

Ministry Team: Support

Meeting Date: March 19, 2012

ATTENDEES:

Dean Haas, Diane Putzer, Brenda Smongeski, Bob Damon, Don Kirby, Don Monson, Lance Schmidt

Guests: Terry Maves, Earl Green

Excused: Kay Eggert, Steve Ulsabar, Cindi Schwab, Mike Koester

Items that may require council action:

- The Support Ministry team recommends to the FELC council to enter into an agreement with Market America's NPO (Non-profit Organization) web portal program for a trial period of a minimum of one year with a goal of generating \$12,000 of income to be applied to capital debt reduction. Marketing on-site presentations would be limited to twice annually. Metrics and guidelines will be overseen by the Support Ministry team.

Not part of motion, but suggested:

Marketing to the FELC congregation would be through the FELC website, newsletter, Facebook and other social media and presentations by Earl Green. We recommend council members view the Market America website before the next council meeting.

Here is a link to an online presentation on Market America and the NPO program:

<http://www.slideshare.net/mommiesdog/non-profit-program>

Here is a link to the Market America website: <http://www.marketamerica.com/>

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 February 20, 2012 meeting were approved.
- Market America presentation – Earl Green
Earl presented Market America's NPO program. FELC would receive royalties based on member on-line purchases. As members shop on-line through the Market America (MA) FELC portal, FELC would receive X% of the sales as income. The royalty percentage varies based on the company. For example, purchases from Land's End have a 4% cash back percentage, while MA brand products have a higher cash back percentage. FELC would also get ½ of 1% (.005) on referral purchases.

The ministry team asked questions of Earl, thanked him for his time and deferred the rest of the MA discussion until the new business portion of the meeting.

- Property Oversight – the minutes of the most recent meeting are being processed.
Updates included:
 - Durkee Street house – Monday, March 26th is set as the demolition date. The garage will be demolished also. Some of the items that were in the garage are being stored by Jeff Miles in a storage building on his property. Other items were moved to the

- church basement. The fire department will be using the building for training this Tuesday, Wednesday and Friday. Bob Damon will take pictures of the demolition.
- Property oversight needs to prioritize projects for 2012. Brenda 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.
- Technology Subcommittee – Bob Damon provided minutes from the most recent Technology subcommittee meeting (separate attachment). In summary:
 - The subcommittee is recommending a 5 year replacement cycle for desktop computers and a 3 year replacement cycle for laptops (pastors). If possible, computers will be “repurposed” after their replacement cycle ends but before they are removed from service.
 - Bob projected the computer replacements for 10 years for the two cycles.
 - Computing needs have not decreased.
 - The projections show replacement of four (4) computers every year; recommend budgeting for five (5) replacements each year to build flexibility into the budget.
 - Bob will work with Brenda when it is time to develop budget numbers for the 2013 budget.
 - Bob and Brenda will implement the replacement of the DS 2nd floor inkjet printers with work group black and white laser printer from NEP with a lease to buy over three years. This is in the 2012 budget and needed no action from the ministry team.
- Financial Updates
 1. Offerings – Offerings through February were \$6,800 ahead of budget and \$11,000 ahead of last year. We feel it is a positive response due to more families pledging for 2012.
 2. Expenses –No unusual expenses for February.
 3. Pay down Capital RLOC with designated funds - This action (approved by the Ministry Team in February) was completed March 19th.
 4. Lines of Credit (LOC) – The operating and capital LOCs will be renewed in April at a fee of \$100 each.
 5. Bank Accounts - Brenda will have the new officers sign new signature cards for all the bank accounts at the next Council meeting.
 6. Property Inventory - The total of the property inventory completed by Dean, Bob and Charlie Holtebeck totaled \$941,700. The current insured amount for personal property is \$2.2 million. We are insured at 80% of the valuation of the property. Brenda provided our insurance agent with the results of the property audit. The Ministry Team also asked Brenda to get a quote on reducing the personal property coverage to \$1 million from the current \$2.2 million.
 7. Private Notes – Investigation to the aspects of utilizing private notes at FELC to retire the debt on the Ida Street property continues. Dean will ask the securities attorney in Milwaukee for an estimate on what it would cost to put together an offering. Dean will also follow up on a name he received from Pr. Jeff.
 8. Response to audit – written procedures and policies – The accounting procedures are written. Sue is following the procedures as she learns the bookkeeping to cover for Cindi during her maternity leave. The procedures are being edited as needed in practice. The Accounting policies are being finalized. Kathy Hoffman submitted ECHOES procedures to Brenda. Brenda is re-writing the ECHOES procedures to put them in a standard format. Don Kirby volunteered to review the ECHOES cash handling procedures based on his 20+ years of retail store management. Brenda is working with John Zweig on other FELC policies to determine which are still in draft form and which have been finalized.

