

Ministry Team: Support MT

Meeting Date: June 20, 2011

ATTENDEES:

**Dean Haas
Diane Putzer
Kay Eggert
Steve Ulsabar
Brenda Smongeski
Cindi Schwab
Bob Damo
Mike Koester.**

Guests: Owen Berendes, Gary Haberland

Excused:

**Lance Schmidt
Don Monson**

Items that may require council action:

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Items that may require budget/finance coordination:

- Approved motion to purchase iMac computer and Media Shout software for NS @ \$1800
- Offerings below plan in May by @\$12k
- Unpledged and loose plate offerings averaging \$7k below plan per month so far YTD

Ministry team minutes:

- Dean Haas appointed chair and Mike Koester secretary for this meeting
- Minutes from May meeting approved.
- Sound & TV Ministry Committee report – Owen Berendes & Gary Haberland
 1. Need to improve TV ministry for shut – ins at DS
 1. Sound not adequate away from single microphone
 2. Organ sound not clear
 3. No ability to edit recording prior to submitting to cable company
 4. Equipment is 1990's technology – age & obsolescence issues
 5. Computer at NS not adequate to run software properly
 2. NS Recommendation
 1. Purchase iMac computer and Media Shout software - \$1800
 2. Motion to buy- Diane Putzer. 2nd by Steve Ulsabar. Motion carried.
 3. DS Recommendation
 1. Purchase iMac computer, microphones (4-6), new camera, repair existing camera, switcher, and move equipment to balcony. Cost approximately \$7000 - \$9000.
 2. Motion to request further study by Sound & TV Committee by Diane Putzer. 2nd by Steve Ulsabar. Requested update at the August Support MT meeting.

- Financial Updates
 4. Offerings – Offerings are ahead of plan \$17K YTD through May after a very positive March and April. However, May offerings came in \$13K under the monthly plan and June is off to a slow start
 5. Expenses – Under plan by approximately \$12k YTD through May. May expenses were over plan by \$5K due to onetime expense items for Pastor Tengesdal's moving expenses \$9K and Stephen's Ministry \$5K.
 6. Pledges – Dean Haas noted that unpledged and loose plate offerings were averaging about \$7000 behind plan per month YTD. This must be watched and considered as a potential on-going shortfall through 2011.
 7. Special Ministries – A \$2k grant from the Schultz Family Fund will be added as a revenue offset to the balance sheet
 8. Designated Funds - A new account has been set up that is similar to a money market account in order to gain higher returns on the investment. Dean Haas and Cindi Schwab to monitor the balance as the amount in the account is greater than FDIC guaranteed insurance levels.
 9. Private Notes – Investigation to the aspects of utilizing private notes at FELC continues. Diane Putzer made contact with Trinity Lutheran Church and was given the name of the firm Ruder Ware in Wausau that could assist providing further information. More information may be available at the next meeting.
- FELC Cash Management
 1. Brenda Smongeski reported the depository safe at DS is installed and working very well.
 2. Bob Damon made a motion to buy and install a depository safe at NS. 2nd by Kay Eggert. Motion carried.
- Property Oversight Committee update
 1. Major concerns over the NS roof. Request to Property Oversight to acquire formal quotations for repairs.
 2. Bob Damon reported the wiring at the NS is almost complete
 3. A group of families has approached the committee in regards to funding a replacement of the parquet flooring in the DS chancel. Brenda Smogenski to get further details
 4. The Dorn family has donated trees to complete the landscape plan at the NS
- NS Phone system – installed and operational
 - 1.
- Time & Talent Subcommittee – who does it report to and why?
 1. Request to get history from Jean Monson
 2. Tabled until next meeting
- Stewardship Committee Report – Diane Putzer
 1. Will & Planning sessions were successful. Approximately 20 persons attended at each site.
 2. Fall campaign and additional activities – details to be reported soon
- Annual Audit 2011 – Brenda Smogenski
 1. Audit has started. Expected completion date week of July 11
 2. Physical inventory of assets – labels are ordered. Actual activity planned for fall
- Priorities for Support MT
 1. Short Term – Steve Ulsabar recommended a set of preventive maintenance checklists be generated for each site to insure activities are being completed and in a timely manner.
 2. Long Term – Dean Haas reiterated the team's focus should include managing the budget to reduce long term debt.
- Meeting adjourned

Submitted by: _Mike Koester