upon completion of work or invoicing Customer on a periodic basis. Down payment is required for all work to be scheduled. Payment is due in full to Moran's Painting Inc within ten (10) days of the date of the invoice or completion of work; whichever occurs last. Any accrued balance owing and unpaid to Moran's Painting Inc, regardless of whether the amount is dispute in liquidated or unliquidated, shall bear interest at 12% per annum from the date of invoice or completion of work; whichever occurs last. If this Agreement is terminated prior to completion of the work, the Customer is still responsible to pay Moran's Painting Inc for all bidding costs and time expended, costs of construction, including administration and mobilization / demobilization expenses. If customer is referred to a collection's agency, the customer is responsible for all collection incurred expenses and/or costs, including attorney fees.

CHANGES: Customer may request changes. If a change is not priced in a written change order, its cost shall be paid on a time and material bases at the T&M rate listed below, including prep time. If Customer accelerates the schedule, Customer must pay for overtime labor Contractor is required to perform. Contractor has made a visual inspection only and is not responsible for unknown or unobserved conditions. If additional work is required, Customer is responsible to pay for additional costs as work is performed.

CORRECTIONS: All work is accepted "AS IS" and any and all further claims against the Contractor are waived if the Customer or tenant: (i) fails to produce a single punch list relating to final items; (ii) contracts with a third party to perform any work in Contractor's scope including punch list; (iii) self-performs punch list / other work within the Contractor's scope; (iv) completes the work without first providing opportunity the Contractor to complete; (v) occupies the space where the Contractor performed work prior to completion; (vi) uses the Contractor's work in any way; or (vii) fails to allow the opportunity for pictures prior to working on or around Contractor's work.

WARRANTY: Contractor guarantees for a period of one (1) year from the date of execution that its work will be in compliance with all applicable laws and the terms of this Agreement. Contractor will promptly return to the project at it's sole expense and repair or replace as necessary any work that does not comply with this Agreement.

DISPUTES: If a lawsuit is filed to enforce this Agreement, MAR rules shall apply; the arbitrator shall determine the enforceability and amount of the lien, if any. The prevailing party shall be awarded its attorney fees and costs. Contractor and Customer both agree to accept the arbitrator's decision as binding and final. All claims and causes of action in any way related to the Contractor's performance under this Agreement are waived unless filed in a court of competent jurisdiction within the earlier of one (1) year for the invoice date or completion of work; whichever occurs first; for final payment or termination. The parties agree that each had equal opportunity to draft and edit this agreement; in the event of a dispute the finder of fact shall not construe its terms against either party accordingly.

PREMISES: Upon completion materials will be removed, leaving the premises in a broom clean condition.

NOTICE: State of Washington law requires the Notice below; it does not create any additional causes of actions. Please note: Upon final payment a Final Conditional Lien Waiver will be issued to the Customer upon request.

NOTICE TO CUSTOMER

This contractor is registered with the State of Washington, Registration No. MORANPI012JQ and has posted with the state a bond of \$12,000 for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is 09/11/2025 which is renewable once every two (2) years.

THIS BOND MAY NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT: This bond is not for your exclusive use because it covers all work performed by this contractor. The bond is intended to pay valid claims up to \$12,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT: You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.

YOUR PROPERTY MAY BE LIENED: If a supplier of materials used in your construction project or an employee or subcontractor of your contractor or subcontractors is not paid, your property may be liened to force payment and you could pay twice for the same work.

FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR PROJECT: The contractor is required to provide you with further information and lien release documents if you request it. General information is also available from the State of Washington Department of Labor & Industries.

***DEPOSIT:** Non-Refundable. If customer cancels contract the deposit will be retained for the work that has been performed by the office.

ADDITIONAL WORK: Any additional painting will be billed at time & materials at the rate of \$48.00 per man per hour plus materials. Any additional repairs will be billed at time & materials at the rate of \$58.00 per man per hour plus materials. This work will be billed upon completion.

SLC Little Free Library” Proposal

April 1, 2024

SLC Trustees:

We would like to share with you a proposal for SLC becoming the site for a new “Little Free Library”. Here is the background on this international program.

The Little Free Library is a nonprofit organization based in St. Paul, Minnesota. Their mission is to be a catalyst for building community, inspiring readers and expanding book access for all through a global network of Little Free Library book boxes. Their vision is a Little Free Library in every community and a book for every reader. There are over 150,000 registered Little Free Libraries in 120 countries worldwide.

Little Free Library boxes are open seven days a week, 24 hours a day and are freely accessible to all, removing barriers to book access. By providing greater, more equitable book access in neighborhoods worldwide, they work to strengthen communities and influence literacy outcomes.