- Stewardship Committee Report –update from Lance
 1. Lance shared a hard copy of the stewardship page on the FELC website.
 2. Brenda and Lance analyzed the giving history of the 95 families who pledged in 2012, but had not pledged in 2011. Historically, the families have given, but at a rate less than their 2012 pledges. The Stewardship Committee will continue to encourage members to pledge and then follow growth giving practices.
 3. Terry requested the % of on-line giving (formerly Simply Giving) for 2011 and 2012. Brenda will research.
 4. The Ministry Team discussed making on-line giving easier to find on the FELC website. Terry and Brenda will discuss with Pr. Jeff.

- Maintenance Schedule – Steve Usalabar’s update via email, “I’m speaking with Walt later this week regarding the maintenance plan, and Brenda is compiling a list of our current contractors for me to begin calling.” Brenda noted that as she and Rich Erickson were going through the binder from Boldt from the most recent downtown remodeling to determine window manufacturers, they found some recommended maintenance information in the binder. Brenda will pass that information on to Steve.

- North Site Blueprints – Dean asked Brenda to contact Boldt to get a copy of the blueprints for the NS so he can pass them on to the contractor he has been talking with regarding the bids for refinishing or recovering the exterior cedar overhangs at the FELC North Site church building.

- Priorities for Support MT
 1. Short Term – Capital appeal resurrection Gordie Jeppson will pick up when he gets back from Arizona.
 2. Long Term –debt reduction

- New Business – Market America

The Ministry Team discussed Earl’s presentation of the Market America NPO program. We felt it is unlikely that more than 10% of our members would utilize the program so our expectation of income is much less than Earl’s projection. The concern was raised regarding how the program would be presented/promoted to members and that FELC not become “all Market America all the time”. Since it is an on-line shopping program, it was felt that it would be best marketed on-line through our website and Facebook page. Earl could conduct education sessions at FELC, but only twice per year after the initial introduction of the program. Recommendation was for on-site marketing presentations in May and October. Our Ministry Team would be responsible for reviewing the program after a year (with on-going monitoring of income and feedback from members) and recommend continuing or terminating the pilot project.

We also felt that the funds raised through the MA program be specifically targeted for capital debt retirement. Since we have no prepayment penalty, all income received would be used to prepay principal on our loan.

- Motion made by Lance, seconded by Bob is: The Support Ministry team recommends to the FELC council to enter into an agreement with Market America’s NPO (Non-profit Organization) web portal program for a trial period of a minimum of one year with a goal of generating \$12,000 of income to be applied to capital debt reduction. Marketing on-site presentations would be limited to twice annually. Metrics and guidelines will be overseen by the Support Ministry team. The motion passed.

- Meeting adjourned

Submitted by: Diane Putzer

Next meeting: Monday, April 16th @ 6:30 pm Downtown Site, Room 110

FELC Technology Sub-Committee Minutes

Meeting Date: March 7, 2012

ATTENDEES:

Bob Damon (chair)

Jonathan Leahy

Jerry Ader

Todd Wilson

Excused:

Don Monson

Dave Owens

Adam Thiel

Gary Haberland

Tim Wilson

Kyle Pfeifer

Mike Fredericks

Minutes

Minutes of the December 14, 2011 meeting were approved as distributed.

Wireless Microphones

- After discussion of the pros and cons of analog and digital technologies, the team agreed that the current analog microphones still meet new government specifications for wireless communication devices, are high quality, and are subject to less potential interference than digital systems.
- Digital microphones should be considered if and when hand held and portable systems need to be added. The main drawback is potential interference since they share the same frequency as 2.4 GHz cordless phones, wireless networks, and similar devices.
-

Audio/Video Repair sources:

o Arrow Audio, Inc.

Gary Trendera

558 Eisenhower Dr. #G

Kimberly, WI 54136

(920) 731-4888 Ext 117

garyt@arrowaudioinc.com

o Northern Sound and Video, LLC

2253 Woodale Ave, Ste. C

PO Box 11803

Green Bay, WI 54313-1803

(920) 496-3702

nsv@northernsoundandvideo.com

· TV/DVD/Video Camera Repair source:

o Racing Electronics

Contact Jeff

1339 Cty Rd J (Winneconne Ave)

Neenah, WI 54956

(920) 725-7185

TV System Upgrade

Gary Haberland was unable to attend but submitted a written TV Ministry upgrade report to the team. No discussion was held. The full report is attached.

Requests & Suggestions

A member attending the North Site requested consideration to adding video of the service to the nursery. Currently, audio only is available. Discussion ensued on cost, ability to run the needed cabling, and available technologies. The most practical solution could be one of the HD surveillance type systems. With some, cameras can be controlled remotely via the internet on a computer, iPhone, iPad, etc. An additional feature could be increased building security with additional cameras monitoring other parts of the facility.

The monitored areas could be checked remotely for security after events. Further investigation will be given to the idea. The idea of placing video downloads of sermons on the website was also discussed. Since the message is essentially verbal and the increased storage and bandwidth

required for video can be a problem, having “audio only” sermon messages on the website is being recommended.

Workgroup Laser vs Personal Inkjet/Laser Printer Use

At the December meeting, the committee strongly recommended the use of personal printers, primarily inkjet, be eliminated in favor of workgroup printers. Since the majority of staff with printing needs have offices on the second floor downtown, the committee recommends a suitable workgroup laser printer be placed in the upstairs office area. It was further recommended to consider leasing over purchasing in order to have more level, predictable costs from year to year, better fit in with cash flow patterns, and reduce potential high cost maintenance surprises. NEP, the church’s copier/printer contractor, will be contacted for recommendations and pricing.

Computer Migration/Upgrade Plan

Using the guidelines for life-cycle replacement agreed to at the December Technology meeting, a 10 year plan for computer migration and replacement was prepared. Although the majority of computers are under the control of the Support Ministry Team for office use, computers (current and pending) under the purview of the Worship and Music Ministry Team (sound and TV) were also included to form a more complete picture of FELC computing needs. The plan includes laptop computers for pastors (replaced and migrated on a 3 yr cycle, and desktops migrated on a 5 year cycle. Where possible, some computers are migrated for a second life in another location. The plan has been extended nine years beyond the initial purchases in 2011 to illustrate two complete replacement cycles.

History has shown the uses, and then needs, for computer technologies do not decrease or even stand still. The plan calls for a minimum average of 4 new computers each year just to maintain our current level of need. It is the recommendation of the technology committee that, when possible, 5 computers per year be budgeted. The extra cost is minimal but will allow for un-planned emergencies or needs to be met. If none come up, the funds can be used to offset other needs that comes up. A spreadsheet of the plan follows the minutes.

Brainstorming

Tablet computing

In December, Kyle asked if FELC is considering tablet computing for any of its needs. The short answer was “no” as of that time. With the exponential growth of tablet computing and its impact on printed books and educational materials (Sunday School) as well as expanding business applications, it warrants serious study.

Cloud Computing

Jonathan Leahy suggested cloud computing may serve FELC well over some traditional workstation-based applications. Bob Damon explained that one year ago FELC switched from serving ACS church management software locally to the cloud with ACS Technologies directly.

Phone System

Todd Wilson reported on checking out a phone problem reported by Christian Cooperative Nursery School. FELC supplies phone cabling and access on its system to the CCNS classroom. They are responsible for their own user equipment. All wiring tested okay. Replacement of telephone and answering equipment in the classroom is now their responsibility.

Next Meeting

No new meeting dates are scheduled at this time. The team will keep in contact via email. Any questions, problems or ideas can be sent to Bob Damon who will forward them to the appropriate group or individual. Further formal meetings will be based on need. To make this work, everyone needs to communicate in a timely manner. In advance, thanks for your cooperation.

Respectfully submitted by,
Bob Damon