

**Ministry Team:** Support

**Meeting Date:** Tuesday, May 13<sup>th</sup>, 2014

**ATTENDEES:** Dean Haas, Don Kirby, Bob Damon, Diane Putzer, Cindi Schwab, Steve Uslabar

**Guests:** n/a

**Not Present:** Brenda Smongeski, Mark Gebert, Keith Lenaburg, Pete Vandenberg, Mike Koester, Kay Eggert

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 6:48 pm, following the pre-meeting “tailgate party”, that began at 5:30.

Dean offered opening devotions, in place of Mike Koester, followed by sharing of blessings & prayer requests by the members.

Don K. acted as recorder.

Dean H. acted as Chairman.

Minutes from the meeting April 15<sup>th</sup> meeting, were approved as reviewed previously, on-line. Motion by Diane, seconded by Bob, approved unanimously.

Additions to the agenda:

- Updates from the trust committee – Diane P.
- Contribution statements upcoming – note from Brenda...

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

- Latest meeting update: no meeting since last SMT meeting.
- Pfefferle Management update: they found a serious issue with the HVAC, at DS, which will need to be fixed prior to starting the system for the summer. Repair expected to be about \$3,500. Boiler repairs discussed at SMT meeting last month, were completed today. All 3 boilers have now been repaired.
- Window replacement downtown – Rich is seeking bids from contractors.
- NS door repair was done this week.
- Donated house demolition: The renter moved out on May 3. Rich is getting bids for demolition.
- Hearing loop results: installation is complete, funding gap of \$400 is yet to be found. Bob shared a breakdown of the expense factors for this job, and it is not clear just what this figure entails.
- Staff computer updates: P. Jeff has a new laptop, the balance will be installed this week. Bob explained an adjustment to the computer replacement schedule, which will result in Jean Monson having a laptop for her personal assignment, which will be a great upgrade in utility for her.
- Fundraising for the SE Entrance to DS repair project: Dean H.
- Display boards: “step up to the challenge” concept shared by Brenda, Bob has pictures prepared to enhance this effort – no further update. Don will talk to Heidi S. about the idea of a video for the “Jericho Masons”...
- Mark offered to talk with some stone masons in the area, to better determine what steps might be necessary, for interim repairs, etc., and what those costs might be. Update: while Mark was in Germany for work, the “Jericho Masons” appeared, and have begun tackling temporary fixes.
- 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 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.

2012/2013 Fiscal Audit:

Dean H.

- Dean shared several new members of the audit team: Jenny Mendoza, Dan Baumbach, Nancy Ashland, and Gloria Gilles. Amy Henselin met with a couple of the new members of the committee recently.

Treasurer's Report/Financial Update:

Dean H. / Cindi S.

- Offerings were improved in April, we ended the month approximately \$9,000 over last year on April 30<sup>th</sup> but this leaves us about \$13,000 below budget for offerings, 2014 YTD.
- General (cash) checkbook balance is \$90.4K, at month's end.
- Echoes' had an improved month, earning approximately \$1,600 for the five week month of April, but is still negative \$3,133 YTD 2014.
- Capital Appeal contributions have continued to roll in during April and into May.
- Don K. moved to accept the Treasurer's report, seconded by Steve U., 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 to next meeting, due to Brenda's absence...

Trust Committee Update:

Diane P.

- Diane participated in the Trust Committee meeting yesterday via conference call. After analysis and discussion of three investment advisor proposals, the Trust Committee voted to terminate the trust's arrangement with Thrivent due to the poor performance of the fund investments. The trust funds will be moved to the Community Foundation. Several FELC members are on the board of the Community Foundation, it is well established within the community, and can help the Trust Committee promote legacy giving to grow the trust fund.
- The goal is to have the funds moved over before the end of June 2014, to take advantage of the Community Foundation fiscal year starting July 1 with the new investment advisor.

Donor Statements:

Dean H.

- Statement will go out the week of May 19<sup>th</sup>, next Thursday. The group discussed some themes for this note, and Dean will float around a draft of this message, shortly.

Devotions for the June meeting to be lead by: Don K.

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

Meeting adjourned: 7:41 pm

**Next meeting: Tuesday, June 17<sup>th</sup> @ 6:30 pm: Room 110 D.S.**

Respectfully submitted by: Don Kirby