

Ministry Team: Support

Meeting Date: Monday, April 15th, 2013

ATTENDEES:

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

Guests: Earl Green, Jeff Picken

Not Present: Mike Koester

Items that may require council action:

- n/a

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

- Diane P. began with devotions at 6:35, followed by prayer triads.
- Meeting called to order at 6:50 pm.
- Don Kirby volunteered to be recorder for the meeting.
- Dean Haas acted as Chairman.
- Minutes from the March 25th, 2013 meeting were discussed, with a change required: *CAM charges for Echoes should be noted as increasing as of March 2012*. The balance of the minutes were approved, unanimously, and Don will amend the minutes to reflect this comment.
- Agenda additions:
 - Proposed improvements to the alter platforms at the North site – Jeff Picken
 - Devotions for next month? Brenda circulated a list to fill in, for the balance of the year, with the following volunteers:
May/Brenda, June/Pete, July/Kay, August/Bob, September/Steve, October/Dean, November/Cindi, December/Don.
- Market America/Shop.com update – Earl Green
 - Earl notes that proceeds thus far are about \$110. 3 people have used it.
 - He created an e-mail to church leaders recently, but received little feedback.
 - The group discussed the issues/problems discovered to date, and encouraged Earl to reconsider doing in-person demonstrations, starting at the North site.
 - The MT is asked to individually seek out Shop.com, this month, please register as a preferred customer, indicating that you were referred from: fundraising at FELC.com

FELC Ministry Team Minutes: cont.

- Property Oversight Sub-committee update – Dean H./Brenda S./Jeff P.
 - Meeting of the POC next week - Wednesday.
 - Dishwasher at Downtown site has been fixed, again! Has been tested.
 - Dean broached the topic of beginning an exploratory effort to determine what might be needed in a kitchen remodel. The Support MT agrees that the property oversight sub-committee should begin work on this effort.
 - Support MT could use a priorities list from the sub-committee, so we could review it each month, and keep track of progress.
 - Outdoor driveway lights were to have been installed last week, weather delayed this project, and will be done in the near future.
 - Jeff P: Altar improvements at the North site: Jeff explained in detail his proposition to update the risers under the altar and the band members. He has conferred with many stakeholders who are involved with the altar area, in one facet of worship or another. The total expected cost is estimated at \$4,000. With donations of some materials and selling of some music equipment, the net expense should be under \$2,000. Jeff will present the proposal to the POC on April 24th. If they approve of the project and have adequate funding in their budget for capital approval, then the proposal will be brought back to the Support Ministry Team who will review the recommendation from the POC and forward a recommendation to the FELC Council.

- Technology Sub-Committee update – Bob D.
 - Bob shared full minutes with the MT, via e-mail, prior to tonight's meeting.
 - Adam T. prepared a plan with recommendations:
 - The TV room currently is use, should be maintained.
 - TWC will not be going to HD video anytime soon, so neither will we.
 - The project could have limited phase in, by running cabling first.Following the preparation of this set of recommendations, the Technology sub-committee has completed its work on this topic, and with the February approval from the Worship MT indicating their desire to approve a plan to move forward with digital equipment, that is not HD capable, Pete Vandenberg will review the proposal with the Worship & Music MT for the next steps.

- Financial Update – Dean H. - Treasurer
 - General (cash) checkbook balance is roughly \$144K, at month's end.
 - Net income, YTD is \$26000+, offerings were very strong in March, partially from calendar issues related to a five week month, and the timing of Easter.
 - Capital appeal checkbook balance is \$47,515.
 - Internal loan balance is \$72,917, following the payment of \$30,000 from capital appeal checkbook, in December 2012.
 - Echoes has started 2013 with three tough months, with sales yet to exceed expenses. Current loss, YTD is approximately \$2440.
 - Two lines of credit have been renewed – the operating line at \$100k, and the business line for capital purchases at \$150k. Expense of \$100 per account to make the renewals, these were both renewed.
 - Our renter at the Ida Street house will be departing as of April 30th. Brenda will be going through with Rich, after it is vacated, to determine what maintenance will be required, and any updates. Goal = to have it rented again by August.
 - Cindi did not have a door repair summary, for the past 18 months available this evening, but will provide it via e-mail, tomorrow for the team.
 - Bob D. moved to accept the Treasurer's report, seconded by Steve U. Motion carried unanimously.

- Staffing: Music Director Departing – Brenda S.
 - Current director is moving to a church in Neenah, to take on an expanded role.
 - He has given 3 strong recommendations.
 - Executive Committee will be meeting about it, on their meeting the morning of the 16th.

FELC Ministry Team Minutes: cont.

- Insurance claim update – Brenda S.
 - A person fell a couple of weeks ago, but will not be filing a claim against FELC for her injuries. Council and Support were notified of this, previously. Brenda will be making an overture to her, to replace her broken dish.
- FELC Facilities & Equipment Use Policy Review
 - Brenda shared an example of a recent request to use church equipment off-site, which was denied. The team heard Don's example of bad experiences in borrowing out equipment in his work experience.
 - Don made a motion stating that the group has reviewed the policy, dated from 2007, and that the group has affirmed its intent, as written, and will continue to delegate to Brenda the responsibility to waive fees for facilities use, for groups meeting a previously determined set of guidelines, specifically falling into a group of not-for-profit organizations. Seconded by Bob, motion carried unanimously.
- FELC Fundraising Policy
 - The team reviewed the fundraising policy, and found no concerns with the current status quo, and recommend no changes at this time.
- Priorities for Support MT – Dean H.
 - Continued work towards retiring the mortgage debt.
 - Creating seminars/education to build the Trust.
 - Working on developing our mission statement, for Support MT, within the framework of the overall church mission.
- Other Agenda Items:
 - Dean asked the group to consider aspects of what the Support MT mission statement might be, in particular focusing on the discussions of future priorities, as discussed this evening...
- Devotions for next meeting to be led by Brenda S.
- Meeting adjourned: 9:24 pm

Next meeting: Monday, May 20th @ 6:30 pm Downtown Site, Room 110

Respectfully submitted by: Don Kirby