

Ministry Team: Support
Meeting Date: Tuesday, January 21st, 2014

ATTENDEES:

Dean Haas
Don Kirby
Bob Damon
Diane Putzer
Brenda Smongeski
Pete Vandenberg
Cindi Schwab

Guests: Mike Milbach, Ken Affeldt

Not Present: Kay Eggert, Steve Uslabar, Mike Koester

Items that may require council action:

- n/a

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

Pre-meeting presentation:

Mike Milbach gave a detailed review of the two options and their sub-options, for the proposed remodel of the stonework, steps and portico for the SE entrance area of the DS.

- Option 1: \$189,316 is the estimate for this option, which would include a large open porch area on each side of the entryway into the church.
- There is a sub-option of \$3,600 additional, if more work is needed to an underground slab – this wouldn't be known, until it was exposed and reviewed
- Option 2: \$144,656 is the estimate for the option which would create two garden areas for each side of the entryway into the church.
- There is a sub-option for \$11,400 additional cost to remove two of the underground rooms under the western side of the porch area.

Design and engineering cost of \$7,500 should be added to either option. Plus a 10% contingency for each option would bring the total rough estimates to \$230,000 for option 1 and \$178,000 for option 2.

Meeting called to order at 6:54 pm.

Bob D. shared devotions, & the group shared blessings and requests for prayer.

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meeting December 16th were approved as reviewed.

Additions to the agenda:

- Make An Impact donation discussion
- Letter to friends of FELC from the Treasurer: draft
- Annual meeting report updates
- Discussion of neighborhood property issues

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

- Brenda shared an updated priority list of capital projects and repairs, from their meeting that occurred last night.
- Top priority on the list would be to begin replacement of windows for the DS offices, estimates for this job will be sought, starting as soon as next month. Second priority will be to replace NS Sanctuary lamps that are burnt out, including the spots above the altar area and some fluorescents elsewhere.
- Pfeferle staff, who provide monthly maintenance checks per a contract, will coordinate their inspections with Dale Ruud's schedule so he can complete as much of the recommended maintenance as possible.

- The POC suggested that the stove & kitchen remodel project at the DS be moved to the Capital Project list. The SMT discussed engaging Margaret Z. to help form a team to begin this journey, and we'll post an announcement in the bulletins, to attract other interested members.
- The group discussed several neighboring property issues, without any action.

Fundraising for the SE Entrance to DS: All

- Following a review of the details of the presentation from Mike M. the SMT recommended to pursue Option 1 due to the extensive on-going garden maintenance expense and possible increased potential for leaks into the basement from Option 2. Although the initial expense will be higher for option 1, on-going expenses will be much less than option 2. Option 1 will also preserve the historic appearance and function of the portico area.
- The group reviewed different concepts for fundraising. A group will be sought, to begin working on the fundraising effort, including how to utilize the memorial opportunity of such a project, into the appeal. Announcement of the creation of a team of members to work on this effort, to be made at the annual meeting, and to appear in the March newsletter

2012 Fiscal Audit: Brenda S. / Dean H.

- Additional audit assistance for Jean Marie Hinds was not obtained at the end of 2013. Jean Marie will not be available until May while she prepares tax returns this spring. She has agreed to obtain bids from outside auditors to do this work, which could run from \$3000 to \$5000. This cost was deemed to be more than what the SMT feels the 2014 FELC budget can support. Dean will take actions to find additional members for the audit committee after the annual meeting. Pete made the motion, seconded by Bob, to approve such a plan. Motion passed.

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

- General (cash) checkbook balance is roughly \$185,296k at year-end, which is well above the 2013 year-beginning number of \$160,676. Dean and Cindy shared the details of member contributions and expenses during December.
- Net income, at year-end is \$87 vs a budget of \$67. We made it!
- The available capital appeal checkbook funds were used to pay down the internal loan to \$4,700. In early January 2014 additional capital appeal donations were received to pay off that remaining balance.
- Echoes' finished with another positive net income month: Annual profit for 2013 = \$11,850.
- Pete V. moved to accept the Treasurer's report, seconded by Bob D., and approved.

Stewardship Update: Brenda S.

- Brenda will be e-mailing the latest stewardship report to SMT members.
- As of 12/31/13, 383 pledgers have committed \$979,404 for 2014.
- This amount is approximately \$80k short of our \$1.06M budgeted goal for pledged contributions

Memorial/Honor Trees Update: Don K.

- Both units have been installed at the NS and DS. A memorial "rock" for the donor of the DS tree will be ordered/installed soon.
- Initial draft of an informational 3-fold brochure has been vetted and will be addressed by staff in early February, (delay due to annual report work) to bring it up to FELC presentation standards.
- Additional support documents, informational items, are overdue, but Don should be able to work on them next week, following a peak in his personal work schedule.

Volunteer opportunity: Bob D. / Brenda S.

- Assemble the remaining sanctuary chairs stored in the NS basement
- Start at 8:15am on Saturday 1/25/14 (this weekend)
- Rich Erickson is heading this opportunity.
- There may be 86 chairs to assemble. It takes 30 minutes to build a pair! Bring a 10mm socket and driver.

Devotions for the February meeting to be lead by: Brenda S.

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

Meeting adjourned: 8:34 pm

Next meeting: Monday, February 17th @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby