

2016 Annual Meeting Script (To the best of our pre-planning ability)

Norm: Welcome (6:15)

Pastor John: Welcome / 2016 Priorities / Prayer

1. Call to order

Norm: *The meeting will now come to order, and will be managed under the procedures defined by Robert's Rules of Order. Mike Long has agreed to serve as parliamentarian to keep me in line.*

2. Quorum

Norm A minimum of 10% of the voting membership must be present to form a Quorum. This gathering has met that requirement.

3. Approval of Minutes (don't need a motion)

Norm: *The first order of business is the approval of the Minutes of the 2015 Annual Meeting. Those Minutes are available to you in the report packet distributed this evening.*

Norm: *Are there any corrections?*

Re-state any corrections offered from the floor.

If there are no corrections, the minutes can be approved by general consent. [pause] With no objections, the Minutes are approved.

4. Reports and Special Orders

- Focus on Mission and Ministry

Norm: *There are a series of tables set up around the room that focus on all the missions and ministries in which the people of Trinity are involved. They will be the scene of "man on the street" interviews.*

- Contemporary Worship Commitment

Norm: *Trinity's leadership is committed to providing quality worship experiences at both traditional and contemporary services. Following Ross's departure at the end of 2015, Pastor Mann has held a couple of listening*

sessions to get inputs from people who attend the contemporary service. The short term objective is ensure that we have music leadership covered for the immediate future. Beyond that, the emphasis will shift to defining objectives for the future and executing the process for obtaining a permanent replacement.

Pastor Mann's Presentation

- **Worship Time Schedules**

Norm: Some adjustment to worship schedules was considered to relieve the current squeeze on the Sunday school, and to accommodate timely movement between the worship area and the atrium for fellowship and adult education. Feedback from the recent congregational survey revealed that Trinity is not receptive to that proposal at this time, so it has been withdrawn by leadership.

- **Communications Enhancements**

Norm: The Council took steps last year to improve communications that were criticized at the 2015 annual meeting. Specifically, changes were made to the process for approving Council minutes and distributing them to the congregation. That change reduced the elapsed time from Council meeting to distribution by approximately a month. In addition, Exec Committee and MIT minutes are now also being distributed to the congregation. The Council now proposes to further enhance communication by holding regular town hall meetings and by scheduling all other open meetings on a single evening each month, preceded by a potluck dinner. That will allow members to eat, to observe meetings of any of the three MITs and the Trinity Council, all in one evening. Questions from the congregation are welcome at each meeting.

The MITs and Council already have the power to set their meetings, so approval is not required. We hope the congregation will take advantage of this opportunity to conveniently stay fully informed.

- **Review of TLC Organizational Chart (Revised in 2015 for 2016 Application)**

Norm: The staff/MIT chart was developed to represent the revised management structure put in place with the arrival of Pastor Mann in September. This briefing is for information purposes, and will be presented by Larry Lemke in his role as assistant to Pastor Mann.

- **Endowment Fund Status**

Norm: The Trinity endowment fund has made great progress over the last 2 years. Team leader Steve Paquette will provide the details.

- **Budget Presentation**

Mike Hower: Presents 2015 Financial Report.

Mike Hower: Presents Summary of 2016 Budget.

Repeat Budget slide show.

Mike Hower: Upon the recommendation of the Council, I move that a bank Line of Credit be established up to a limit of \$100,000.

Norm: It has been moved to establish a bank line of credit up to a limit of \$100,000. Is there a motion to approve this proposed line of credit?

Member: I move to authorize the proposed line of credit.

Norm: Is there a second?

Norm: A motion has been made and seconded. Is there any discussion?

Member: Propose an amendment

Norm: Is there a second to the amendment?

Norm: Is there any discussion?

Vote on amendment

Call the Question

Norm: We will now proceed to vote on the proposal by show of hands (or paper ballot ?)

All those in favor of the issue, please raise your hands now.

All those opposed to the issue, please raise your hands now.

Norm: The motion to establish a line of credit is approved.

Mike Hower: Upon the recommendation of the Council, I move that the proposed 2016 Budget be approved.

Norm: It has been moved to approve the proposed 2016 Budget. [“Second” is not required for a Committee motion.]

Norm: Is there any discussion?

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Member: I move to amend the budget to _____.

Norm: It has been moved to amend the budget as follows: [repeat the amendment verbatim].

Norm:: Is there a second?

Norm:: Is there any discussion?

Call the Question

Member: Call the question?

Norm: I believe more discussion is required. OR Is there a second?

Norm:: Is there any discussion? (priority is given to those who have not spoken)

Norm: We will now proceed to vote on the proposal by show of hands (or paper ballot ?)

All those in favor of the issue, please raise your hands now.

All those opposed to the issue, please raise your hands now.

Norm:: The motion is carried and we will now proceed to vote on the [amendment (or Budget).]

[Note: The motion can be modified prior to the vote as a result of discussion.]

Norm: We will now proceed to vote on the amendment by paper ballot. We will use the [color] ballots. Please mark YES to indicate your approval of the amendment; NO to indicate your opposition to the amendment.

Counters (Nominating Committee members) count and report the totals.

[Insert a report or proceed with the next agenda item.]

Norm: The amendment has [has not] passed by a vote of XXX to YYY.

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Norm: Without objection, we will now proceed to vote on the 2016 Budget by show of hands [Pause]

All those in favor of the budget, please raise your hands now.

All those opposed to the budget, please raise your hands now.

(If there is an objection, proceed with paper ballot.)

Or, if discussion has been controversial, the President may decide to use a paper ballot.

Counters (Nominating Committee members) count and report the totals.

[Insert a report or proceed with the next agenda item.]

Norm: The motion is carried [by a vote of XXX to YYY], and the proposed 2016 Budget of Trinity Lutheran Church has been adopted.

4. Election of Officers, Council Members, Nominating Committee Members and Synod Assembly Delegates

Norm: The next order of business is the election of Officers.

Ruth Rangel, the chairperson of the Nominating Committee, will present the slates of candidates. At the end of the presentation, we will vote on each of the slates of candidates individually. Since there are no contested positions, we will use voice votes. I ask candidates to please stand when their name is announced.

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Excerpt from By-Laws for reference purposes, if needed.

III(A). ELECTION

1. Each slate shall be elected by written secret ballot, although election of any slate by public acclamation upon motion made and seconded shall also be permitted.
2. The Nominating Committee shall have written ballots prepared and available, and arrange for ballot counters, at any congregational meeting where any of the four slates are a contested election.
3. Each slate shall be voted on separately. Election shall be determined by a majority of the voting members casting votes. Voting by proxy is not permitted.

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Norm: *The slate of candidates recommended by the Nominating Committee was mailed to all congregation members. According to the By-Laws, additional nominations are allowed by congregation members up to 30 days prior to the Annual Meeting. No nominations of additional candidates were received by the Nominating Committee. Therefore, I would like to present the final slate of candidates.*

OR Chairman of Nominating Committee will present each slate of candidates

Ruth:: *Upon recommendation of the Nominating Committee, I move that the slate of candidates for Officers and Congregation Council members be approved. The candidates are:*

Slate 1 Council Officers and At-Large Members

President	Renato Cataldo will serve a one-year term
VP/President Elect	Todd Maloy has agreed to stand for election
Secretary	Richard Leimgruber will stand for a two-year term
Treasurer	Mike Hower will serve the second year of his second term
At-Large Members	Cindy Gesme will stand for a second two-year term Becky Luethy has agreed to stand for a two-year term (Nancy Buffum, Eric Halter, Rob Harper, Mike Hower, Jerry Partlow, Eric Petersen, and Kim Stewart will continue)

Norm: *It has been moved that, upon recommendation of the Nominating Committee, the slate of candidates for Officers and Congregation Council members be approved.* [no second needed]

Norm: *Is there any discussion?*

Norm: *If there is no discussion,
all those in favor of the proposed slate, please raise your hands now.
all those opposed, please raise your hands now.*

Norm: *The motion is carried and the slate of candidates for Officers and Congregation Council members has been elected by a vote of XXX for and YYY opposed.*

Ruth: *Upon recommendation of the Nominating Committee, I move that the slate of candidates for the 2016 Nominating Committee members be approved. The candidates are:*

Slate 2 **Nominating Committee** (Need Six persons)

Jeff Haferkamp will serve his second year of a two-year term

Bobby Lyerla will serve his second of a two-year term

Emily Williams will serve her second of a two-year term.

Gene Kerr has agreed to stand for a two-year term

Phyllis Baker has agreed to stand for a two-year term

Barb Trettel has agreed to stand for a two-year term

Norm: *It has been moved that, upon recommendation of the Nominating Committee, the slate of candidates for the 2016 Nominating Committee members be approved.* [no second needed]

Norm: *Is there any discussion?*

Norm: *If there is no discussion,
all those in favor of the proposed slate, please raise your hands now.
all those opposed, please raise your hands now.*

Norm: *The motion is carried and the slate of candidates for the Nominating Committee members has been elected.*

Ruth: Upon recommendation of the Nominating Committee, I move that the slate of candidates for the 2016 Endowment Committee members be approved. The candidates are:

Slate 3 Endowment Committee

Steve Paquette has agreed to continue through 2016
Roger Thomas has agreed to continue through 2017
Jim Wilhite has agreed to serve through 2017
Ruth Rangel has agreed to a one-year term through 2016*
Jeff Haferkamp has agreed to a three-year term through 2018
Ron Jones has agreed to serve a three-year term through 2018
One Council Member serves on the Endowment Committee

*Article IX of the Endowment Fund document States that two Members shall be elected at each Congregational Meeting. However, since three members are going off, they will be short one member. Therefore, they have requested three nominees for this year only.

Norm: It has been moved that, upon recommendation of the Endowment Committee, the slate of candidates for the 2016 Nominating Committee members be approved. [no second needed]

Norm: Is there any discussion?

***Norm: If there is no discussion,
 all those in favor of the proposed slate, please raise your hands now.
 all those opposed, please raise your hands now.***

Norm: The motion is carried and the slate of candidates for the Endowment Committee members has been elected.

***Norm: If there is no discussion,
 all those in favor of the proposed slate, please raise your hands now.
 all those opposed, please raise your hands now.***

Ruth: Upon recommendation of the Nominating Committee, I move that the slate of candidates for the 2016 Synod Assembly delegates be approved. The candidates are:

Slate 4 Synod Assembly Delegates

Larry and Linda Lemke and Ron Jones have agreed to serve.

5. Unfinished Business

Norm: Is there any unfinished business?

6. **New Business**

Norm: Is there any New Business that needs to come before the Congregation?

Congregation members are recognized.

7. **Announcements**

8. **Adjournment**

Norm: The meeting will now be adjourned. If there are no objections, [pause] then by general consent, the meeting is adjourned.