

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, April 15th, 2014

ATTENDEES: Dean Haas, Don Kirby, Bob Damon, Diane Putzer, Brenda Smongeski, Steve Uslabar, Mark Gebert, Keith Lenaburg

Guests: n/a

Not Present: Pete Vandenberg, Cindi Schwab, Mike Koester, Kay Eggert

Items that may require council action:

- n/a

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

Meeting called to order at 6:32 pm.

Steve U. offered opening devotions, in place of Mike Koester, followed by sharing of blessings & prayer requests by the members.

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meeting March 18th, were approved as reviewed previously, on-line. Motion by Diane, seconded by Bob, approved unanimously.

Additions to the agenda:

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Property Oversight Sub-committee update: Brenda S. / Dean H.

- Latest meeting update: no meeting since last SMT meeting.
- Rich Erickson shared with Dean that there is a new leak in the City Park entryway at the DS. There is a roof valley in that area, and it will be inspected, tomorrow. Another leak was found outside 218, Bob and Rich explored the issue, and found a leaking roof drain pipe, which will need to be repaired.
- Pfefferle Management update: they found a serious issue with the HVAC, at DS, which will need to be fixed prior to starting the system for the summer. Repair expected to be about \$4000. Boiler repairs discussed at SMT meeting last month, were completed today. All 3 boilers have now been repaired.
- Capital improvements for 2014:
 - DS Kitchen remodel committee, Margaret Zweig involved, no activity yet.
 - Cold air issues in NS kitchen due to open door to mechanical area above – a building design flaw. Property over-site team will be asked to research what might be done to install an additional heater in this area so the door to the exit area can be closed. No action on this yet.
 - Additional door damage at the NS was discussed, and seems to be outside of the scope of what Dale could attempt to repair. Brenda will be contacting a repair vendor again on this issue.
 - Hearing loop was installed today at DS, will be available for use on Easter Sunday. One personal listening set is currently available, for those who don't have a telecoil in their hearing aides. Currently, pastor's or lecturn microphones are the only sounds that will come over the system, not responses from the congregation, ambient sounds, etc.

- Technology update: cable TV update: all companies are trying to get out of the business of community service channels, its not likely that we'll ever return to the previous arrangement..
- Brenda reports that Rich allowed the renter a two week extension, to May 15th, as he is having trouble finding a new place. A brief discussion ensued, regarding the potential demolition of the current home, and various drainage issues surrounding the property, including whether a holding tank of some kind, to catch storm runoff, might be a part of the plan during the removal of the basement.

Fundraising for the SE Entrance to DS repair project: Dean H.

- Display boards: "step up to the challenge" concept shared by Brenda, Bob has pictures prepared to enhance this effort.
- Mark offered to talk with some stone masons in the area, to better determine what steps might be necessary, for interim repairs, etc., and what those costs might be.
- No change: Formation of fund raising committee – we need to search for someone with a passion with this project. Perhaps someone could begin a "challenge match grant" type of an opportunity.
- No change: Although the SMT has been doing the preparatory work for this project, the team has determined that this project should not be the strict domain of the ministry team, and a separate team of volunteers is needed, to lead this informational and fundraising effort.

2012/2013 Fiscal Audit: Dean H.

- Dean shared several new members of the audit team: Ginny Mendoza, Dan Baumbach, Nancy Ashland, and Gloria Gillis. In late April, there is a meeting with Amy Henselin, to review past practices, and review the audit plan with the incoming volunteers.
- He has requests for bid out to two accounting firms for an outside audit, which would have an expense line of \$5,000 to \$10,000. These are expected in May.

Treasurer's Report/Financial Update: Dean H. / Cindi S.

- Offerings fell well short in late March, coming in more than \$26,000 below budget for those weeks, wiping out our positive progress, thus far. We're now about \$10,850 below budget, YTD.
- General (cash) checkbook balance is \$86.9K, at month's end.
- Snow removal is over budget for the year, as of March, and there is no cushion remaining from previous year's savings.
- Natural gas expense is at \$17,000, on a budget of \$20,000, for the year. Issue is understood.
- Echoes' had another tough month, and continues to lose money, ending more than \$4700 in the negative, for the year to date.
- Copier expense is approaching half of its annual budget figure already, as well. One to watch.
- Bob D. moved to accept the Treasurer's report, seconded by Diane P., and approved unanimously.
- Review FELC Policies & Procedures: Brenda S.
- Many policies date back to 2006-2007, Brenda presented the Gift Policy and the Finance/Cash Management Policy, for review, to be discussed during the next meeting...

Devotions for the May meeting to be lead by: Steve U.

Balance of 2014: June = Don, July = Pete, August = Diane,
September = Dean, October = Cindi, November = Bob, December = Don

Meeting adjourned: 8:11 pm

Next meeting: Wednesday, May 14th @ 6:30 pm: Room 110 D.S.
Note: special date, and tailgate supper will be served prior to the meeting!

Respectfully submitted by: Don Kirby