

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, August 18th, 2015

ATTENDEES: Pete Vandenberg, Diane Putzer, Brenda Smongeski, Bob Damon, Mark Gebert, Steve Uslabar, Don Kirby, Colny Gretzinger, Dean Haas, Mike Koester

Guests: n/a

Not Present: Kay Eggert, Mollie Lescamela, Keith Lenaburg

Items that may require council action:

- SMT recommends the Council begin the process, as outlined in the church constitution, to sell the real estate property (home) on Ida Street. See approved motion. (repeated from June, for August agenda)

Items that may require budget/finance coordination:

- n/a

Ministry team minutes:

Meeting called to order at 6:45 pm.

Don K. acted as recorder. Dean H. acted as Chairman.

Bob offered opening devotions.

Additions to the agenda:

- update on planned giving campaign – Diane P.
- reaction to financial appeal letter – Diane P.

Minutes from the July 14th meeting:

All

- Minutes were approved as reviewed previously. Motion by Bob D., seconded by Diane P., approved unanimously.

Property Oversight Sub-committee update:

Brenda S.

- The group met about an hour before the start of this evening's Support session
- Waiting patiently for the new windows to be installed...
- Brenda shared the lighting updates from both sites, repairs & enhancements...
- The team discussed removing a couple of trees from the former Skowen property, to aid snow removal.
- Brenda shared updates on DS parking and loading zone changes...
- NS door issue was complicated with a volunteer's help, resulting in a voided warranty and a \$500 charge...
- Don shared a quick "no update" on the capital campaign process, approved by Council in late June...
- Ida Street house is being rented out again, with new conditions for the upcoming year...

Technology Sub-committee update:

Bob D.

- Cloud based shared file system has been implemented, linking both sites, as well as the cloud based backup system. The old server is off-line now and it, and its related materials will be disposed of, shortly... (the cloud system storage will have an approximate yearly expense of about \$120-\$150, currently)

Treasurer's Report/Financial update:

Mollie/Brenda S.

- Checkbook balance on 1/1/15: \$136,608 Checkbook balance as of 7/31/15 was \$45,011.
- Offerings YTD were \$659,330 vs. \$662,783 budget, and last year at this time of \$624,458. The Treasurer Report summary shows Net Operating Total Loss at (\$16,693) YTD Actual. This is \$16,693 better than budgeted, at this time, and \$99,636 better than LY, at this same time.
- Total expenses are currently below the budgeted plan by \$31,461, through the first 7 months of the year. (\$761,053 actual vs. \$792,514 budgeted)
- The internal loan balance to the FELC designated funds as of 7/31/15 = \$34,807.79 (capital donations of \$1,814 and budgeted payment of \$850 applied in July) FELC mortgage balance = \$1,961,692.
- The group discussed a few other detailed expense line items for which Brenda provided clarification.

- The Treasurer's report was approved unanimously.

Stewardship update:

Brenda S

- The new program for this year was shared with the group, including the gatherings and personal presentation and appeals...

Planned giving update:

Diane P.

- Diane shared the need for up to \$2,000 from account #261, for this group to be able to have unbudgeted funds for creating promotional materials for this effort. Motion by Steve U., seconded by Don K., approve unanimously.

Refinancing/repricing FELC real estate loan update:

Colny G./Brenda S.

- No further update. Colny committed to making an application to be made, in the near future.

Audit Report update:

Brenda S.

- Brenda has been unsuccessful at engaging a new leader for an audit team, despite several "asks".
- Colny shared the possibility of developing a cash monthly "self-audit" which could minimize or eliminate the need for an audit committee, including a monthly review of specific items by the Support ministry team. Colny spoke with Amy H., a subject matter expert on the topic, who provided examples of what could be done.

United Community Mission program update:

Brenda S.

- Brenda spoke with a contact person from the program, who suggested waiting until their platform is updated, as they currently only take Visa, where shortly they'll be able to take all four credit carriers.
- <https://www.ucmission.com> is the website, if you'd like to check them out...
- Motion by Pete V., seconded by Bob D., to direct any incoming funds from this program to mortgage debt reduction. Approved unanimously.

Amazon Smile:

All

- The group discussed at length this program, its benefits, and some first-hand experiences that team members have had. Bob made motion to register FELC, with Amazon Smile, with the proceeds directed to debt reduction. Seconded by Diane. Don and/or Colny will craft a message of the various ways you can "silent support" to FELC, by these methods.

Long Range Planning for Support Ministry Team:

All

- No update tonight...

Review of Policy & Procedures:

Dean H.

- Brenda did not finalize the Cash Handling policy update from last month. Brenda needs to talk with the ushers, and will bring her result back, for next month's meeting.
- Staff Member Expense Reimbursement policy discussion: the group began marking up a draft, from the previous edition provided by Brenda. She'll bring the updated policy, along with the referenced expense report, to our September meeting.

Devotions for 2015 schedule: January - Brenda, February – Pete (sub), March – Pete, April – Dean, May – Steve, June – Diane, July – Don, August – Bob, **September – Mark**, October – Keith, November – Mike, December - Colny

Meeting adjourned: 8:28 pm

Next meeting: Tuesday, September 15th @ 6:45:

Room 110 D.S.

Respectfully submitted by: Don Kirby