

Ministry Team: Support
Meeting Date: April 16th, 2012

ATTENDEES:

**Dean Haas,
Pete Vandenberg
Diane Putzer
Brenda Smongeski,
Bob Damon,
Don Kirby,
Lance Schmidt,
Kay Eggert,
Steve Ulsabar,
Mike Koester**

Guests: Earl Green

Excused:

**Cindi Schwab
Don Monson**

Items that may require council action:

- None

Items that may require budget/finance coordination:

- None

Ministry team minutes:

- Meeting called to order at 6:38 pm
- Don Kirby volunteered to be the recorder for the meeting. Dean Haas acted as chair.
- Minutes from the March 19th, 2012 meeting were approved.
- Additions made to the Agenda, by several members
- Market America update – Earl Green
Earl advised the Team that organizationally, Market America will be transferring all of its operations to Shop.com (a company it recently acquired). He will be waiting for this process to be complete before presenting to any parishioners, for clarity's sake.

The ministry team advised Earl on his empowerment, within the frame-work established in the last Team meeting, to bring this program to fruition. Suggestions to establish an organized marketing plan – including in-person meetings, a possible picnic appearance, as well as announcements in the bulletins, newsletter, and the link on the FELC.com site – were made by several members.

Earl will be working with Brenda and the web-master to execute these plans.

- Property Oversight – this team meets next week – no minutes at this time
Updates included:
 - Durkee Street house – sewer was capped, following demolition last month, and drawings for the raised gardens have been forwarded to key parties.
 - Bids are being processed for repairs to the SE porch area of the Downtown Site – more masonry has dropped from this area, recently
 - Property oversight needs to prioritize projects for 2012. Brenda is currently working on the list that will itemize the routine maintenance items that are included in the \$63,000 Building/Equip Maintenance Repair account #650 so Property Oversight knows what funds are available for larger projects. In her review of the 2010-2011 records, it would appear that approximately \$35,000 is a typical maintenance figure, leaving roughly \$28,000 available for capital projects.
 - Brenda did find the drawings for the North Site however, they do not have the architectural detail for the overhand/soffit areas needing repair. Steve Ford is checking Boldt Co. for internal archival

records of this project, so that these specs will not have to be re-created for the purpose of soliciting bids.

- Brenda reports that two new thermostats were installed at the North Site, replacing those that were “internal”, greatly improving the accessibility and performance of these heating units.
- There was some discussion of the need to replace several lights in the chancel of the Downtown Site, as more than 50% of the lighting, last replaced in 2004, is now not functional. A church member graciously donates his time and equipment to do these works, including a major replacement last year in the North Site gym, but has been unable to perform this update for the last two months, due to other work commitments, out of town. Brenda will seek a quote, to make this replacement, in a more timely fashion.
- Technology Subcommittee – Bob Damon provided a summary:
 - The subcommittee has no further meetings scheduled.
 - Bob will funnel any technology requests to various specialists
 - The replacement of the DS 2nd floor inkjet printers with workgroup black and white laser printer from NEP is complete, and functional.
 - Sues Electronics staff was in to test solutions, and give quotes on the request for nursery sound & video, for volunteers staffing those areas. He felt their first test was invalid (insufficiently challenging), and they may need another attempt.
- Financial Updates
 1. Offerings – Offerings through March are running approximately 105% of plan. This is continued good news.
 2. Echoes – the operation had a GREAT March, and a good run, YTD, running more than \$11k in the black, so far.
 3. Expenses –No unusual expenses for March.
 4. Response to audit – written procedures and policies – The accounting procedures are written, and being used. Brenda is nearly finished re-writing the ECHOES procedures to put them in a standard format. Don Kirby will review these, as soon as they are available.
- Stewardship Committee Report –update from Lance
 1. Lance shared some insight received during last weekend’s event re: a holistic approach to stewardship...
- Priorities for Support MT
 1. Short Term – debt reduction
Dean will invite Gordy Jeppson to next month’s MT meeting
 2. Long Term –debt reduction
- Church Picnic
 1. All Ministry teams have been asked to choose a role in the picnic, slated for May 20th.
 2. Several support team members will not be in town that weekend, with prior plans
 3. Following discussion, it was determined that the support team will take on the role of ticket sales – manning sales tables on Sundays in the weeks prior to the event. It was suggested that these tables be manned by two persons, as this has proven to be more successful.
- Personnel updates – Brenda provided a summary
 1. Employee Handbook – nearly finished – it will go to the Executive Committee next...
 2. Interviews will begin next week, to find a person to re-fill a position eliminated a couple of years ago, for an office person to work 12:30pm to 4:00pm, Monday-Thursday. Ten applicants were received for the posting.
 3. Quarterly reviews to begin next week with staff
- FELC Trust Committee
 - Next meeting for this group will be May 14th
 - Audit of the FELC Trust in process
- Meeting adjourned: 7:50 pm

Submitted by: Don Kirby

Next meeting: Monday, May 21st @ 6:30 pm Downtown Site, Room 110