

Hamline Church United Methodist Church Council Meeting Minutes

May 26, 2026 - 7:00pm

Sharon Fields, Mariah Tollgaard, Brian Lulek, Aaron Anderson, Carol Anderson, Gil Young, Jay Alexander, Priscilla Luitjens, Amy Ireland, Becky Omdahl, Emma Close, Kathy Schill, Miriam Friesen, Pete Theisen

7:07 Consent Agenda Minutes (att 02. April 2026 Minutes), All In One Accounting Electronic vote (att 03. All In One E-Vote Record) Gil moved to approve consent agenda. Priscilla second, The motion was unanimously passed.

7:20 Discussion Agenda Trustees Update (att 04. Facilities Update May 2026) Sharon presented: Boiler issues. Pipe issues – remove pipe and replace. The work is specialized outside the licensure of the companies we routinely work with. Total mechanical estimates \$3,000, will be more if pipe is not in good condition. Roof repairs: Leak coming in a valley at the junction of the education wing and main structure. Garlock-French reported the issue when doing annual routine review; estimated it would take roughly 1 week's work. Garlock-French concurred with Sharon's rough estimate of \$12,600. Sharon contacted Commercial Roofing, who reviewed and estimated not to exceed \$13,000 unless authorized by Hamline. Sharon requested Council authorization to accept quote after Angela Wolf Scott can visually inspect and verify the work that needs done. Gil made a motion to approve spending up to \$16,000 to make the roof repairs identified in the Facilities Update Report for May 2026 make the company Trustees to be paid by endowment interest, and authorizing the Trustees to accept a quote from the firms listed above. Pete seconded. The motion was unanimously passed.

Sharon reported that the fire alarm system has been malfunctioning, including incorrectly going off frequently

3 bids:

- USA Security \$17,700. Alarm system coverage is \$59/month including monthly monitoring and annual fire testing
- Wellington \$25,000 – additional license fee after 5 sensors-
- Everon \$150,000

Contents of quotes & work proposed are not yet clear. Will lower the fire boxes to a lower level which facilitates possible future projects. Verkada quotes \$190,000, reported there is a FEMA grant of up to \$200,000 for security upgrades for which Hamline is eligible, may not be used for fire related purposes. The Verkada note is entirely for security/non-fire related work. Verkada partners with USA Security for fire protection related services. Pete asked about urgency regarding fire monitoring and protection, Sharon noted the alarms are not reliable, and Hamline is at increased risk – the fire system issues need addressed with urgency. The fire alert system would include new panels and use the same wires as in place now. Budget includes \$30,000, which would cover the 2 responsive quotes. Mariah noted we may need to install fire suppression sprinklers in the classrooms because the recent vacant status would likely end grand-fathered status. Gil reported Hamline received a \$19,999 grant from the Minnesota Historical Society for: Mechanical Systems Assessment and Concept Planning. More info on next steps in June.

Space Use – broker update. Mariah presented an update. Broker – previous broker Jerry Driesen, CBRE, was responsive for a while and has been inconsistent since. Then presented a new proposal that may not meet Hamline’s needs. Mariah met with a firm, Element, that works with non-profits. Element suggested a different method of figuring the broker fee. Hamline has not yet received a proposal from them. Mariah noted an electronic vote by the board may be needed on this issue.

Finance Update – Overview of All In One Accounting Process & Budget adjustment/forecasting (Kathy Schill) (att 05. All In One Signed Contract)

1. All In One Accounting – With the required number of E-Votes by Council, Hamline accepted the proposal at \$29,800, Plus or Minus 15%. All In One Accounting accepted and is fully aware that Hamline seeks to keep the fee below \$30,000. Contract was signed on Thursday, and the kickoff meeting happened the following Monday. All In One Accounting Liaison Manager is Seth Maddox. First 2 months are the most intensive (Tenacity Phase) in which All In One Accounting conducts in-depth review of internal operations, staffing, processes and so forth. Weekly meetings are planned with All In One Accounting and Hamline representatives to discuss progress and plan next actions.
2. 2026 Budget Adjustment/Forecast Variance – Kathy mentioned Finance Committee’s discussion to either adjust the 2026 budget or to adjust forecasted variances to the budget. Current revenues are lower than forecasted due to lack of rental revenue and expenses are also lower because apportionments (Quarterly) have not yet been paid. Our plan is to adjust or “right-size” variances in revenues and expenses sometime in the next several weeks after the Tenacity report from All In One Accounting.

SPRC – Associate Pastor of Executive Operations (att 6a&b. Sharon Fields Appointment Announcement & Part Time...Job Description) Mariah reported the exciting news of Sharon’s half-time appointment at Christ UMC in Maplewood. Sharon will serve half time at Hamline, half time at Christ UMC. SPRC met with Sharon last week and refined the job description for the Associate Minister of Executive Operations role. Compensation remains the same and will be split between the two churches. Sharon discussed her surprise; and that this posting allows her to expand and deepen her pastoral service, while supporting a church that is a small and vibrant congregation who seeks to flourish. Sharon expects to be at Hamline during the work week and evenings, and at Christ UMC on Sundays. Priscilla moved to approve the revised Associate Minister of Executive Operations job description. Gil second. The motion was unanimously passed.

8:30 Adjourn & Closing Prayer Kathy made a motion to adjourn. Becky second. The motion was unanimously passed. Meeting ended at 8:36 pm. Sharon offered a closing prayer.

Important Dates:

- *May 31 - Confirmation Sunday*
- *June 2 - Monarca Democracy Defense Training*
- *June 7 - Graduation Sunday*
- *June 15 - CCEC: Protecting Voting Rights*

- *June 15-19 - VBS*
- *June 16-18 - Annual Conference*
- *June 21-25 - Northern Pines Youth Camp*

Next Meeting –Tuesday, June 23 7:00pm

Supplemental Materials

Supp1. April 2026 Financials

Supp2. Grant Award Letter

Supp3a,b,c. Broker Updates