

Ministry Team: Support
Meeting Date: December 10th, 2012

ATTENDEES:

Dean Haas
Pete Vandenberg
Brenda Smongeski
Don Kirby,
Cindi Schwab
Diane Putzer
Lance Schmidt
Bob Damon
Guests: Terry Maves

Not Present:

Don Monson (has offered resignation from Support MT)
Steve Uslabar
Mike Koester
Kay Eggert

Items that may require council action:

Approval of 2013 Budget

Items that may require budget/finance coordination:

Adjustments to achieve balance, are attached as a addendum to these minutes...

Ministry team minutes:

Meeting called to order at 6:39 pm

Don Kirby volunteered to be the recorder for the meeting. Dean Haas acted as Chair.

Minutes from the November 19th, 2012 meeting were approved. Motion by Lance S., seconded by Brenda S., motion approved unanimously.

Agenda additions:

o discussion of audit report response – requested by Pete V.

Market America/Shop.com update – Brenda S.

- o Discussion surrounded the program, its measurement, and progress to date.
- o Dean will invite Earl to attend the next Support MT meeting to update.
- o No congregational meetings have been scheduled, to date, this may be an important addition yet to be made to build interest...

Property Oversight Committee update – Brenda S./Dean H./Bob D.

- o No further report from POC since our last meeting on the 19th.
- o Pole lights at North Site – analysis and quote is being worked
- o New gas meter at Downtown Site, moved to a new location, this added space to boiler room.
- o Offer made, and accepted, for the handyman position last Friday.
- o Bob D. has begun seeking estimates for T-12 lighting replacements, with multiple vendors – as well as lights in the Chancel (possible LED upgrade).
- o Stair railing enclosure: Bob is still working with a partner to get this job completed.

Stewardship Committee Report – Lance S./Brenda S.

- o 75 new pledge families this year – 8 of which are new members
- o 84 2012 families have not yet returned their EOG cards, and will receive personal handwritten letters next week, with one more EOG card...
- o A projection for income was reworked again with the group, reviewing pledged vs. unpledged income, loose plate, and other income sources...
- o Final plan: \$880K in pledged, \$175K in unpledged, and \$45K in loose plate offerings. This will be presented to the Council.

Financial Updates – Pete V.

- o **Offerings** – Offerings YTD are still up over last year, and we are at \$4000 below budget, YTD.

Monthly Treasurer's Summary:

- o General (cash) checkbook balance is \$124,655, at month's end. (note: accruals for benevolences are sitting at \$43K and will reduce this cash checkbook to \$80K, which is equal to the average monthly operating expenses at FELC. There are also \$19K in 2013 pre-paid offerings in this balance, further reducing the effective checkbook balance to \$61K.
- o Echoes income for the year is approaching \$31K, a very positive result, YTD!
- o Motion made by Pete V., seconded by Bob D., to continue to pay the interest on the church mortgage, for December, out of the general fund, as we have been doing, on a month by month basis, all year. Motion carried unanimously.
- o Capital appeal checkbook balance at month's end is \$70K (+\$18K in Nov).

Detailed Revenue & Expenses Report:

- o Motion made by Pete V., seconded by Bob D., to consider making a payment on the "internal loan" for \$102K, which is due to be repaid by May of 2013. Discussion ensued on the merits of this proposition. Pete then amended the motion, to complete a review of the capital appeal cash flow projection for 2013. If the capital appeal cash flow shows at least **\$120,000** of contributions in 2013 then a payment of **\$30,000** would be made on the internal loan from the capital appeal checkbook, before year's end. Bob D. seconded the amended motion. The motion carried unanimously.
- o Bob D. moved to accept the Treasurer's report, seconded by Lance S. Motion carried unanimously.

2013 Budget Process Discussion

- o Recommendations to balance the budget for 2013
- o First discussion point was in regards to Echoes, which has significantly outperformed its budget this year, and will likely see significant reductions in its expense basis reduced, due to a change in ownership of the facilities. Motion made by Bob D., seconded by Pete V., to reaffirm the current program, and continue the 60/40 split of revenues FELC/Echoes to the benevolences of the two entities. Motion carried unanimously.
- o Detailed discussion on the various adjustments to income figures and expenses took place. The options are detailed in the **accompanying attachment**, which shows the changes by account number and amount.
- o After adjustments were proposed for income and expenses for the 2013 budget, it left a deficit of approximately \$3,900. This budget will be presented the Executive Committee on Thursday the 13th and recommend that they provide recommendations to reduce the deficit to zero.
- o Following review and recommendations to reduce the deficit to zero by the Executive Committee, a balanced budget will be presented to Council on December 18, 2012.

Priorities for Support MT – Dean H.

- o Short Term – reducing interest expense, and paying down debt
- o Long Term – debt reduction

Other Agenda Items:

- o Ministry teams met last week, and the only adjustment was to the Stephen's Ministry, which is reflected in the detailed accounting of changes, attached.
- o Brenda reports that changes were made, in the audit response, as discussed in the last Support MT meeting. These are reflected in the second supporting document, which accompanies these minutes. (attached)

Technology Sub-Committee – Bob D.

- o Bob is awaiting test videos from the North Site
- o Portable PA equipment has been purchased
- o Reminder: Don Monson has resigned his position with the Support MT, and has suggested the group find a member to replace him.

Meeting adjourned: 9:03 pm

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

Respectfully submitted by: Don Kirby

FELC BUDGET ADJUSTMENTS

December 10, 2012

Income

<u>Offerings</u>	<u>As shown</u>	<u>Adjusted</u>
401.00 Membership Pledged	\$1,089,900	\$ 880,000
402.00 Membership Unpledged	\$ 0	\$ 175,000
404.00 Loose Plate	<u>\$ 0</u>	<u>\$ 45,000</u>
Total Offerings	\$1,089,900	\$1,100,000
Change Offerings		+ \$10,100

Other Income

471.00 Building Use/rent	\$ 2,000	\$ 3,500
476.00 Designated Funds-total*	\$45,430	\$55,930
475.00 Echoes (net income)	\$25,000	\$30,000
Total	\$72,430	\$89,430
Change Other Income		+\$17,000

Total Income Change **+\$27,100**

Expenses

	<u>As shown</u>	<u>Adjusted</u>
501.00 Visitation Pastor	\$ 3,445	\$ 2,000
501.00 Nursery Staffing	\$ 2,153	\$ 500
505.00 Pastor's Continuing Ed	\$ 5,000	\$ 4,000
513.00 Lay Staff Continuing Ed	\$ 4,000	\$ 3,000
506.08 Sabbatical Pastor**	\$ 6,000	\$ 0
655.00 Natural Gas	\$ 25,000	\$ 22,000
635.00 Office/computer equip.	\$ 12,000	\$ 10,000
Stephen's Ministry	\$ 1,500	\$ 800
Outreach 11% x \$1,100,000	\$113,888	\$121,000***
Echoes-directed grants	<u>\$ 10,000</u>	<u>Included in 11% above</u>
Total	\$182,986	\$163,300
Total Expense Change		\$(19,686)

Income change	+27,100
Expense change	<u>(19,686)</u>
Improvement	+46,786

Updated Deficit from 12/4/12 budget proposal $\$(50,712) + 46,786 = \$(3,926)$

*Designated Funds Detail	<u>As shown</u>	<u>Adjusted</u>
Sabbatical	\$38,430	\$38,430
TV Ministry	\$ 7,000	\$ 7,000
Scholarships-Youth programs	\$ 0	\$ 1,000
Youth programs	\$ 0	\$ 3,000
Funeral Guild	\$ 0	\$ 1,500
Live Your Call	<u>\$ 0</u>	<u>\$ 5,000</u>
Total	\$45,430	\$55,930

****Sabbatical Pastor (\$6,000 cost is already in Pastoral staffing. No additional hire)**

*****Live Your Call \$5,000 is not included in 11% Outreach total of \$119,900.**