

# FELC Ministry Team Minutes

**Ministry Team:** Support

**Meeting Date:** Tuesday, October 21<sup>st</sup>, 2014

**ATTENDEES:** Pete Vandenberg, Don Kirby, Bob Damon, Keith Lenaburg, Dean Haas, Mark Gebert, Cindi Schwab, Diane Putzer

**Guests:** n/a

**Not Present:** Brenda Smongeski, Steve Uslabar, 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 6:44 pm.

Cindi S. 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 September 16<sup>th</sup> meeting:

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

Additions to the agenda:

- Discuss Dave Hind's "5<sup>th</sup> Sunday" proposal – Dean H.
- Addition of attendance and offering information to weekly bulletins – Diane P.

Property Oversight Sub-committee update:

Bob D.

- Summary of the meeting minutes from 10/20 were shared with the team:

## **DS Office Window Replacement**

Discussion bids for the replacement of the older windows in the Downtown Site office area. The bids ranged from \$24,000 to \$49,000 and varied in the number of windows to be replaced. The \$24,000 bid is to replace all windows with top of the line residential windows which have aluminum clad exterior surfaces and painted interior surfaces. The interior surfaces would need periodic finishing. The other bids were for replacement of just the lower office windows. We will consider this project for 2015.

## **Razing Durkee St House**

The razing of the Durkee St. house was the next item on the agenda. The house has been inspected for asbestos. Areas where asbestos was identified will be remediated in the first week of November. Habitat Restore will remove remaining salvageable items on October 27. Volunteers removed salvageable metal from the house and received \$790 for the scrap, \$150 for one of the hot water boilers. **Statewide Razing** will be hired to remove the house and fill in the hole hopefully mid to late November. A motion was made and to fund the razing of the Durkee St. house from the Designated Fund Maintenance account. Motion carried.

## **Annual Maintenance Items**

Brenda informed us that yearly maintenance has been completed on the elevator, the heating systems, and the fire inspection. Central Temperature will be completing some warranty work on the boilers Downtown.

## **2015 Maintenance Priorities**

- a) Caulk and paint the altar window at the Downtown Site.

- b) Replace the office windows at the Downtown Site. Consider replacing all windows and if that is not an option because of funding then definitely replace the windows in the first floor offices and then plan to replace the second floor windows in 2016.
- c) Refinish the interior wall column on the left side of the Sanctuary entrance, in the Sanctuary, at the North Site.
- d) ADA door at the North Site.
- e) Repair the carport Downtown.
- f) Have the Downtown steeple and chimney inspected to see if there is a need to tuck point either of those structures. If there is a need then plan for that project.
- g) Door security at the Downtown Site.
- h) Protective work on the stair railings Downtown.
- i) Provide a heat source for the "back hall" area leading from the kitchen to the west exterior door at the North Site.
- j) Clean the carpets at the North Site.

The committee will make a list of suggested projects that can be done by volunteers at both sites to help with maintaining both buildings. An example of a project is the cleaning and painting of the Narthex at the Downtown Site.

- Cindi was asked to check into the status of application for tax exemption on the former Skowen property. Even if the property is reduced to just a lot, we'll need to make application to get this adjustment made.
- Motion was made to approve the recommendation of the sub-committee, to raze the former Skowen property, using monies in the Designated Fund account #262. Motion by Bob, seconded by Diane. Discussion surrounded timing of this expenditure, the issue of property taxation, and having Don & Dean review any contract, prior to approval. Motion carried.

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

- Dean has an updated drawing, featuring the design elements as directed by the A & E committee, to present to whomever is going to take this role on.
- Bob suggested that George Fickau, the original "Jericho Mason", might be a good leader for this group, due to his passion for this issue. Fred Hauser was also mentioned as a potential fund-raising leader candidate. Dean and Pete may make an outreach to him.
- Pete will add the concept of creating a fundraising taskforce back onto the Council agenda for next week, with the idea that at least of couple of members of the A & E team would cross-function onto this taskforce.
- We still need to try to find a way to energize this project, very little progress has been made, since March/April on the issue, and we know that the repairs done, are of a very temporary nature.

2012/2013 Fiscal Audit: Dean H.

- Dean met with the team yesterday, as they had a very thorough preparatory meeting. Ginny Mendoza, Nancy Ashland, Gloria Gillis, and Dan Baumbach make up the crew.
- The group asked if they could skip the 2012 audit, but the SMT would prefer to at least have a "high level" review. Dean gave them guidance for what is sought from the group.

Annual Giving Campaign: Cindi S.

- Cindi shared the very early results from the pledges received, to date.

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

- Member pledged offerings are at 64%, unpledged are at 51%, loose plate is 62% of YTD goals. We would anticipate being at roughly 75%, after 9 months of the year.
- Net income, year to date is (\$93,091), as of 9/30/14. This is slightly improved to last month, in part, due to a large one-time annual gift, from sale of stock.
- General (cash) checkbook balance is \$30.7K, at month's end. The checkbook balance was down to \$2000, on one day during the month, according to Cindi.
- Echoes had a terrific five week month. Their loss is now only (\$343) YTD, vs. an expected income for the year of \$10,000.

