

# FELC Ministry Team Minutes

**Ministry Team:** Support

**Meeting Date:** Tuesday, February 17<sup>th</sup>, 2015

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

**Guests:** Colny Gretzinger

**Not Present:** 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 6:42 pm.

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

Pete V. offered opening devotions.

Additions to the agenda:

- Trust planned giving campaign & other trust discussion – Diane
- Echoes update – Brenda
- Grants reporting - Brenda

Minutes from the January 12th meeting:

All

- approved as reviewed previously, on-line. Motion by Pete, seconded by Brenda, approved unanimously

Property Oversight Sub-committee update:

Brenda

- LED re-lighting project at DS was completed today. Bulb expense was approximately \$1300, its not known if we may also have some installation expense, in addition.
- Future lighting projects were discussed briefly, as well as the idea of using a light meter to determine what the baseline (new) amount of light in the DS, to help gauge when future replacement will be needed.
- We've received a \$2700 refund from Pfefferle from work billed but not received.
- This team will be meeting yet, this month.

Treasurer's Report/Financial Update:

Brenda S./Dean H.

- Checkbook balance on 12/31/14 is at approximately \$136,000. with \$57,489 of accounts payable A/P. This compares to a checkbook balance of \$185,496 and \$52,694 of A/P on 12/31/13.
- Checkbook balance as of 1/31/15 was down to about \$83,000.
- Offerings were \$118,000 vs. \$114,000 last year, which is good, but we had \$15,000 more in "prepaids" than last year, so were it not for that, offerings would be down...2015 vs. 2014.
- Synod benevolence will be paid at the rate of \$6,000/month, through September, and then we'll do a reconciliation to see where we're at, vs. actual offerings, and adjust that rate...
- Capital appeals came in during the month, that \$1800 will be applied to the Ida Street house mortgage principal. The mortgage for the church properties will fall below \$2M, during the month of March.
- Following discussion, Dean asked Brenda to request an appraisal of the church properties, which can be acquired for no cost, from our insurance company.
- Brenda worked with our underwriters, to reduce our billing for property/casualty insurance from the initial of \$18,000, down to slightly more than \$15,000, much closer to our recent rates.

Echoes:

Brenda S.

- Brenda explained that the Echoes budget for January reflects the annual expense charge for property insurance and workers compensation insurance. She also reported that Pastor Quello is pursuing a lease of new space for Echoe's near Richmond Terrace. Finally, she shared the happy news that their board elected to make an outreach grant for a summer intern, who will do about ten hours/week as the outreach intern, at Echoes. They'll be sharing this announcement at the Make An Impact event.
- Brenda shared the whole lineup of Echoe's grants for 2014:

Fund an Outreach Summer Intern	\$3500
Grace Lutheran Church Food Program	\$ 500
Fox Valley Lutheran Homes	\$2500
Fox Cities Boys & Girls Club	\$ 500
Future grant \$'s deposited at the Community Foundation	\$3000

2015 Budget Update:

Dean H.

- Dean shared with the group a worksheet, to project offerings by the month. This will allow us to provide a more accurate estimate of budget to actual monthly during the year. Mike K. offered to work it, electronically, at home, and send out the results to the team.
- Reminder from last month: The group asked Brenda to work with a Realtor from our FELC membership, to have a market analysis done on the Ida Street house, so that the group could better discern whether a future sale option should be pursued.
- Update: The group asked Brenda and Cindi to create an accounting of the estimated rental value of the facilities which are used by various groups (without fee) for FELC's community outreach ministry. This will provide our members with a better overall view of FELC benevolence. This information should be cataloged in the annual report, this year, and on-going.
- Brenda shared a verbal overview of this accounting, which amounts to more than \$100,000 in value, she'll share the details with ministry team members, and the information will be in a future newsletter.

Audit Report update:

Dean H.

- Brenda reported that Dan Baumbach and his audit team have requested additional information for the audit which indicates that they are are progressing on the audit for 2012 and 2013.

Replacement for Treasurer:

Dean H.

- Colny Gretzinger has agreed to take over the roll as Treasurer for 2015!

Replacement for Cindi S, bookkeeper:

Brenda S.

- Advertising for the part-time bookkeeping position will begin on March 1<sup>st</sup>, with the goal of having a replacement in place, for mentoring with Cindi, by April 1<sup>st</sup>.

Review of Policy & Procedures:

Dean/Brenda

- The team would like to review a few each month, as we began to do last year.
- Brenda also reports that some are being reviewed in the audit, as well.

Trust Committee Update:

Diane P.

- Diane has taken over the role of Chair for the FELC Trust committee.
- The community foundation recently gave a presentation on future education opportunities to help build a greater planned giving awareness program this year, in concert with the FELC Centennial Celebration.
- Diane has begun to reach out to potential committee members to make this happen.

Grants updates:

Brenda S.

- Brenda shared the additional outreach grants made last month:

Schultz World Mission Fund – Support an Outreach Summer Intern	\$2500
Live Your Call Grants	
Sara Synder – Social Media Project	\$ 250
Brenda Smongeski – Leadership Fox Cities Project	\$ 250

Internal loan discussion:

Dean H.

- Dean brought up for discussion the concept of using an internal loan from the designated funds to pay off the Ida Street house loan of approximately \$55,000.
- Pete made a motion, seconded by Steve, to create an internal loan to pay off the Ida Street mortgage, paying 1% interest to the Designated Fund, to be paid off by August of 2017 (30 months from now). If the property were to be sold, the proceeds would be used to pay back the Designated Fund. The motion carried.
- Don made a motion and Diane seconded a motion to utilize funds from the following sources: M/H Tree, the capital appeal and Ida Street house rent to pay down the internal loan.

Make An Impact:

All

- The group discussed, and then elected to pursue the same program as last year: a shared donation of a \$100 leaf for the M/H Tree program, to be auctioned off at the event on the 28<sup>th</sup>. Everyone present chipped in \$10, and Brenda will take care of the arrangements.

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

Meeting adjourned: 8:16 pm

**Next meeting: Tuesday, March 17th @ 6:45 pm: Room 110 D.S.**

Respectfully submitted by: Don Kirby