

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: November 14, 2011; 6:30pm Downtown Site

ATTENDEES:

Dean Haas, Diane Putzer, Brenda Smongeski, Cindi Schwab, Bob Damon, Mike Koester

Guests: Rich Erickson, Jeff Miles

Excused: Lance Schmidt, Kay Eggert, Steve Ulsabar Don Monson

Items that may require council action:

- Approve budget

Items that may require budget/finance coordination:

- None

Ministry team minutes:

- Diane Putzer volunteered to be the recorder for the meeting. Dean Haas acted as chair.
- Minutes from the October 17, 2011 meeting were approved.
- Property Oversight committee –Rich Erickson and Jeff Miles

Jeff Miles walked the committee through the Progress Report to the Support Committee from the Property Oversight Committee (POC).

Updates included:

- Parts are on order for the NS front entrance door replacement
- Jody Schneider is working on the ice dam problem on the NS on flat roof east side of building
- Durkee St. house tear down waiting on gas shut off. Power was shut off 11/14; (\$682 for shut off and wrap up work)
- Steve Golz will fix NS damaged door outside of sanctuary in the next couple of weeks.
- Brenda is investigating rekeying doors or other secured entry solutions

The POC developed a list of priority projects for 2012. They will be completed based on the 2012 maintenance budget while coordinating projects with Brenda for cash flow purposes.

The DS front terrace area, NS sewer and water, and DS Organ project will be part of a future capital appeal initiative.

The ministry team thanked Jeff and Rich for their thorough report.

- Financial Updates
 - Offerings – Offerings were strong in October; almost \$50K ahead of last year, but still not up to 2009 and 2008 for same time period. The Capital Appeals offering

was almost \$24K in October due to several large contributions. We will not need the line-of-credit to pay November's mortgage payment.

- Expenses – Slightly under budget on a YTD basis. No unusual expenses for November.
- Pledges – Dean Haas noted that unpledged and loose plate offerings had a good month – over \$21K. Offerings of pledged members remain on target.
- ELCA Synod Benevolence – \$3K of ELCA Synod Benevolence was paid during October, keeping us on target. The Outreach ministry team will be determining their outreach grants at their December meeting with a final “true-up” in January when the final income numbers are known.
- Private Notes – Investigation to the aspects of utilizing private notes at FELC continues. Dean had not received any response to his inquiry. He will follow-up.
- ECHOES – ECHOES had a good month with \$3K profit. Current projections are to end the year with about \$17K profit. The church council encouraged Kathy Hoffman to keep the store open between Christmas and New Year's.
- Stewardship Committee Report – email update from Lance
 - The total amount pledged so far for 2012 has already exceeded total 2011 pledges.
 - 75 new families have pledged over \$134K in new pledges.
 - 140 families have increased their pledges by over \$61K
 - There are 107 families who pledged for 2011, but not yet for 2012. Brenda will review that list to see if they are still members.
 - Dean asked that pledges received this week be entered as promptly as possible so there are updated totals for the council meeting on 11/22.
 - Brenda reported that there were about 300 letters sent to members who have not contributed in either 2010 or 2011 to see if they still considered themselves FELC members. There have been about fifty responses to date. Some were “remove from membership” and some were “keep me on”. Letter recipients who have not responded by the end of 2011 will be taken off our official membership list.
- Budget for 2012 – Brenda, Dean and Cindi
 - Projected offerings for 2012 are based on the updated Stewardship amounts.
 - Initial draft of budget shows a deficit of about \$175K.
 - \$123K of mortgage interest is included in the 2012 budget.
 - We would like a \$30K “cushion” in the budget.
 - The committee went through each ministry teams' budget to note significant changes. Brenda and Cindi will go through the budget again to make sure items moved to new accounts were accurate as well as making sure expenses that have offsetting income match.
 - Brenda will contact each ministry team to let them know that the initial budget is projecting a deficit. Each team needs to relook at their budget and let Brenda know which items can be trimmed.
- Annual Audit 2011 – Brenda Smongeski
 - Brenda will present the support ministry team with the written response to the audit recommendations at the December meeting.
 - Physical inventory of assets – Charlie Holtebeck and Dean Haas have gone through most of the NS. They still have the lower lever to inventory. They have a spreadsheet with all items noted and will go back and tag items over \$1,000 or easily removable. Bob Damon has been completing the same process downtown.
- Assumption of Ida Street House loan by FELC from the FELC Trust
 - Dean is going to check the deed to see entity actually owns the property, FELC or FELC trust.

- The council on October 25th recommended the assumption of the Ida Street House loan.
- Brenda will contact the Thrivent loan officer in Minneapolis to see if he concurs.

- Technology sub-committee – Bob Damon
 - There is going to be an organizational meeting on 11/16.

- Priorities for Support MT
 - Short Term – Budget and plan for Cindi's maternity leave in April.
 - Long Term – Gordie Jeppson has agreed to put together a team to work on re-energizing the capital appeal; likely kickoff in August 2012 with debt reduction, capital projects and endowment growth as the focus items

- Meeting adjourned

Submitted by: Diane Putzer

Next meeting: Monday, December 12, 2011 @ 6:30 pm Drew St, Rm 110