- Expenses appeared to be in line, YTD, with good control seen in several areas.
- Dean requested an update on potential remaining capitol appeal pledges from Cindi, she will review this.
- Dean calculated that in March of 2015, the church mortgage will finally fall under \$2M.
- The group discussed the fees through VANCO for Simply Giving and other electronic giving. Dean requested a breakout of what the expenses are on this program.
- Bob D. moved to accept the Treasurer's report, seconded by Pete V. approved unanimously.

2015 Budget Planning Process:

Cindi S./Dean H.

- Total offerings YTD: \$812,086, through 9/30/14. \$331,500 would be Oct/Nov/Dec results from 2013.
- This projects a \$1,143,586 total income for 2014, a budget shortfall of \$157,000, to budget of \$1.3M.
- If a +12% assumption is applied to the final 90 days of 2014, the shortfall is still \$118,000 vs. budget.
- If we end the year at a total result of \$1.2M, Dean suggests that we consider budgeting based on a \$1.2M level for 2015. This would require budget cuts of \$100,000, as compared to the 2014 budget plan.
- Pete will reach out to Paul Schulz, Chair of the Echoes board, to find a time for himself, Don, and Dean to meet and discuss the future plans for Echoes, and the budget impacts of their operation for 2015.

Agenda additions:

Dean H./Diane P.

- Dave Hinds's 5<sup>th</sup> Sunday offering appeal:  
The group elected not to pursue the strategy, but did elect to add information on financial situation to the weekly bulletins. See next item.
- Addition of attendance and weekly offering to Sunday bulletins:  
The group discussed the parameters of how this information should be provided, and developed a plan to be tested.

Devotions for the November meeting to be lead by: Diane (switched).

Balance of 2014: December = Don

Meeting adjourned: 8:52 pm

**Next meeting: Monday, November 10<sup>th</sup> @ 7 pm: special session                      Room 110 D.S.**

**Regular meeting: Tuesday, November 18<sup>th</sup> @ 6:45 pm:                                      Room 110 D.S.**

Respectfully submitted by: Don Kirby

Treasurer Report  
September 2014

**FELC Operating Fund**

Checkbook balance	\$ 185,296	as of 1/1/14
Checkbook balance	\$ 30,768	as of 9/30/14

<b>Income</b>	<b>2014 Annual</b>			<b>75.00% YTD (9/30/13)</b>
	<b>YTD (9/30/14)</b>	<b>Budget</b>		
Offerings				
Member - pledged	\$ 683,023	\$ 1,060,000		651,986
Member - unpledged	96,476	189,000		107,700
Other contributions (loose plate & special)	32,587	52,000		34,781
	<u>\$ 812,086</u>	<u>\$ 1,301,000</u>	62.42%	<u>\$ 794,467</u>
Other Income	88,901	99,773	89.10%	77,012
Unbinding	-	-		4,046
Hearing Loop	4,170	-		-
Echoes (net)	(343)	10,000	-3.43%	(5,141)
Trust Fund Allocation	15,900	15,900	100.00%	17,000
From FELC Funds	10,500	12,000	87.50%	32,008
<b>Total Income</b>	<b>\$ 931,214</b>	<b>\$ 1,438,673</b>	64.73%	<b>\$ 919,391</b>

<b>Expenses</b>	<b>2014 Annual</b>			<b>YTD (9/30/13)</b>
	<b>YTD (9/30/14)</b>	<b>Budget</b>		
Support Ministry	\$ 683,821	\$ 927,718	73.71%	\$ 697,615
Hearing Loop (see income above)	\$ 4,200	\$ -		\$ -
Worship Ministry	11,025	19,545	56.41%	17,754
Invitation and Hospitality	3,194	9,400	33.98%	4,075
Unbinding	-	-		6,692
Congregational Life	14,884	22,300	66.74%	10,590
Learning Ministry	7,323	13,500	54.25%	7,727
Youth Connections	23,243	38,300	60.69%	21,974
Intern Enrichment Ministry	44,614	47,888	93.16%	42,519
Outreach & Social Ministry	24,957	42,360	58.92%	16,480
Synod Benevolence	51,550	105,640	48.80%	54,000
Church mortgage - Interest pmts	74,367	98,569	75.45%	77,650
Church mortgage - Principal pmts	73,476	98,555	74.55%	-
Ida Street House interest pymt	2,647	4,800	55.15%	3,478
Ida Street House principal pymt	5,003	5,400	92.64%	4,172
<b>Total Expenses</b>	<b>\$ 1,024,306</b>	<b>\$ 1,433,975</b>	71.43%	<b>\$ 964,725</b>
End of Year Balance Transfer	\$ -	\$ -		\$ -
<b>Net Income</b>	<b>\$ (93,091)</b>	<b>\$ 4,698</b>		<b>\$ (45,334)</b>

**Balances as of 8/31/14 (accounts 214.00 and 270.01)**

Capital donations (Jan - August 2014)	\$ 42,622	1/1/14
Capital donations (September 2014)	1,048	YTD (9/30/14)
Capital donations paid internal loan	(5,834)	YTD (9/30/14)
Capital donations paid to loan balance	(36,787)	YTD (9/30/14)
Balance to be paid out (acct 214.00)	1,048	YTD (9/30/14)
Designated Funds checkbook/savings balance	387,925	YTD (9/30/14)
Operating LOC balance	-	
FELC internal loan	\$ -	as of 9/30/14
Ida Street House Loan Balance	61,980	
Church Building Loan Balance	\$ 2,046,455	5.25%