

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, June 17th, 2014

ATTENDEES: Dean Haas, Don Kirby, Bob Damon, Diane Putzer, Keith Lenaburg, Pete Vandenberg

Guests: Linda Hash

Not Present: Brenda Smongeski, Mark Gebert, Steve Uslabar, Mike Koester, Kay Eggert, Cindi Schwab

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 6:33 pm.

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

Don K. acted as recorder.

Dean H. acted as Chairman.

Boy Scout Troop 12 – fundraising request: Linda Hash

- the group 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 will float around some proposals among each other, to begin preparing a statement to potentially the existing policy on fundraising, to reflect an opportunity for those groups with an existing contractual relationship of one type or another... draft to be ready following our July meeting, for submission to council for their August meeting

Minutes from the meeting May 13th meeting: All

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

Additions to the agenda:

- n/a

Property Oversight Sub-committee update: Dean H.

- The group discussed Rich E's latest letter, which Dean had forwarded in advance
- Window replacement downtown – lowers are taking priority over upper windows.
- No update on DS kitchen committee at this time.
- Staff computer updates: all done.

Fundraising fo the SE Entrance to DS repair project: Dean H.

- Dean shared the success found by the temporary repair team. Some work needs to be done to the railings yet, the ministry team will do a quick site review, following the meeting tonight.

- Display boards: “step up to the challenge” concept shared by Brenda, Bob has pictures prepared to enhance this effort – no further update.
- No change: Formation of fund raising committee – we need to search for someone with a passion with this project. Perhaps someone could begin a “challenge match grant” type of an opportunity.
- No change: Although the Support Ministry Team has been doing the preparatory work for this project, the team has determined that this project should not be the strict domain of the ministry team, and a separate team of volunteers is needed to lead this informational and fundraising effort.

2012/2013 Fiscal Audit:

Dean H.

- Dean met with Dan Baumbach, who will be chairing this committee. They will be focusing on specific areas, and not necessarily recreate the work of the previous team.
- Dean received a quote from an outside auditor, who said that one day’s worth of testing and review could run \$2000-\$2500.

Treasurer’s Report/Financial Update:

Dean H.

- Offerings were down in May, with a result below last year, and leaving us well below budget, for the year to date.
we ended the period approximately \$9,000 over last year, year to date, but this leaves us about \$13,000 below budget for offerings YTD.
- General (cash) checkbook balance is \$175K+, at month’s end, which might seem to be in error, being much higher than expected, so Dean has a request in to Cindi for confirmation.
- Echoes’ had another month in the black, just slightly, but is still “underwater” for the YTD.
- The team discussed having Cindi move monies out of the designated fund account, to help cover the ongoing expenses of the intern ministry, over the summer, rather than doing a one-time reimbursement in September. Perhaps July 1st, August 1st, and September 15th, as an example. Dean will discuss with Cindi.
- Bob will contact Cindi for detail on the hearing loop installation. Report shows a deficit but project was supposed to balance out.
- Dean will find out the detail on #658 furniture & equipment, which appears to be well above budget, without explanation, year to date.
- The team discussed the general budget shortfall, year to date, and concerns surrounding this situation, particularly going into a “lean time” of the year for offerings. One opportunity discussed would be to delay certain capital purchases and repairs, until the budget appeared to be in better shape.
- Note: Thrivent Choice dollars are more than half way to budget this year, which is an improvement from the progress seen last year at this time.
- Don K. moved to accept the Treasurer’s report, seconded by Bob D., and approved unanimously.

Review FELC Policies & Procedures:

Brenda S.

- Many policies date back to 2006-2007, Brenda presented the Gift Policy and the Finance/Cash Management Policy, for review, to be discussed during the next meeting – tabled again to our next meeting, due to Brenda’s absence...

Devotions for the July meeting to be lead by: Pete.

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

Meeting adjourned: 7:58 pm The members moved to the SE Portico to review the temporary repairs...

Next meeting: Tuesday, July 22nd @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby