

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Monday, November 11th, 2013

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

Guests: Rick Sather

Not Present: Kay Eggert, Steve Uslabar

Items that may require council action:

- Approved motion to rescind copying privileges of the CCP daycare operation until billing dispute for color copies is reconciled.

Items that may require budget/finance coordination:

- Review the 2014 budget after salary and benefit information is received on Wednesday, November 20, 2013 at 7:30 pm.

Ministry team minutes:

Meeting called to order at 6:35 pm.

Brenda S. shared devotions, & the group shared blessings and requests for prayer.

Don K. acted as recorder for the meeting.

Dean H. acted as Chairman.

Minutes from the October 21st, 2013 meeting stand approved as read.

Agenda additions:

- 2014 Habitat builds
- CCP Daycare billing issue
- Youth Connections budget request update

Youth Connections budget request: Rick S.

- Attempt to "re-energize" the summer camp experience/expectation for FELC confirmation students.
- 4th/5th grade youth trip would remain self-funding, as would the high school mission trip. Budget proposal for 2014 includes funding ½ or \$200 per camper of Confirmation camp cost to encourage higher participation. Total camp expense to the 2014 budget is \$12,000. 2014 is a transition year as campers entering 7th and 8th grade will be encouraged to attend camp vs. those entering 9th grade as in the past. The committee feels that participation may increase due to younger students attending camp. Going forward, FELC would offer \$200 per camper to those entering 7th grade.

Property Oversight Sub-committee update: Dean H.

- No meeting of the POC since our last meeting. Meeting scheduled for Nov. 18, 5pm, DS.
- Mike Milbach, general contractor, is still pulling together vendor cost estimates for the D.S. south-east entrance area project.
- Water leaks from roof were observed in North Site office area, and will be investigated by Architectural Roof Lines.

- Ida Street rental house: Dean has scheduled the garage re-roofing for Saturday, November 16th, to begin at 11am – e-mail to go out to men's groups, shortly.
- A technician will review the dishwasher at D.S. tomorrow, because the water won't get hot enough (120 vs 180 degrees) to clean dishes properly...

2012 Fiscal Audit:

Brenda S. / Dean H.

- JeanMarie Hinds has agreed to join the audit team, and Brenda is still seeking some additional help for the Audit Committee. Completion of the audit is getting critical as it needs to be completed before the December Council meeting and reported in the annual report for 2013. Gloria Gillis was mentioned as a potential candidate for the Audit Committee.

Treasurer's Report/Financial Update:

Dean H./Cindi S.

- General (cash) checkbook balance is roughly \$70.7k, at month's end – this balance is very low, as our net expenses are more than \$70k each month.
- Net income, YTD is (\$64,530).
- Capital appeal checkbook balance is about \$84,552.
- Offerings are positive through September, \$61,684 above last year and \$17.1k above budget, YTD.
- "Unbinding" expenses are approximately \$8,000, with reimbursements of about \$4,000. Executive committee will need to discuss this net expense of \$4,000 because the 2013 budget included \$1,000 net expense.
- Echoes' had a much improved month: Net income for the month was \$9,508, including reimbursement of \$3,800 for property tax paid YTD (part of Echoes monthly rent) due to a status change of the landlord to tax exempt YTD profit = \$4,367.
- Thrivent Choice: Brenda shared that a letter was sent to Thrivent Choice participants as discussed at last month's meeting and at Council. A larger contribution of \$3,031 came in this week.
- Bob D. moved to accept the Treasurer's report, seconded by Diane P. Carried unanimously.

CCP Daycare Color Copy Expense:

Brenda S.

- During a review of copier expenses due to overages in color copies being made, it was discovered that the color copying expense is well over budget. Based on codes that are inputted into the copier by each user or department, a large amount of the overage \$1,358 was billed to the CCP Daycare. They have disputed the billing and are asking for more proof that their staff are responsible for the overage.
- FELC set a quarterly allotment of 1,500 color copies/quarter. This has been exceeded significantly YTD in 2013.
- Following a discussion, Don K. made a motion, seconded by Mike K., which was then modified at the suggestion of Bob D., that the copying privileges of CCP be rescinded until such time as the current billing dispute for color copying is resolved. Additionally, CCP will be allowed to resume copying after a group of their staff or volunteers is selected and receives adequate training on inputting proper coding for color copies vs black & white copies on the copier.

Stewardship Update:

Brenda S.

- 48 pledges ahead of last year at this time.
- 275 members have provided estimates of giving totaling \$883,107
- Brenda will run a report to determine exactly how many potential pledgers remain compared to last year and forward this report to the team by Monday, November 18th.

Habitat for Humanity – Interfaith Build:

Diane P.

- Last year's Interfaith Builds went so well, that Habitat for Humanity is looking for additional participants such as First English to join in the effort in 2014.
- Habitat requests a financial contribution of \$5k or additional in-kind services (such as plumbers or electricians) and 20-25 participant workers.

- Diane will contact the Social Outreach committee for a budget line item contribution in 2014 and will apply for funds from the Live Your Call budget.

2014 Budget – Secondary Review:

Brenda S. / Dean H.

- Lay staff salary recommendations from the HR committee will be reviewed by the Executive Committee mtg on 11/19. They will pass on their recommendations to the Support Ministry Team.
- Brenda will provide the Support Ministry Team with a summary of salary and benefit projections for the 2014 budget from the recommendations of the Executive Committee.
- Support Ministry Team will meet on Wednesday evening, 7:30 pm, November 20th, to review the entire 2014 budget and develop recommendations to the Council, which meets on Monday, November 25th.
- Total offerings for 2013 were estimated to come in at \$1,136,000 based on YTD offerings compared to 2012.

- Based on rough estimates of income and expenses for 2014, there appears to be a significant revenue/expense gap to bridge which will need to be addressed once we have the salary and benefits projection for the 2014 budget.

**Next meeting (special session – budget planning only):
Wednesday, November 20th @ 7:30 pm Downtown Site, Office**

Devotions for the December meeting to be lead by Don

Meeting adjourned: 8:50 pm

Dec. meeting: Monday, December 16th @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby