

Ministry Team Minutes

Ministry Team: Support Ministry Team

Meeting Date: November 15, 2010

Attendees: John Zweig, Don Monson, Steve Uslabar, Dean Haas, Diane Putzer, Bob Damon, Jeff Diehl, Lance Schmidt, Brenda Smongeski, Pastor Tengesdal.

Excused: Gloria Gillis

Guests: None

Item that requires Council action or to be informed:

1. None

Other agenda items:

1. Minutes from November 2010 were reviewed and approved.
2. Property Oversight - Reviewed prioritized maintenance list for 2011.
 - a. The organ maintenance has been pushed back due to the fact that Ron Wahl is in the middle of a very large maintenance project out of town. He has been contacted to confirm the date.
 - b. The Downtown Site front doors have been renewed and refinished with refinished hardware (not new hardware like noted in September minutes).
 - c. The roofing issue related to the foyer of the office was completed.
 - d. The elevator entrance door is leaking during rainstorms and running down to the basement. Estimates were reviewed. Bids pending-Dean Haas.
 - e. North Site front door needs to be replaced, locking mechanism is sticking. Brenda is working bids for new metal doors along with bids to replace one door and finish the remainder. Decision made to move forward with replacing/refinishing the doors (maintenance will still have money to accomplish-security issue). However, before project is started bids will be verified and reviewed by the ministry team-final decision via email to members was agreed to. Pending.
 - f. Roof inspection for hail damage was authorized with Architectural Roof lines based on their recommendation. No cost to FELC.
3. Financial Review
 - a. FLEC expenses – are 73% of budgeted expense through October 2010. Maintenance expenses are at 88% 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. The ministry team approved \$9200 for a continuing benevolence contribution to the ELCA.
 - b. Offering/Revenues – Revenue for 2010 is at 76% as compared to budget 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 will recommend recipients for outreach donations that will be financed from positive revenue 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 in October.
 - 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.

