

**Ministry Team: Support Ministry Team**  
**Meeting Date: February 20, 2012**

**Attendees:**

**Dean Haas**  
**Diane Putzer**  
**Bob Damon**  
**Steve Uslabar**  
**Brenda Smongeski**  
**Cindi Schwab**  
**Don Kirby**  
**Kay Eggert**

**Excused:**

**Lance Schmidt**  
**Mike Koester**  
**Don Monson**  
**Guests: None**

**Item that requires Council action or to be informed:**

Recommend that FELC create an internal loan of \$103,000 from the FELC designated fund to pay off the FELC Capital Appeal revolving line of credit at the Business Bank. The designated fund will be paid 1% APR interest on an annual basis from offerings through the Capital Appeal checkbook. This internal loan will be paid back prior to May 2013 from Capital Appeal offerings or borrow from the Capital Appeal revolving line of credit.

**Rationale:** FELC is currently paying 5.25% interest rate on the Capital revolving line of credit and the FELC designated funds are receiving approximately .75% on funds from the Business Bank. The interest rate savings will be approximately \$4,000 per year, which will allow this amount to be paid on loan principal instead of interest.

**Ministry Team Minutes**

1. Appointment of committee member to take minutes – Bob Damon
2. Elect Chairperson for Support Ministry Team – Dean Haas
3. **Minutes** from January 16, 2012 meeting were reviewed and approved as distributed.
4. **Additions to Agenda**
  - a. Maintenance Program
  - b. Benevolence Base
5. **Property Oversight**
  - a. No meeting and no minutes
  - b. Variance can be requested to keep garage with no guarantees. Application costs \$125. If outside maintenance work is removed from Paul's workload, there may be no need to keep the garage. Other arrangements to store existing snow blower, lawn mower and gas will need to be made. Motion made to remove the garage. Carried.
  - c. Property Oversight will meet Tuesday, Feb 21, 2012.
  - d. Brenda stated that the Property Oversight Committee has been charged with responsibility to evaluate a new vendor for pest/rodent control for both sites due to the high cost \$444/month paid currently.
6. **Technology Sub-Committee**
  - a. No meeting. Next meeting Mar 7.

## 7. Financial Review

- a. **Offering YTD** – \$103,180.90 for 2012 compared to \$93,784.40 for 2011
- b. **Treasurer's Report** (as of 1-31-2012)
  - i. Capital Appeal checkbook balance \$19,077
  - ii. Designated Funds balance \$412,623 as of 1/31/12
  - iii. Operating Line of Credit balance \$0
  - iv. LOC - Building Improvement \$102,917
  - v. Ida St. house loan balance \$133,880
  - vi. Church Building Loan balance \$2,274,431
  - vii. Echoes posted a loss of \$339 for the month of January 2012. Monthly common area maintenance (CAM) charges will be increasing from \$1479.32 to \$1883, effective March 1, 2012.
- c. Revenue/Expenses – Operating expenses are within budget.
- d. Thrivent real estate mortgage re-pricing action completed. Mortgage loan with Thrivent Financial re-priced from 5.5% to 4.75% effective 2/1/12 with a re-pricing fee of \$21,255 added into the loan. New monthly payments of \$16,427 to begin on 3/1/2012. No change in maturity date 1/1/2029 of this loan.
- e. Motion made to pay the existing building improvement LOC with funds in Designated Funds checkbook, creating an internal \$103,000 loan, to be repaid with 1% interest (APR) by May 2013. Interest payments to be made annually.

**Rationale** FELC is currently paying 5.25% interest rate on the Capital revolving line of credit and the FELC designated funds are receiving approximately .75% on funds from the Business Bank. The interest rate savings will be approximately \$4,000 per year, which will allow this amount to be paid on loan principal instead of interest. Motion carried.

- f. Discussed \$6000 budget impact caused by delay in Pastor Jeff's sabbatical. The \$6,000 represents the amount of the sabbatical grant ear-marked to pay for the first two months of salary for the new third pastor who would start while Pastor Jeff was on sabbatical.  
Brenda reported that duties of two staff were reassigned: Jennifer Leahy no longer provides custodial services at the North Site effective 2/3/12. Her position will be scaled back to music team coordinator only at the North Site. Paul Barth's outside maintenance (snow shoveling and lawn care) will be contracted out or filled by volunteers. Paul will be assigned to 2 days of indoor custodial duties each week at the North Site. This reassignment focuses Paul's attention to cleaning and maintenance at both sites. Back up staffing for Paul Barth still needs to be addressed.
- g. Brenda was asked to roll up the FELC personal property inventory (completed in January 2012) and report a comparison of the total values to the insurance coverage listed on our FELC property insurance policy.
- h. Sue Bakken has been hired to fill in as bookkeeper during Cindi Schwab's maternity leave beginning sometime in March or April 2012. This will be a good test of the procedures Brenda and Cindi are creating by having Sue use them to see if steps were missed in the documentation.

## 8. Audit Action Plan

- a. Accounting policies and procedures are due 3/31/12. Brenda reported that she is working on the actions needed to fulfill the response to the 2010 Financial Audit. Brenda was asked to provide a detailed report on the status of each action plan at the March Support Ministry Team meeting.

## 9. Stewardship Update – No change

## 10. Ida St. House Loan

- a. The asset value and liability (house loan \$134,236) will be removed from the FELC Trust balance sheet and transferred to the Operating Balance Sheet of FELC. Brenda stated legal counsel reported that the house is titled in the name of FELC and the loan secured by the house is also in the name of FELC. Neither is recorded in the name of the FELC Trust.

## 11. Market America Fundraising

- a. Reminder to members to research Market America as a fundraising possibility. Earl Green will present a fundraising proposal for FELC for 30 minutes at the March 19, 2012 Support Ministry Team meeting.

## 12. Maintenance Program

- a. Steve Uslabar recommended the formation of daily, weekly, monthly, annually preventive maintenance list to minimize maintenance emergencies. Steve and Brenda will put together a list of vendors to contact for assistance. Steve will work with Paul Barth to complete the preventive maintenance lists.

### **13. Benevolence Base**

- a. Clarified that the 60% Echoes profit to FELC is part of the calculated benevolence distribution, not in addition to it.
- b. Clarified which accounts are used to calculate benevolence base: Pledged, Unpledged, Loose Change, Easter, Lent, Thanksgiving, Christmas.

### **14. Architectural Drawings for North Site**

- a. Brenda was asked to locate the architectural drawings for the North Site as soon as possible. These plans are needed to provide a contractor with estimates of square footage of the overhangs. The contractor will provide the Property Oversight Committee with an estimate of repair/refinish or replacement with steel/aluminum costs for the overhang.

### **15. Intern Enrichment**

- a. The Intern Enrichment Ministry Team is developing a 5-year plan for their program. Kay Eggert asked for feedback from the Support Ministry Team for their plan. Feedback and discussion included:
  - i. Developing metrics to measure the activities of the interns and people assisted.
  - ii. Pros and cons discussed:
    1. develop a long-range program plan and staff to that plan or
    2. staff and then build the plan each year.
  - iii. The current FELC operating budget funds two interns and one part-time intern coordinator for a cost of \$9,000. Annual offerings increase at a rate of 5-6%. If additional funding from operating is requested, other areas in the budget will have to be cut.
  - iv. Funding for additional interns is provided from fundraising and grants from FELC designated funds. Outside sources of funding should be evaluated if non-member student interns are hired.

Next meeting, Monday, March 19, 2012 Downtown, 6:30 PM

Respectfully submitted,  
Bob Damon

## 2/15/12 Stewardship Committee Meeting Notes

1. Devotions
2. 2012 Campaign Final Results
  - a. 349 Pledges vs. 288 (+61 or +21%)
  - b. Total Pledges of \$888K vs. \$707K (+\$181K or +26%)
  - c. 95 New Families representing \$166K in new pledges
  - d. 2011 & 2012 Pledge Families—254 families of which 173 increased their pledge or 68%. Average Net Increase/Family of \$215
  - e. Leverage “Growth Giving” in the 2013 Stewardship Campaign of the 349 current Pledge Families. A \$200 Net Increase/Family would equal \$70K in new pledges.
3. 2012 Campaign Analysis—Keep It/Start It/Stop It Exercise
  - a. Keep It
    - i. Videos—Participate & View
    - ii. 3 Week Campaign
    - iii. Year Long Focus
    - iv. Communications/Link
    - v. Guest Preachers
    - vi. Hearing from Fellow Members
    - vii. Personal Note
    - viii. Estimate of Giving Card
    - ix. Postage Paid Return Envelope
    - x. Pastor—Spiritual & Practical
    - xi. 10:10:80 Concept
  - b. Start It
    - i. Feedback from New Pledges & Growth Pledgers
    - ii. Survey Monkey
    - iii. 95 New Family Data
    - iv. Access to Videos—website?
    - v. Create New Videos
    - vi. Liturgical Dance
    - vii. National Youth Gathering Video
    - viii. Intern Video
  - c. Stop It
    - i. None
4. Thrivent Choice
  - a. \$25K Budget Item in 2012
  - b. Educating our Members
  - c. Thank You’s will go our 3X/Year with new Admin Staff in place and Brenda will catch new contributors sooner via Excel Spreadsheet and get Thank You out right away
5. 2012 Planning Grid
  - a. Jon handed out new ones
  - b. Keep updating with new info throughout the year
6. 2012 Sub-Group Updates
  - a. Education Group has met and thinking about a Tax Planning Workshop in March
  - b. Service—not much going on, just highlighting opportunities
  - c. Communication working on April Newsletter Article
7. 2012 New Members
  - a. Dick Gamble has joined the Outreach & Social Ministry Team and will be leaving Stewardship—THANK YOU for your efforts Dick!!
  - b. Would be nice to have 2 more members—Downtown Site Focus
  - c. Lance will connect w/Jean & the Pastors if they have anyone in mind
8. Adjourn
9. Next Meeting is Wednesday, April 18<sup>th</sup> @ 11 AM, Room 110 DS