

FELC Ministry Team Minutes

Ministry Team: Support

Meeting Date: Tuesday, May 19, 2015

ATTENDEES: Pete Vandenberg, Dean Haas, Diane Putzer, Brenda Smongeski, Cindi Schwab, Mark Gebert, Steve Uslabar, Colny Gretzinger, Keith Lenaburg

Guests:

Not Present: Don Kirby, Mike Koester, Bob Damon, 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 6:40 pm.

Mark G. acted as recorder. Dean H. acted as Chairman.

Steve U. offered opening devotions.

Additions to the agenda:

- n/a

Minutes from the April 21st meeting:

All

- Minutes were approved as reviewed previously. Motion by Steve U., seconded by Diane P., approved unanimously.

Property Oversight Sub-committee update:

Brenda S.

- The first of two concrete benches is in place by the Seeds of Grace garden at the DS. The the second bench will also be installed this month; both benches commemorate the two property donations.
- Soil and grass seed will be installed soon on the location of the former Skowen house.
- Rich will be contacting someone to look at our steeple at DS.

Valuation of Ida Street rental property update:

Brenda S.

- An independent market assessment on Ida Street property indicated a value of \$109,900 - \$114,900; Brenda shared details supporting the assesment.
- Steve U. will make inquiries regarding potential property tax liabilities for the Ida Street property, and whether it still qualifies as a "parsonage", with FELC staff living there. Target a decision in the next meeting to proceed with plans to list the property for sale this summer or not.

Outside group use of FELC facilities update:

Brenda S.

- Brenda shared a listing of outside groups that use our facilities along with specific, suggested and actual donation amounts. If fees were required, based on 2007 rates, income to FELC could be \$109,375. Actual donations amount to only 4% of suggested donations. Any required fee collections would count as taxable income, which would result in additional work for staff to process. It was suggested these non-collected fees and the associated staff and utility costs be communicated as benevolence if FELC continues the current policy. Dean plans to check with leadership of the 4-K program regarding possible ability to contribute.

Technology Sub-committee update:

Brenda S.

- Software upgrade is planned for 2 office computers.
- Brenda is investigating updates to the FELC phone system to add capability to transfer calls between DS and NS, given the expanded staffing hours at the NS.

Treasurer's Report/Financial update:

Colny G./Brenda S.

- Checkbook balance as of 4/30/15 was \$48,220.
- Offerings YTD were \$389,158 vs. \$408,156 budget, and last year at this time of \$389,019. The Treasurer Report Summary shows Net Operating Total at (\$10,513) YTD Actual. Unpledged giving is the greatest discrepancy, at about \$20,000 below expectations.
- Total expenses are \$7,048 below the budgeted plan through the first 4 months of the year.
- The group discussed a few other detailed expense line items for which Brenda provided clarification.
- Discussion continued regarding the \$70,000 bequest designated to the church. It was suggested this be used for identified capital improvements, unless a greater need exists for operating expenses later this year.
- The Treasurer's report was approved unanimously.
- The quarterly contribution statements and Treasurer's letter will go out on May 21, which will communicate a projected loss of \$62,370 by August.

Refinancing/repricing FELC real estate loan update:

Dean H./Brenda S.

- Dean reported on his discussions with Thrivent in regard to a mortgage finance fee that could be negotiable. More information will be available by the next meeting.
- Brenda also shared results of communications with the Mission Investment Fund, which offered 3.875% for 5 yr adjustable rate mortgage and a \$800+ prep fee. Other finance options did not appear feasible at this time.

Audit Report update:

Dean H.

- Dean will have more information in the next meeting; scheduling conflicts affected the audit team progress this month.

Staffing updates:

Brenda S.

- Mollie, our new bookkeeper, completed her first month, and Staff are very pleased with her quick adaptation to our systems.
- The team provided thanks and gifts to Cindi for her dedicated service as bookkeeper. The team wishes her and her family well in their new adventures in northern Door County.

United Community Mission program update:

Brenda S.

- Brenda is going to follow-up this week on the application process and has the approval from the last meeting to sign up FELC in UC Mission program.
- The team should decide and communicate the designation for this funding; capital improvements funding was suggested.
- Background:
 - This program would be a free new way to automatically donate a % of every purchase made at 180 area businesses with your existing credit card. This could complement the existing Scrip program. The % donated is similar to Scrip."
 - <https://www.ucmission.com> is the website, if you'd like to check them out...

Long Range Planning for Support Ministry Team:

- No further update this month.

Review of Policy & Procedures:

Dean H.

- Credit card policy was updated and approved.
- Cash collection policy was reviewed; Brenda will check the cash handling procedure and include that in this policy that will be renamed "Cash Collection and Handling Policy."

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: 8:30 pm

Next meeting: Tuesday, June 16th @ 6:45:

Room 110 D.S.

Respectfully submitted by: Mark Gebert