

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Monday, May 20th, 2013

ATTENDEES: Dean Haas, Pete Vandenberg, Don Kirby, Mike Koester
Diane Putzer, Brenda Smongeski, Kay Eggert, Bob Damon

Guests: n/a

Not Present: Steve Uslabar, Cindi Schwab

Items that may require council action:

- n/a

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

- Brenda S. began with devotions at 6:34, followed by group blessing/prayer share.
- Meeting called to order at 6:47 pm.
- Don K. volunteered to be recorder for the meeting.
- Diane P. acted as Chairwoman.
- Minutes from the April 15th, 2013 meeting were approved, by unanimous consent.
- Agenda additions:
 - Dean – need create a definition of what items to tag for inventory
 - Brenda – continuing education item update
 - Dean – capital appeal committee update
 - Dean – internal loan repayment discussion
- Market America/Shop.com update:
 - Several ministry team members shared their experiences, after completing their “homework” to register for the program, and compare its use vs. their normal shopping.
 - The group discussed the process of utilizing the service, and as the one-year trial period is completed, a plan was made to discontinue the practice of promoting the Shop.com service, but to allow the continuation of the arrangement, so that current and future users may use the portal to benefit the church, if they so desire. Motion by Kay, seconded by Dean, approved unanimously. Dean will reach out to Earl on the issue.

FELC Ministry Team Minutes: cont.

- Property Oversight Sub-committee update: Dean H./Brenda S..
 - Support MT reviewed the POC letter on engaging Pfefferle in a property management relationship. The team approves this approach unanimously.
 - As a part of this relationship, the priorities list will be created, as previously discussed, from the sub-committee, so we could review it each month, and keep track of progress.
 - Outdoor driveway lights were installed at North Site, and the old bases will be removed soon.
 - POC approved an updated bid from Valley Seal Coat for infrared repairs and coating and striping. Downtown is \$8,300, North Site is \$12,900.
 - Door security system will be installed at the Downtown site. Railings are moving along for Downtown, and a storage shed has been purchased and will be assembled by volunteers, shortly.
 - Altar project – North Site: Jeff P. is reviewing with the city to confirm any issues with code compliance with the proposed project.

- Technology Sub-Committee update: Bob D.
 - Bob has to get a quote on computers for Brenda S., but nothing else is currently on this group's plate.

- Treasurer's Report/Financial Update: Dean H. - Treasurer
 - General (cash) checkbook balance is roughly \$138K, at month's end.
 - Net income, YTD is \$15,000+, offerings have been strong through April.
 - Capital appeal checkbook balance is \$44,006.
 - Internal loan balance is \$72,917, following the payment of \$30,000 from capital appeal checkbook, in December 2012.
 - Agenda Addition: The group discussed the timing of this internal loan repayment, the current situation, and elected to extend repayment terms. Diane made a motion to extend the internal loan to December 31st, 2013. This was seconded by Mike, and approved unanimously. The ministry team will continue to review this situation every month, between now and then. Brenda shared that a large gift to the capital appeal is expected, before the next meeting of the Support team.
 - Echoes has started 2013 with four months of negative results. The group discussed possible reasons for this fall back from last year's strong performance. A good blast of fresh inventory arrived this week, hopefully, sales will follow. YTD profit = (\$3,682).
 - Our renter at the Ida Street house left the property very clean. Next will be to determine what maintenance will be required, and any updates. Goal = to have it rented again by September 1st. Don suggested that Brenda might have the Pfefferle team review the property, as one of its first acts, so the POC sub-committee can have expert input on what needs there are to be addressed.
 - Bob D. moved to accept the Treasurer's report, seconded by Pete V. Motion carried unanimously.

- Additions to the Agenda:
 - Tagging Items for Inventory:
The group discussed what should be the threshold level, per the last audit report. Decision: Items over \$1000, and all technology related items, valued at \$500 or more, should be tagged. Dean made the motion, seconded by Mike, approved unanimously.

FELC Ministry Team Minutes: cont.

- Continuing education: Brenda S.
Brenda shared with the group the detailed layout of training she will be engaged in, for two weeks this June, and two weeks next June, in St. Paul, MN. This is specific training for church administrators, and will augment her MBA, earned twenty years ago.
- Capital Appeal Campaign: Dean H.
Dean reports there will be no outside consultant
There will be a need of additional staff time, to assist the volunteers.
The committee has a good core group, but also has a list of members to reach out to yet, to assist, as well.
Next meeting, 6:30am on 5/28/13.
- Priorities for Support MT – Not discussed at this meeting.
 - 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.
- Devotions for next meeting to be lead by Pete V., for July: Kay E..
- Meeting adjourned: 7:44 pm

Next meeting: Monday, June 17th @ 6:30 pm Downtown Site, Room 110

Respectfully submitted by: Don Kirby