

Ministry Team: Support Ministry Team
Meeting Date: September 8, 2009

ATTENDEES:

John Zweig
Don Monson
Steve Uslabar
Jeff Diehl
Diane Putzer
Dean Haas
Brenda Smongeski.

Excused: None

Item that requires Council action or to be informed:

The Council must reinforce the need for program directors, pastors and ministry teams to monitor their personnel costs and where changes will affect personnel costs above the approved budget, the ministry team and/or the program directors must request a modification through the Support Ministry Team to the Council for approval.

Other important items of information:

- FELC/Support Financial Review: Reference the Treasurer's report.
 - Office supplies will remain a challenge through the remainder of the year.
 - The copier contract was reviewed and changes in type and number of copiers and their locations will save approximately \$500 per month.
 - Personnel costs are at 65% through August 31, 2009 thus on target for the budget. However, there are personnel costs above the approved budget thus we are not realizing any savings that hire lags have created. Going forward any changes in personnel duties that increase costs against the approved budget must be reviewed by the appropriate ministry team and a request for a change must be submitted through the Support Ministry Team to the Council for approval.
 - Offerings are off by approximately \$29,000 for the year.
 - Although expenses are slightly behind budgeted expectations, our budgeted shortfall as of the end of August is at \$133,500. This does not include distributions from designated gifts and the trust that were budgeted at the beginning of the year. Thus the shortfall is less, and we are working to project those distributions to give an accurate picture of our finances.
 - The team will be moving forward to finalize the new accounting reports to more clearly breakdown expenses and income. The accounts will be approved by the team at its next meeting and we will then finalize obtaining the reports.
- The house on Ida Street has a renter and the upstairs apartment in the house on Durkee Street is also rented. We are finalizing the lease agreement for the Ida street house. Real estate tax issues with the houses are being investigated.
- We are investigating a bike rack for the Downtown Site.
- Planning for 2010- Planning documentation and procedures will be developed for the ministry teams to use beginning in October.
- The Personnel Support Sub-Group continues to work on the employee handbook and develop job descriptions. They will meet again in September.
- FELC Audit - A decision will be made in October on the timing of the next audit of the FELC finances. Staff workload and the realignment of FELC financial accounts have dictated a delay.
- Physical Security Policy/Procedure remains to be finalized.

Submitted by: John Zweig