

FELC Ministry Team Minutes

Ministry Team: Support Ministry Team

Meeting Date: April 18, 2011

Attendees: Dean Haas, Mike Koester, Don Monson, Lance Schmidt, Brenda Smongeski, Cindi Schwab, Kay Eggert

Excused: Diane Putzer, Steve Usalar, Bob Damon, Jeff Diehl

Items that may require council action: No items require Council action, but Council will be informed of a "check-list" when securing/locking-up the North Site.

Items that may require budget/finance coordination:

1. Purchase of safes for Downtown and North Sites
2. Acquire and install motion sensor lights at the North Site

New Task Force: None

Ministry Team Minutes:

1. **Minutes** from the March 14, 2011 meeting were reviewed and approved.
2. **Financial Review:** Dean presented the March financial reports
 - a. **ECHOS** – March was a good month. ECHOS expects to receive a \$5000 credit for unused CAM (Common Area Maintenance) charges. ECHOES would like to put that money into a designated fund for future use. In addition, it is anticipated management will reduce the future CAM charges (probably \$1400/month rather than the current \$1800, and ECHOES will add the \$400/month difference into the designated fund. Affirmation was made that ECHOES follows a 60/40 split on profits generated (ECHOES receiving 40%).
 - b. **Weekly offerings** continue to be positive, up \$27,000 YTD compared to 2010.
 - c. **Monthly Treasurer's Summary** – YTD revenues and expenses are in line with budget. Dean recommends leaving the positive balance in the operating checkbook for now.
 - d. **Detailed Revenue & Expenses Report** – no questions with the report
3. **Computer Purchases:** Brenda provided an update. Four computers for staff have been purchased, and accompanying software installed. Total expenditure \$5000. Staff is very happy with the new technology. Thanks to an anonymous donor, there is wireless access at the Downtown Site. The access is password protected.
4. **Finance/Cash Management Policy:**
 - a. **Safekeeping of offerings** - Protocol needs to be established for proper handling of offerings after collection at the North Site. The May 15 meeting with the North Site worship assistants will be helpful in gathering ideas and determining a consistent procedure.
 - b. **Two adult members** will witness safekeeping of offerings. In addition, the adults will not be related.
 - c. **Wall safe/after hours deposit box** – Brenda has begun investigating a depository safe as an option for safekeeping of funds overnight. The unit would be large enough to accommodate a lock-type bank bag. Preliminary prices are \$500-600. It would be advantageous to have safes at both sites. Additional research, including where the units could be placed will continue.
5. **Property Oversight Committee:**
 - a. **Subcommittee of the Support Ministry Team.** Working to prioritize a rather extensive list of capital improvements, repairs and purchases.
 - b. **Next meeting is April 26.** The committee is starting with looking at the roof of the Durkee Street house and the front porch of the Drew Street site.
 - c. **Observation of lights frequently left on** overnight at the North site was discussed. Motion was made and seconded to install motion sensor lights "wherever it makes sense." Brenda will follow-up and coordinate this action.

6. **Time and Talent Subcommittee:** The summary report from the Ministry Team Retreat should help clarify which Ministry Team Time and Talent reports to.
7. **Stewardship Committee Report:**
 - a. **Simply Giving** is now capable of an every-other-week draft to accommodate members' pay schedules. It is believed this will increase members participating in Simply Giving.
 - b. **Committee welcomes new member**, Joyce Burghardt
 - c. **Presentations on wills, trusts, and planned giving** will continue to be offered. Jon Stellmacher has created a planning grid for scheduling the programs.
8. **Letter from the Treasurer**
 - a. **Will be combined with Stewardship Committee Report** – helps members see stewardship as a year-long commitment/activity.
 - b. **May 19** – letter will go out with contribution statements. Let Dean know of any suggestions for inclusion in the letter.
9. **Priorities for Support Ministry Team** – the following will continue to be assessed
 - a. **Short Term**
 - i. **Identify committee chair**
 - ii. **Money management**
 - iii. **Develop contingency plan**
 - b. **Long Term**
 - i. **Capital Campaign** – this will be considered in the context of long-range planning with the Council.
10. **Annual Audit** –
 - a. **Items needing completion from 2010 audit**
 - i. Brenda and Cindi have met with Amy Henselin, who is pleased with our progress regarding financial policies and procedures.
 - ii. Inventory – Charlie Holtebeck will be asked to lead. Will probably use Excel, rather than purchase software.
 - b. **2011 Audit**
 - i. **Will run June-July**
 - ii. **Audit Team** includes Amy Henselin, Chuck Dorn, Bob Lyle, Brenda and Cindi.
11. **Additional Items**
 - a. Signatures have been updated at the Business Bank.
 - b. The North Site has been re-keyed and the keyless entry at both sites has been reset.
 - c. A checklist of what needs to be done when locking up the North Site will be created. This will be shared with Council and perhaps communicated in the Bulletin.

Respectfully submitted, Kay Eggert