Little Free Library Kit Details

The Little Free Library Kits are made of eco-friendly composite plastic lumber which is made from recycled milk jugs. Once assembled, the library will last for years with little or no maintenance. The dimensions of the box are 14”D X 21”H X 18”W. It is installed on a 4X4 composite post and topper. The kit is produced in the United States by Amish artisans.

How do people find us?

We would register and be assigned a unique charter number. Our location will be placed on a digital global map. Anyone searching for a Little Free Library will find SLC on the map.

Who will do the assembly?

We will be asking JJ Story and the Boy Scouts to assemble and install the Little Free Library as a servant project for SLC.

What is the cost?

The total projected cost for the Little Free Library is \$700. This includes: a Composite Two Story Little Free Library Kit; a Composite 4X4 Library Post & Topper Kit; a custom name plate; a self-inking custom artisan stamp (to use on each book); a small (3.25” x 4.25”)

Little Free Library Neighborhood” sign to post on the 4X4 signpost at the entrance to the SLC parking lot.

How will we pay for this?

The cost will be covered by one \$250 Thrivent Action Team Grant and \$450 from the Community Outreach Equity Fund.

Where will it be located?

The Little Free Library will be installed on the right side of the Gathering Place, on the right side of the arch. There will be no displacement of low bushes, as the library box is placed on a 4X4 post above the ground. This location has been given the OK by Pastor Bill, Lisa Gregg and Jessica Voigt. This location was chosen because of its visibility and the walking traffic pattern coming off the parking lot by preschool families, scout families and others.

Where will the books come from?

The books will be for preschool – elementary aged children only. No youth or adult books. We will share gently used books from the SLC library; new books left from our Bridging the Gap Reading Project; and new books from future grants/gifts. All books will be reviewed for content and condition. The books are to be taken and kept in the child s home....not returned or replaced by another donation by the family.

What else might we put into the library?

We will create seasonal bookmarks which will have PR about our SLC programs/events on the back. We may place in the library special small gifts for Christmas/Easter etc.

Who will oversee the Little Free Library?

We will find a volunteer or volunteers to oversee keeping the library stocked with books.

Why should SLC choose to provide a Little Free Library?

SLC is committed to nurturing the education of our community s children. We already have partnerships in a variety of ways with four CKSD elementary schools and our own SLC preschool. Each day we have preschool families, military families, scout families and our own SLC families coming on campus for a variety of reasons. They all will have easy access to the Little Free Library. In our surrounding neighborhood and schools, we have a significant number of low-income families and military families. These folks often do not have the discretionary income to purchase books for their children to have in the home. Research studies are continuing to show a key component to literacy is having books in the home. SLC has the opportunity to provide reading materials 24/7 for our neighborhood s children. The Little Free Library will encourage our neighbors, many of whom have never set foot in our facilities, to venture onto our campus to discover the gift of books. This gift can change lives into the future.

Thank you for your consideration of this project.

Please let me know if you have questions.

Cathy Bohman, SLC Community Connector

NARTHEX

Screen Proposal

By Jessica Voigt



I have been dreaming about what might replace the beautiful quilt hanging in our Narthex. After some discussion and ideas being shared, I thought this might be the perfect answer to our prayers! I suggest we purchase a Samsung Frame to install in that space. This gives us the ability to be modern and cutting edge and share all the exciting things happening at SLC. Bonus, it doubles as a gorgeous piece of art when not in use. I think it's a happy medium for our pro screen and no screen friends!

Plan

We would have announcement slides rolling on this screen by way of a usb drive that would be updated monthly. We have the ability to load artwork based on our church season to display on the frame when rolling announcements is too much. We have the ability to utilize our state of the art Pro Presenter software via wifi to manage this screen. That would be a long term goal. I suggest the screen is turned on and off each day as part of our opening/closing routine.

Specs

After measuring the space I think a 75” screen would fit best. (The quilt is a bit larger at 80+”.) 75” would have better visibility in our odd shaped Narthex. The Frame is special because it has a matte display which means that our beautiful sunlight and windows will not glare on the display. It will really look like a rich piece of art.

Cost

The cost of The Frame is on sale for \$1990.00 at Walmart and \$2999.99 at Best Buy. It includes a special slim fit wall mount to make it look like a real piece of art. I’ve added a QR code for each below for specs.

I also suggest bringing in an electrician to install an outlet directly behind the screen. I am not aware of this

Finally

I’m requesting the blessing to purchase The Frame, install the outlet and begin uploading to flash drives. Since I don’t know the cost of the outlet install, I’m requesting *up to \$4000* to get it done. Thank you for your consideration.



Walmart

Best Buy

