

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, July 22, 2014

ATTENDEES: Brenda Smongeski, Steve Uslabar, Don Kirby, Bob Damon, Diane Putzer, Keith Lenaburg, Mike Koester, Pete Vandenberg

Guests:

Not Present: Dean Hass, Mark Gebert, Cindi Schwab, Kay Eggert

Items that may require council action:

- Troop 12 request to sell Christmas wreaths & swags, supported by the SMT...

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

Diane P. shared anecdotes from her mission trip to Romania last month...

Meeting called to order at 6:43 pm.

Pete V. offered opening devotions, followed by sharing of blessings & prayer requests by the members.

Don K. acted as recorder. Diane P. acted as Chairman.

Boy Scout Troop 12 – fundraising request review: (guest: Linda Hash-last month)

- This FELC-chartered Scout Troop is interested in selling Christmas wreaths and swags at both sites, in October
- the benefits of this effort would go to the general troop fund, which covers both training and capital equipment like their trailer, etc.
- the ministry team discussed this opportunity at length, reviewed the existing policy on fundraising, and determined that the group was in favor of this effort. The ministry team will forward this request to council for their consideration, with recommendation for approval.

Minutes from the meeting June 17th meeting: All

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

Additions to the agenda:

- Dean's discussion points (reference: Addendum 1)
- Habitat for Humanity: Diane

Property Oversight Sub-committee update: Brenda S./Bob D.

- The sub-committee recommends commencing with the demolition of the former Skowen house, with a current bid of slightly more than \$13,000, plus disconnection fees, and possible asbestos upcharges...
- Brenda discussed with the group the designated funds account #266, which contains approximately \$15,000, which could be applied to this project...
- Mike K. made a motion to proceed with utility disconnection, and to request an extension from the vendor for their quote, for 90 days to monitor 2014 income/expense ratio. Seconded by Pete. Approved unanimously.
- Given the reprioritization of capital projects, there would be no window replacement at the Downtown Site at this time.
- Barricade will be built/placed at the former entry to the Durkee Street property.
- No update on the heat/cooling in North Site mezzanine/kitchen area. Central Temp will be contacted for suggestions to improve this situation.
- Church Mutual, FELC's insurer, recently inspected our properties and suggested a half dozen action items to address for safety. Property Oversight will follow-up.
- No update on DS kitchen committee at this time.

Fundraising for the SE Entrance to DS repair project: Brenda S.

- No further action in this area, to date.
- Temporary repairs seem to have been successful. Railing repairs are still to be made.
- Display boards: no action yet, Arts & Environments Committee should become involved in this process now.

2012/2013 Fiscal Audit: Dean H.

- No update at this time.

Annual Giving Campaign: Brenda S.

- The stewardship team met last week, and had these directives:
- Less mailings this year/no skits this year
- Local professional will be invited to address the congregation regarding giving from gratitude
- Confirmed: 3 presentation Sundays this year: 10/5, 10/12 and 10/19
- The team will be meeting again the second week of August

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

- Member pledged offerings are below budget (43.7%) currently, additionally, shortfalls in the unpledged offerings, and other categories have us well below income projections, for the year to date. Currently, we are \$33,200 below budget for offerings YTD.
- Net income, year to date is (\$65,956), as of 6/30/14. This is a serious deficit, a financial position not seen in several years...
- General (cash) checkbook balance is \$59.1K+, at month's end, an amount which is lower than our typical monthly draw for expenses.
- With expense transfers to be made this month, from Designated Funds and others, the imbalance between revenue and expense will appear better in the July financials.
- The group discussed Dean's inquiries, (Addendum 1) in detail, and went through detailed expense discussions.
- The group asked Brenda to reallocate a drum purchase, back to the music team, rather than posting it to an equipment account.
- Echoes' basically broke even for the month, but is still "underwater" for the YTD.
- Brenda shared that Echoes has received notice that the owner of the strip-mall intends to utilize their space for a church sanctuary, and therefore, at some point in the future, we can expect to receive 60 days notice to vacate. The team discussed the necessary issues to be addressed, and the Echoes Board and Council will need to discuss what the future plans might be.
- Brenda has prepared the budget planning cycle, and will send it out, electronically. The other ministry teams will receive this in their August meetings.
- Don K. moved to accept the Treasurer's report, seconded by Bob D., and approved unanimously.

Habitat for Humanity Update: Diane P.

- Diane shared a concept for assisting the funding portion of this upcoming project, which FELC committed to previously, as a part of our partnership in the effort.
- Partnering with artists within the congregation, an effort to sell highly decorated "peace poles" will commence shortly, to help bring in the \$5,000 in funding, needed to fulfill our commitment.

Review FELC Policies & Procedures: Brenda S.

- Many policies date back to 2006-2007, and should be reviewed, to ensure they are still current. Brenda presented the Gift Policy, Stewardship Management and the Finance/Cash Management Policy, for review, to be discussed during the next meeting – tabled for our August meeting. Please review them, Brenda will re-send them to the team in her electronic message.

Devotions for the August meeting to be lead by: Bob.

Balance of 2014: September = Dean, October = Cindi, November = Bob, December = Don

Meeting adjourned: 8:16 pm

Next meeting: Tuesday, August 19th @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby

Addendum 1: (e-mail note to the ministry team from Chair, Dean H., on 7/22/14, due to his absense from the mtg)

Greetings Support Ministry Team;

It appears that offerings are continueing to come in below projections. Member pledge offerings are at 43.7% of the annual projection.

Net income is negative YTD as of 6/30/14 at (\$65,956). This is the most negative that I have seen at FELC for a number of years. This is affected by offerings below expectations, snow removal expenses +\$1,221; natural gas +\$4,322 and pastoral wages +\$6,878 above budget as of 6/30/14. Also, Echoes net income is at (\$2,942) which is less than the \$10,000 budgeted annual net income.

While some expenses are running below budget we will have to be cautious about expenses for the remainder of the year.

I recommend that we freeze expenses for the following items until offerings project to be near annual projections:

- 1) Capital/maintenance expenses above the on-going monthly maintenance expenses. This would include the window renovations and other major capital expenses.
- 2) Office/Computer purchases.

The following expense accounts should be verified for cost savings:

- 1) Copier service
- 2) Processing fees-Vanco Payroll (Can this be negotiated down?)

Questions:

- 1) The performance based salary pool of \$11,000 has not been allocated per my knowledge and will show up under Lay staff and pastoral wages. Is this the cause for the Pastoral wages above budget?
- 2) Have all reimbursements from the "Designated Funds" been transferred to the General Fund? (ie summer interns; Romanian trip; Nathan Birkholz lessons from AKSMA)
- 3) A drum set was purchased for \$200 and charged to the 658 account Furniture/Equipment. I think this should be charged to Acct. 530 or 531 Music

As a group, please put together your ideas on paper for an article in the next monthly FELC newsletter which informs our members of the current negative financial situation.

Thanks.

Dean