

Ministry Team Minutes

Ministry Team: Support Ministry Team

Meeting Date: October 11, 2010

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

Excused: Gloria Gillis

Guests: None

Item that requires Council action or to be informed:

1. None

Other agenda items:

1. Minutes from September 2010 were reviewed and approved with corrections related to grammar and clarifying wording was added.
2. Property Oversight -
 - 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 next roofing issue which should be attended to is the foyer of the office. The estimate is \$1200. This leaks year round, snow or rain. 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.
 - 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 67% of budgeted expense through September 2010 versus typical budget of 75% on 9/30/10. Maintenance expenses are at 79% of budget with approximately \$18,600 left in the budget for essential repairs/maintenance. Utility expenses are running at 55% due to moderate weather YTD and energy conservation efforts. Benevolence to Synod is behind approximately \$9,400 YTD.
 - b. Offering/Revenues – Offerings for 2010 are \$66,044 behind same time period in 2009. 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. FELC Council minutes for January 2010 pertaining to outreach donations from Echoes were reviewed. Minutes contradict Support Ministry Team recommendation in December 2009 indicating that the first \$15,000 of net revenue from Echoes would be directed to the FELC general fund. This issue will be clarified in 2011 budget. Brenda indicated that a billing for water services from the city of Appleton is the only outstanding account payable at this time. Brenda also noted that payments for the rental

space for Echoes has been transferred from the former landlord to Citizens Bank based on a court order.

- 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. Not discussed; Will be sent out when 9/30/10 checking and loan balances are provided by Cindi Schwab.
 - 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. Family and Youth Ministry Team budget. John Zweig was unable to attend their ministry team meeting but did forward a plan for budgeting for FYM. It entails a separate three year budget for the Youth trips (World Youth Gathering; mission trip) to allow proper budgeting, revenue generation and accounting for expenses. This budget would be separate from the FYM annual operating budget. Will continue to work this issue as a part of the budgeting process for 2011.
 - i. Quilters Fund - Diane Putzer proposed and the ministry team accepted the recommendation to accept a \$500 gift to the quilters fund plus a distribution of \$1000 from the Undecided Memorial Fund to support the 2011 expenses for the Quilters. A forthcoming gift to the Quilters Fund will support current year expenses. (Agreed to by Council; update at next meeting).
 - j. Audit - Discussed audit findings, responses and deadlines. John Zweig and Dean Haas will work the specifics and assign tasks. New accounting software and the integration of new bookkeeper is achieving many of the recommendations. Offering accounting and control steps have begun and should be completed by end of October, if not sooner. Agenda item for the coming months pending completion.
4. Personnel
- a. Personnel Sub-Group update. Performance review process is progressing for FELC staff to be completed prior to arrival of new senior pastor. Job descriptions and responsibilities being reviewed to develop updated job descriptions.
5. Stewardship
- a. Stewardship Policy - Stewardship Policy feedback has been received. John Zweig needs to compile recommendations and update draft.
 - b. Stewardship Committee - Lance Schmidt, chairperson of the committee, updated the team on the stewardship campaign that is ongoing with pledges to be received on October 17, 2010. The campaign has been well received and everyone is very optimistic for the coming year.
6. Other items:
- a. Property Acquisition Policy - after discussion, decision made to place this on the March 2011 agenda as part of the teams goals for 2011.
 - b. Staff Benefits - a review of options for improving our position on staff benefits is awaiting review. This discussion is purely a review of options, not a plan to make changes to the current status of benefits. Our options on benefits are limited but we still need to continually review options as a part of our fiduciary responsibility to the church.
 - c. Deferred drafting a computer acquisition/gift policy for a future month. The 2011 budget will contain aspects of our proposals for acquisition.
 - d. A motion was approved to reactivate the Communications Sub-group. Brenda Smongeski will work with Jean Monson to identify former and potential members to work with Meri Hujet (status pending).

- e. ACS accounting software installed on FELC system. For the remainder of 2010 we will be operating our existing accounting system along with the new one to ensure a smooth transition with the coming fiscal year.
- f. Planning for 2011- Reviewed guidelines for developing objectives and budget recommendations from the ministry teams. Preliminary draft of Support Ministry Teams goals and objectives worked. Preliminary draft will be compiled and forwarded to team members for their continued input. Dean Haas, Brenda Smongeski and John Zweig will develop a working document for the Personnel budget for 2011 for submission to the Executive Committee who will make the final recommendations to the council. The Property Oversight Subgroup will meet to make recommendations for the maintenance budget. The Support MT will finalize support budget at its next meeting. Support MT will meet Monday, November 15, 2011 at 7:00 PM to finalize budget for Council consideration. Goal is a final budget recommendation to the church before Christmas.
- g. Reviewed staff credit card reconciliation. (Status update) (Executive Session)
- h. Rental Property - Addressed rent payment issues for Durke Street residence. Resolution continues. (Executive Session)
- i. Working with TDS and Time Warner Cable to acquire faster and cost-effective internet provider for the office.

Next meeting, Monday, November 15, 2010, Downtown, 7:00 PM
Respectfully submitted, John Zweig, Chairperson.