

## Ministry Team Minutes

### **Ministry Team: Support Ministry Team**

**Meeting Date:** December 6, 2010

**Attendees:** John Zweig, Steve Uslabar, Dean Haas, Diane Putzer, Bob Damon, Brenda Smongeski.

**Excused:** Jeff Diehl, Don Monson, Lance Schmidt

**Guests:** None

### **Item that requires Council action or to be informed:**

1. Recommend accept the Stewardship Management Philosophy approved by Support Ministry Team on December 6, 2010, see attached.
2. Recommend approval of the following recommendations:
  - a. Bequest from the Al Heppner Estate bequest (\$32,325)- place in the First English Fund of the First English Trust
  - b. Bequest from Anonymous Donor (previous gift (May 2010) with a recent additional \$9700)- use additional distribution as the original distribution- place in the Capital Appeal Fund to pay down the Capital Appeal Line of Credit.
3. Approve the budget stipulation for Echoes "Profits" as follows-
  - a. Any profits in excess of \$25,000 for 2010 would go to a new Echoes Designated Fund. (We were advised that profits from Echoes this year could be close to \$28,000 to 29,000. Therefore approximately \$3,000 to \$4,000+ could be used to create this fund.)
  - b. Echoes in coordination with the Outreach Ministry Team would control community grants from the Echoes Designated Fund.
  - c. Beginning in 2011, after each fiscal quarter, there would be a distribution of the profits from Echoes using the formula of 40% to the Echoes Designated Fund and 60% remaining in the FELC Operating Budget for Outreach. Any profits above \$25,000 for any fiscal year would be transferred to the Echoes Designated Fund.
  - d. Echoes budget spreadsheet numbers will be used to make the decisions on the distribution of Echoes profits. Echoes and the Support Ministry team would work together to make the quarterly distributions and report it to the Council.

### **Other agenda items:**

1. Minutes from November 2010 were reviewed, amended as follows and approved.

- a. Discount Cards for Family Youth Ministry -pending resolution of proceeds (Executive Session)
2. Property Oversight - Reviewed prioritized maintenance list for 2011.
  - a. The organ maintenance will be performed in December or during the summer 2011, negotiations on opportunities pending.
  - b. The elevator entrance door is leaking during rainstorms and running down to the basement. New Estimates to be obtained.
  - c. North Site front door needs to be replaced, locking mechanism is sticking. Brenda is working on bids to determine costs for replacing doors with low maintenance types versus refinishing existing doors. Decision remains pending.
  - d. Estimates to be obtained for drain repair at Downtown Site, roof leak and insulation for church workroom.
3. Financial Review
  - a. FLEC expenses – are 83% of budgeted expense through November 2010. Maintenance expenses are at 95% of budget with only the repair of the front doors at the North Site and the organ maintenance pending. Utility expenses are running at 64% due to moderate weather YTD and energy conservation efforts.
  - b. Offering/Revenues – Revenue for 2010 is at 94% as compared to budget (YTD) but behind last year. Operating line of credit is zero at this time because operating expenses are running below budget by an amount similar to reduction in offerings.
  - c. Echoes Budget- reviewed. The Outreach and Social Ministry Team recommended recipients for outreach donations that will be financed from profits at Echoes.
  - d. Monthly reports: Cindi Schwab will provide a set of sample reports from new ACS accounting software program on a monthly basis beginning before year-end.
  - e. Treasurer's Monthly Report. Pending.
  - f. **Capital Expense line-of-credit** balance is at \$134,200. We will need to draw from this line of credit for any shortfalls in mortgage payments due to Capital Appeal contribution shortfalls.
  - g. Operating line-of-credit - Balance zero.
  - h. Audit - Audit findings were reviewed.
4. Personnel
  - a. Personnel Sub-Group update. The new Personnel Committee is conducting an organizational meeting on Tuesday, December 7, 2010 under the auspices of the Executive Committee.
5. Stewardship
  - a. Stewardship Policy - The revised Financial Stewardship Management Philosophy was approved.
  - b. Stewardship Committee - Stewardship update: 254 pledges, \$610,500 pledged. Discussion took place, team believes our benevolence base of \$1,000,080 for 2011 remains a good estimate.

6. Other items:

- a. Property Acquisition Policy - A Property Oversight Task Force has been established by the Council to work this issue.
- b. Staff Benefits - staff benefits were discussed; pending review by the Council.
- c. North Site Waterlines - John Zweig will contact those involved in the waterline easement at the North Site to discover possible next steps to connect to city water.
- d. Cash Management of Youth Fees. Recommend Pastor Tengesdal, Brenda Smongeski and Andy Moscinski review cash management procedures regarding youth fees. (Executive Session)
- e. Reviewed staff credit card reconciliation. Status update. Discount cards for youth fund raiser will be charged against the General Account in the Youth Fund. Any proceeds will then be credited to the fund as a whole alleviate any negative balance for the fund. (Executive Session)
- f. Rental Property - Addressed status of renter for Durkee St residence. Resolution continues. (Executive Session)
- g. Working with TDS and Time Warner Cable to acquire faster and cost-effective internet provider for the office. Time Warner to visit FELC to validate feasibility.
- h. Request to purchase projector and screen for Youth and Family. Tabled pending clarification on the equipment to be purchased (estimate with specifications) and funding sources (Youth Fund has a negative balance).

Next meeting, Monday, January 10, 2011, Downtown, 7:00 PM

Respectfully submitted, John Zweig, Chairperson.