

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Monday, December 16th, 2013

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

Guests: n/a

Not Present: Mike Koester, Cindi Schwab

Items that may require council action:

- Final 2014 budget draft

Items that may require budget/finance coordination:

- See above

Ministry team minutes:

Meeting called to order at 6:38 pm.

Don K. shared devotions, & the group shared blessings and requests for prayer.

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meetings on November 11th, and 19th were both approved as read.

Agenda additions:

- CCP Daycare color copy unpaid invoice update

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

- A priority list from the last meeting of the POC, were distributed.
- Top priority on the list would be to begin replacement windows for DS offices, estimates for this job will be sought, starting early next year.
- Water leaks are believed to be fixed at the DS, and the repair team has visited the NS, and done caulking and other repairs.
- Tile damage in the sanctuary at DS is being repaired 12/17, the vendor will also review and possibly address other tile damage in the gathering area.

2012 Fiscal Audit: Brenda S. / Dean H.

- Jean Marie Hinds starts tomorrow on the audit, and will be joined by Gloria Gilles.

Treasurer's Report/Financial Update: Dean H.

- General (cash) checkbook balance is roughly \$64.7k, at month's end – this balance is very low, as our net expenses are more than \$80k each month.
- Net income, YTD is (\$82,138). This position is significantly worse than last year when it was (\$27,164). The difference appears to be due to the negative performance of Echoes (\$22,000 less net income than 2012), the reduction in Thrivent Choice monies received (\$10,000 less than 2012), and a temporary bookkeeping issue of moving designated funds \$11,000 to the general account, to cover additional expenses from the TV equipment upgrade done at DS. (TV equipment funds were moved already in December per Brenda)

- Capital appeal checkbook balance is \$80,946.
- Offerings are positive through November, \$61,346 above last year and \$16.5k above budget, YTD.
- Thrivent Choice funds: an opportunity for Stewardship: need to determine when and how we should best inform our members of the opportunity to designate their funds to FELC. How does this program work, who should we contact, and how can we return to a 2012 funding level... Brenda will pass this potential task on to the Stewardship team.
- Echoes' had another good month: Net income for the month was \$4271. YTD profit = \$8638.
- Brenda will discuss the budget overages currently being run by several ministry teams, and have them make a report on the current status for these issues.
- Motion made by Bob D. to pay back the "internal loan" with 1% APR interest from the designated funds account using funds from the Capital Appeal checking account. Seconded by Steve U. Motion approved, unanimously.
- Steve U. moved to accept the Treasurer's report, seconded by Bob D., and approved.

Agenda addition: CCP Daycare Color Copy Expense: Brenda S.

- Update: no one from CCP has come forward for formal training on the copier, and the daycare has not paid their outstanding bill for copies.
- The subject was discussed, at length, by team members, to help determine a path forward.
- Dean will reach out to Don Monson, to resolve the billing prior to 12/31/13.

Stewardship Update: Brenda S.

- 51 pledges ahead of last year, currently.
- 337 pledgers have committed to \$953,139 for 2014.
- We are still approximately \$100k short of our \$1.06M budgeted goal for pledged contributions

2014 Budget – Final Review: Brenda S. / Dean H.

- Dean reviewed each change made since our 11/19 meeting, to the budget draft, with the team discussing each line item.
- Steve U. made motion to present the budget, as written to Council, tomorrow night, seconded by Kay E. Motion was carried unanimously.

Memorial/Honor Trees Update: Don K.

- NS unit is installed, DS unit will be installed on Friday, Dec. 20th.
- Initial draft of an informational 3-fold brochure has been vetted, will be addressed by staff in early January, to bring it up to FELC presentation standards.
- An article, detailing the project, was submitted last week for the January newsletter
- Further support documents, informational items, are being created yet for handouts & FELC.com
- Don will be presenting on the M/H Trees, at the Annual Meeting, 2/9/14.

Devotions for the January meeting to be lead by Bob D. Balance of 2014 to be split out, at the next mtg.

Meeting adjourned: 8:40 pm

Next meeting: Tuesday, January 21st @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby