

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, February 18th, 2014

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

Guests: Sara Snyder, Rich Erickson

Not Present: 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 6:30 pm.

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meeting January 21st were approved as reviewed previously, on-line.

Additions to the agenda:

- CCP color copy repayment discussion
- 2014 Summer Intern project idea discussion
- Wi Fi thermostat at NS
- Echoes net income distribution
- Support MT meeting day change discussion

Property Oversight Sub-committee update: Bob D. / Dean H.

- The group elected to get started on projects from the priority list of capital projects and repairs, including getting quotes on DS windows, and engaging a vendor for lamp replacement in the NS Sanctuary and Gathering Area.
- Brenda will give the tenant in the Leone Skowen house notice that they will have to vacate by May 1st because of possible demolition of the house for parking.
- Bob will begin researching the expense of adding a hearing loop to our current audio systems, to assist those who are hard of hearing. This hasn't yet appeared on a priority list.
- Computerized thermostat controls have been installed at NS. Bob and Brenda have access, currently, plus the vendor.
- Dean reached out to Margaret Zweig and Jean Monson to assemble a volunteer committee to begin the design aspect of the kitchen remodel project at the DS.
- Rich E. shared the concerns about the significant roof leak, due to deep snow, found at NS

Fundraising for the SE Entrance to DS: All

- Dean indicated he would ask contractor Mike Milbach to obtain renderings of the proposed renovation project, which will be used in the fundraising effort.
- Discussion of fundraising plans for this effort, tabled until next meeting.

2012/2013 Fiscal Audit:

Brenda S. / Dean H.

- Dean indicated that he will draft a letter to be sent out by FELC staff to members who have a jobs related to accounting or finance. This letter will invite them to become members of the FELC audit committee.
- Dean will contact a couple of CPAs that have been recommended to him to obtain bids for an outside audit of the FELC funds.

Treasurer's Report/Financial Update:

Dean H. / Cindi S.

- Offerings came in strong in January, more than \$19,000 over budget.
- General (cash) checkbook balance is roughly \$162.7K, at month's end.
- The designated funds accounts for the proceeds from M/H Trees and continuing capital appeal proceeds will be added to our monthly reporting detail for a good reference.
- Echoes' had a rough month, ending more than \$3800 in the negative.
- Pete V. moved to accept the Treasurer's report, seconded by Bob D., and approved.
- CCP reimbursement for color copies update: Dean shared a letter received from Don Monson suggesting a 50% settlement of the outstanding balance. A motion was made, and seconded, to accept the proposal, this passed unanimously. Cindi will write off the balance of the accounts receivable for these copies. Brenda will coordinate the training on the new copier, which will arrive next month, to ensure all parties are familiar with its operation, to avoid future problems.
- Bob D. made a motion to apply the remaining January 2014 and future receipts from continuing capital appeal donations to the Ida Street house mortgage principal until it is paid in full. Seconded by Mike K., motion approved unanimously.

2014 Summer Intern Project Opportunity:

Dean H. / Don K. / Brenda S.

- The group discussed various ideas that interns might apply their time to, for this coming season.
- Brenda will have discussions with staff and the Intern Enrichment Ministry team to ensure that they provide adequate communication of the projects that the interns will be assigned and which projects will not be started this summer.
- Don will begin circulating an email to capture some of the Support MT ideas, to be shared with the Intern Enrichment team.

Stewardship Update:

Brenda S.

- Brenda will be e-mailing the latest stewardship report to SMT members, this week.

Make An Impact Basket Donation:

Dean H. / Brenda S.

- 1st idea – a “state park” themed basket, including entry sticker
- 2nd idea – during the Council executive committee meeting, someone suggested that Support MT could purchase a \$100 M/H Tree leaf, which could then become part of a basket, or an auction item, with whatever proceeds are made, going towards the intern program.
- The second idea was approved unanimously, and several members paid Brenda S. for their share of the leaf. At ten members of the MT, the rate would be \$10 each.

Memorial/Honor Trees Update:

Don K.

- Staff have all of the rough drafts for the marketing/support pieces for the M/H Tree program. As priorities allow, they'll be reworking these drafts into their final forms.

Discussion of meeting day for Support MT:

Dean H./ Pete V. / Don K.

- As Dean/Pete/Don all have Exec. Comm. meeting at 5pm on the 3rd Tuesday of the month, it was discussed whether Support MT could also meet on this day, at the regular 6:30 time.
- Following a discussion of the pros/cons, it was **decided to move to the 3rd Tuesday** for Support MT. **Update:** originally, this would mean a move to Room 112 on Tuesday night. However, Brenda has made changes to allow the Support MT to continue to use Room 110 DS, and the ESTHER Transportation Task Force will move to Room 112, instead.

Devotions for the March meeting to be lead by: Kay E.

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

Meeting adjourned: 7:45 pm

Following the close of the meeting, several members of the group went to tour the rooms under the SE Portico area, (DS) to review the construction drawings for this proposed project area, and better understand the area in the scope of work.

Next meeting: Tuesday, March 18th @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby