

## FELC Support Ministry Team Minutes

**Date & Time: September 19, 2011 – 7:00 pm**

**Location: FELC Downtown Site – Room 110**

1. Appointment of committee member to take minutes—Lance Schmidt
2. Elect Chairperson for Support Ministry Team—Dean Haas
3. Review minutes from August 15, 2011 meeting—Approved as corrected
4. Additions to agenda—None
5. Personnel
  - a. Hired new employee Jennifer Leahy-NS Music & Facility Oversight
    - i. North Site Ministry Coordinator—Full Time—40 hours/week
    - ii. 50% Music/30% Facility/20% Admin
6. Property Oversight Committee (subcommittee of Support MT)
  - a. Minutes from their latest meeting—Reviewed
    - i. Small platform in Organ Bellows Room
    - ii. North Site Doors--\$7,900
    - iii. Electrical Tape on North Site Flat Roof
  - b. Durkee Street House demolition proposal-FELC Council agenda item
    - i. Reviewed Property Oversight Minutes—Razing
    - ii. Motion to approve asbestos testing
    - iii. Motion to accept Durkee Street Demolition Bid
    - iv. Motion to pay for demolition out of Operating Budget
7. Stewardship Committee Report—Lance Schmidt update—10/2-23—Rejoicing in God's Goodness
8. Financial Update (Dean Haas)
  - a. Offerings YTD 8/31/11
    - i. YTD Offerings Actual +\$49,325
    - ii. YTD Offerings Budget (\$55,188)
  - b. Monthly Treasurer's Summary Report 8/31/11
    - i. 8/31/11 Check Book Balance--\$69,595
    - ii. 8/31/11 Capital Appeal Balance--\$4,373
  - c. Detailed Revenue & Expenses Report 8/31/11
    - i. Discuss of Benevolence Giving to ECWS tied to % received
    - ii. Motion to amend paying ECWS to Actual Receipts vs. Budgeted Receipts
  - d. Discussion on Ida Street House Loan- \$134,964 (Trust owns house)
    - i. Renewal 5 year-Monthly Interest Only = Approx. \$478/mo.
    - ii. Interest rate = Prime + 1% floating (4.24% on 10/1/11)
    - iii. Continue to pay \$850/month (\$372/mo to principal)
    - iv. Need to determine Market Value of Ida Street Property
  - e. Letter to FELC members with their offerings through 8/31/11—Feedback given and Dean will make changes
  - f. Dean will work Thrivent Choice into his End of Year Statement Letter
9. Budget for 2012
  - a. Process for 2012 budget plan—MT's received info in September
  - b. Additional budget meetings—Dean/Cindy/Brenda—1<sup>st</sup> Draft 10/17/11
10. Annual Audit 2011
  - a. Report to FELC Council 9-27-11 to be given by Bob Lyle
11. Priorities for Support Ministry Team
  - a. Short term—Downtown Site Phones
  - b. Long term—None
12. Moved to Adjourn with next meeting scheduled for Monday, 10/17/11