

# FELC Ministry Team Minutes

**Ministry Team:** Support

**Meeting Date:** Tuesday, August 19<sup>th</sup>, 2014

**ATTENDEES:** Brenda Smongeski, Steve Uslabar, Don Kirby, Bob Damon, Keith Lenaburg, Pete Vandenberg, Dean Hass, Mark Gebert

**Guests:** n/a

**Not Present:** Mike Koester, Cindi Schwab, Kay Eggert, Diane Putzer

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 6:42 pm.

Bob D. offered opening devotions, followed by sharing of blessings & prayer requests by the members.

Don K. acted as recorder. Dean H. acted as Chairman.

Minutes from the meeting July 22<sup>nd</sup> meeting:

All

- approved as reviewed previously, on-line. Motion by Bob, seconded by Steve, approved unanimously.

Additions to the agenda:

- Memory Tree update

Property Oversight Sub-committee update:

Brenda S./Bob D.

- No meeting since our last meeting.
- Discussion of Jean M.'s e-mail inquiry regarding the DS Kitchen remodel committee. A needs study is the next best step.
- Window replacement, DS: 2 more quotes are expected, 1 has been received. Residential grade bids are being explored now, vs. the commercial grade reviewed in previous quotes. The window project is currently being "held", as we wait for the financial position of the church to improve with increased offerings.
- The contractor for the demolition of the Skowen property would not extend the terms of his bid, but assured Brenda that any price increase, after early September, would be very small, in his estimation.
- Rich attempted to turn off the gas in the property, but could not, due to old equipment. Brenda will call the utility to have the shut-offs done.

Fundraising fo the SE Entrance to DS repair project:

Brenda S.

- No further action in this area, to date.
- No action yet on this topic, by the Arts & Environments Committee, which would need to approve the design of the displays and informational pieces that we've discussed, back in March and April.
- Brenda will reach out to the leaders of this group, to ask them to meet and take up the issue, so it can begin to move forward.

2012/2013 Fiscal Audit:

Dean H.

- Dean got an e-mail from Dan B., now that summer is over, this group will be moving forward more rapidly now, to get this task accomplished.
- Dean received a bid for \$2500, for an outside audit that appeared to invest approximately two days.

Annual Giving Campaign:

Brenda S.

- “Living Abundantly” – Weekly themes; *Count Your Blessings, Express Gratitude, Practice Generosity*
- Less mailings this year/no skits this year
- Local community leaders will be invited to address the congregation, re: practicing generosity
- 3 presentation Sundays this year: 10/5, 10/12 and 10/19 (Consecration Sunday)
- Brenda shared examples of a similar approach that was used at a church in the Twin Cities.
- The team meets again next week.

Treasurer's Report/Financial Update:

Brenda S./Dean H.

- Member pledged offerings are below budget (48+%) currently, additionally, shortfalls in the unpledged offerings, and other categories have us well below income projections, for the year to date. Currently, we are \$89,986 below budget for offerings, YTD.
- Net income, year to date is (\$94,678), as of 7/31/14. This is a serious deficit. The group discussed the average summer attendance, with 150 less worshipers on any given Sunday compared to last summer's attendance.
- General (cash) checkbook balance is \$28.6K, at month's end. This is less than our monthly expenses, and adjustments will need to be made to avoid utilizing our credit facility.
- Echoes lost \$391.77, from their operations during the 5 week period. Their loss is (\$3,334) YTD, vs. an expected income for the year of \$10,000.
- Additional Capital Appeal funds continued to roll in, during July, Cindi will make another transfer, shortly.
- The group discussed the Echoes situation at length, Pete shared that he'll be inviting the Echoes board to come and discuss the future options for the operations, with the church Council, at the September meeting.
- Bob D. moved to accept the Treasurer's report, seconded by Pete V., approved unanimously.

Memory Trees update:

Brenda S./Dean H.

- Brenda shared the quality control problems with the first batch of engraved leaves, which have just been rectified, the first effort was unacceptable.
- Pete requested a volume of brochures for the NS, so he can prepare a brochure holder, to make the information readily available to parishioners who have inquiries...
- Don still owes Brenda a new picture or two, to finish off the images in the brochure. Need action asap!

Review FELC Policies & Procedures:

Brenda S.

- Following a brief review, Steve U. made motion to maintain the Gift Policy, seconded by Bob D., approved unanimously.
- Following a brief review, Don K. made a motion to maintain the Stewardship Management Policy, seconded by Steve U., approved unanimously.
- Brenda shared her concerns with an aspect of the Finance/Cash Management Policy, which requires 2 signatures for checks in excess of \$5000. There is not a written exception for several recurring expenses, which we don't normally use 2 signatures for. Brenda will write a revision of this policy for next month, for review, with the expectation for a motion to approve, at that time.

The meeting concluded with Brenda sharing some highlites from the second phase of her training in Minnesota, which occurred in June, as well as a simul-cast presentation by Willow Creek that she attended in the last week, and her recent selection to Leadership Fox Cities, with tuition paid in part by an FELC “Live Your Call Grant”.

Final note: The Trust Committee met last week, and there are several ammendments to documentation which needed to be accomplished, with the change to the Community Foundation, etc.

Devotions for the September meeting to be lead by: Dean.

Balance of 2014: October = Cindi, November = Diane (switched), December = Don

Meeting adjourned: 8:26 pm

**Next meeting: Tuesday, September 16<sup>th</sup> @ 6:30 pm: Room 110 D.S.**

Respectfully submitted by: Don Kirby