

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, March 18th, 2014

ATTENDEES: Dean Haas, Don Kirby, Bob Damon, Diane Putzer, Brenda Smongeski, Pete Vandenberg, Cindi Schwab, Steve Uslabar, Mike Koester, Kay Eggert, Mark Gebert, Keith Lenaburg

Guests: n/a

Not Present: n/a

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.

Kay Eggert offered opening devotions, followed by sharing of blessings & prayer requests by the members

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meeting February 18th, were approved as reviewed previously, on-line. Motion by Diane, seconded by Bob.

Additions to the agenda:

- Technology update – Bob D.
- Hearing Loop under Property Oversight
- Rearrange the agenda to wait out Brenda's arrival from NS...

2012/2013 Fiscal Audit:

Dean H.

- Dean indicated he has received 6 “no's” and 3 “yes's” to his 50 letters to members who have a jobs related to accounting or finance. He will be following up with the balance of the recipients. Jean Marie Hinds (tax preparer) and Cindy Gioffredi (former internal auditor) have also expressed an interest in helping on the audit.
- Dean will schedule a meeting to meet with Amy Henselin, to review past practices, and review the audit plan with the incoming volunteers.
- He has requests for bid out to two accounting firms for an outside audit, which would have an expense line of \$5,000 to \$10,000.
- Discussion surrounded the idea of whether we should even pursue an outside audit, given the expense, and the fact that the internal audit has been successful at addressing deficiencies. The team will reconsider this after the bids for an external audit are received. Expected completion date, by the new FELC member audit committee, if all goes as intended: August 31st

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

- Offerings came in well again in February, roughly \$9,170 over budget, YTD.
- General (cash) checkbook balance is \$102.4K, at month's end.
- Snow removal expense is running WAY over last year.
- Echoes' had a better month, than January, but still lost money, ending more than \$4000 in the negative, for the year to date.
- Cindi shared that we received a Capital Appeal contribution this week for \$23,000. These funds along with other contributions, total \$24,163, which will be applied to the Ida Street house mortgage to pay down principal.
- Bob D. moved to accept the Treasurer's report, seconded by Pete V., and approved unanimously.

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

- Latest meeting update: no meeting since last SMT meeting. Rich Erickson has written a "Live Your Call" grant request for the hearing loop project for the DS. One quote for this job has been received for the DS, for \$4200, with another expected. There are about 30 churches in the Appleton area that are already utilizing this technology.
- Pfefferle Management update: Dale spent his work time this month reviewing the mechanical equipment and facilities at both sites with the consultant from Pfefferle. They discovered a significant problem with one of the three boilers at the DS. The unit was shut down and parts have been ordered.
- Capital improvements for 2014:
 - DS Kitchen remodel committee, Margaret Zweig involved, no activity yet.
 - Cold air issues in NS kitchen due to open door to mechanical area above – a building design flaw. Property over-site team will be asked to research what might be done to install an additional heater in this area so the door to the exit area can be closed.
 - Ice build up at northwest entrance at NS – heat tape is working on roof to melt the snow but building roof design leads to large accumulations of snow in that area which may have to be removed manually each time snow builds up. Property Oversight team to continue to research alternative solutions.
 - Northwest entrance inner door frame at the North Site has been damaged due to excessive force-Brenda will contact Tri City Glass to repair.
- Brenda provided the tenant in the Leone Skowen house a notice, in person and via letter to vacate by May 1st to allow FELC to pursue other alternatives for the site.

Technology sub-committee update: Bob D.

- After two years in existence some of the original members of this sub-committee have left FELC, changed jobs or otherwise moved on. The current membership of the Technology Sub-Committee is as follows: Bob Damon – *chair*, Don Monson, Gary Haberland, Adam Thiel, Jerry Ader and Todd Wilson. Members of the committee have experience in computers, computer networking, telephone, sound and television.
- Current projects:
 - hearing loop for DS, in conjunction with Rich Erickson & Property Oversight team
 - assist the organist for weddings & funerals, to be able to see processions that begin under the balcony (Nathan Birkholtz)
 - office computer upgrade & migration for 2014
 - working to restore worship broadcasts to community access cable channel

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

- 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.
- Dean showed renderings of the proposed renovation project, created by Boldt Construction, which will be used in the fund-raising effort.

- Although the SMT 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.
- Following a discussion of the sort of people who will be needed to champion this project, some interim “next steps” were determined, to move the process along: Don will draft a potential article for the newsletter, detailing the problem, the action to date, and the desire to find volunteers to lead this fundraising effort, to tie in with 100th anniversary in 2016. This will need to be ready by mid-April. Bob will take additional photographs of the damage to the front steps and portico to support this informational approach. Brenda will ask the Property Oversight team to look into the current safety issues that exist out there, and recommend interim solutions. Dean will reach out to Terry Maves on the 100th anniversary team, and Brenda will work with staff to build the larger image displays, for both the DS and NS gathering areas. In this way, we’ll build awareness of the issue, in hopes of attracting volunteers to form up a fundraising committee.

Memorial/Honor Trees Update: Brenda S.

- Brenda showed the recently completed 3-fold brochures to the team, mentioning that they were available at the recent “Make an Impact” auction night. Our team’s “leaf” sold for \$120, a nice profit for the intern program. It, and perhaps another 5-8 leaves have been made ready for an order to be placed, shortly.
- Don will follow up with a couple of additional pictures for the brochure, one of the installed pieces at each site.

Devotions for the April meeting to be lead by: Mike K.

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

Meeting adjourned: 8:12 pm

Next meeting: Tuesday, April 15th @ 6:30 pm: Room 110 D.S.

Respectfully submitted by: Don Kirby