

**Ministry Team: Support**

**Meeting Date: October 15<sup>th</sup>, 2012**

**ATTENDEES:**

**Dean Haas,  
Pete Vandenberg  
Diane Putzer  
Brenda Smongeski  
Bob Damon  
Don Kirby  
Cindi Schwab  
Kay Eggert  
Steve Uslabar,  
Lance Schmidt**

**Guests:**

**Terry Maves  
Derek Jones**

**Not Present:**

**Don Monson  
Mike Koester**

Items that may require council action:

- None

Ministry team minutes:

- Meeting called to order at 6:35 pm
- Don Kirby volunteered to be the recorder for the meeting. Dean Haas acted as chair.
- Minutes from the September 17<sup>th</sup>, 2012 meeting were approved. Motion by Kay E., seconded by Bob D., motion approved unanimously.
- Agenda additions: none
- Market America update – Brenda S.
  - The Church received another check, we've now received \$62.89, YTD.
  - Brief discussion of individual's experiences, attempting to use the program.
- Property Oversight Committee update – Brenda S./Bob D./Dean H.
  - No meeting since our last Support MT report..
  - Screens have been removed, as well as some fence post work. Blinds have been ordered for Pastor Mary's office.
  - Custodial staffing: we will be seeking someone for 10 hours/week, this will be posted in the upcoming notices, with interviews starting by early next month.
  - Budget "buckets" may need adjusting, due to the long term work being done with Jack's Maintenance, currently these monies are coming out of staff salaried area. Discussion ensued on how to make this happen, for best comparison, for budgeting purposes.
  - Shed for maintenance equipment – Brenda working on quotes. Discussion of the location of where this new storage might be placed.
  - Property Oversight: DS gathering area has been relamped.

## FELC Ministry Team Minutes: cont.

- Technology Subcommittee – Bob D.
  - No meeting since Support MT's last meeting, but Bob shared that Adam has been working on a Pan/Tilt/Zoom camera, materials have not yet arrived to do testing with.
  - Discussion of sound quality, the computer/controller that runs the system, and replacing the cameras that are used. Discussion centered around current designated funds, and the additional monies needed to complete an upgrade of the system.
  
- Financial Updates – Pete V.
  - Offerings – Offerings YTD are up \$42,000+ over last year, but we have a current shortfall of \$5,000 to budget, as of the end of September. Two large gifts of stock were received during the month.
  - Looking to the months ahead, a quick estimate would show us to be very close to budget at year's end in offerings – we must continue to be careful w/ expenses.
  - General checkbook balance appears inflated, due to timing of receipts and disbursements (transfer of gifts to capital appeal, etc.).
  - Church mortgage interest payments are still being paid out of the general fund, and continues being watched closely, as we want to avoid any overdraft fees, etc.
  - Discussions took place on a number of detailed expense lines, all were settled satisfactorily, with explanations provided by Brenda & Cindi.
  - Motion made by Pete V., seconded by Lance S., to continue to pay the interest on the church mortgage, for October, out of the general fund. Motion carried unanimously.
  
- Derek Jones – Intern/Enrichment Ministry Team
  - Introduction:  
How much of the church's ministry & mission takes place out of our sites?  
What changes will occur, as a result of the new mission statement?  
How does the 2013 budget reflect those changes?
  - In the last 4 years, FELC has gone from 7 interns to 12, with each of the positions being detailed. Job descriptions are being updated, to ensure long term viability.
  - Only about 25% of the overall budget for this program is provided by FELC, with the balance coming from an annual fundraiser and grant sources.
  - As a ministry team, they are seeking funding for the salaries portion of their program, in terms of a defined amount. \$15,000 is the minimum number sought.
  - Following Derek's presentation, discussion ensued, regarding the opportunity presented, and how best to go about incorporating this into the larger budget.
  
- 2013 Budget Update
  - Budget planning process: we have received, as of today, all of the budget plans that were expected. Most included information on their goals, explaining what their monetary plans were for the money.
  - Cindi and Brenda will prepare a comparison first-run budget showing this year's numbers and the proposed, they should have this out to everyone by the 26<sup>th</sup>.
  - Treasurer's report was approved, unanimously.
  - Support MT budget: breakout maintenance from the capital expenditures, then let Brenda and Cindi create a baseline plan that we can adjust from...
  - Bob D. made a motion to accept the Treasurer's report, seconded by Lance S., motion approved unamiously.
  
- Stewardship Update
  - Lance updated the current status of the program, including this weekend's activities related to Consecration Sunday

## FELC Ministry Team Minutes: cont.

- Priorities for Support MT – Dean H.
  - Short Term – reducing interest expense, and paying down debt
  - Long Term – debt reduction
- Other Agenda Items:
  - Audit report was distributed to all attendees. Discussions ensued on several bullet points within the audit conclusions section.
- Meeting adjourned: 8:44 pm

Next meetings: Monday, November 5<sup>th</sup> @ 6:30 pm Downtown Site, Room 110  
Budget only meeting

Monday, November 19<sup>th</sup> @ 6:30 pm Downtown Site, Room 110  
Regular monthly meeting

Note: 2 meetings in November

Respectfully submitted by: Don Kirby