

# FELC Ministry Team Minutes

**Ministry Team:** Support

**Meeting Date:** Tuesday, September 15<sup>th</sup>, 2015

**ATTENDEES:** Diane Putzer, Brenda Smongeski, Bob Damon, Mark Gebert, Steve Uslabar, Don Kirby, Colny Gretzinger, Dean Haas, Keith Lenaburg, Mollie Lescamela

**Guests:** n/a

**Not Present:** Kay Eggert, Mike Koester, Pete Vandenberg

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 6:47 pm.

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

Mark offered opening devotions.

Additions to the agenda:

- n/a

Minutes from the August 18<sup>th</sup> meeting:

All

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

Treasurer's Report/Financial update:

Colny G./Mollie L.

- Checkbook balance on 1/1/15: \$136,608 Checkbook balance as of 8/31/15 was \$50,905.
- 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 **(\$9,268)** YTD Actual. This is \$49,685 better than budgeted, at this time, and \$119,612 better than LY, at this same time. Clearly, the expense controls put in place for this year, and the reaction to the special appeal letter, by the congregation – have combined to improve our financial outlook, after the first 2/3rds of this year.
- Total expenses are currently below the budgeted plan by \$49,038, through the first 8 months of the year. (\$872,590 actual vs. \$921,628 budgeted) However, the window replacement project has been completed, so that \$18,000 expense will fall into the September cycle...
- The internal loan balance to the FELC designated funds as of 8/31/15 = \$32,393 (capital donations of \$1,565 and budgeted payment of \$850 applied in August) FELC mortgage balance = \$1,953,030, as of 8/31/15.
- The group discussed a few other detailed expense line items for which Brenda provided clarification.
- The Treasurer's report was approved unanimously.

Property Oversight Sub-committee update:

Brenda S.

- The group has not met since last month's session.
- DS new windows have been installed.
- Snow plowing preparations and contracts are being prepared.
- The team discussed removing a couple of trees from the former Skowen property, to aid snow removal.
- Don shared a quick update on the capital campaign, approved by Council in late June, that Pastor Jeff is working on – fresh from the Executive Committee.
- Brenda will discuss with Rich E., Colny's suggestion of removing damaged railings from the front porch at DS.
- Ida Street house will be presented to the congregation at the next all-church meeting, requesting a vote to sell it off, with the proceeds being used to pay off its internal mortgage, and the balance used towards pending capital projects.

Refinancing/repricing FELC real estate loan update:

Colny G./Brenda S.

- Colny shared a discussion page, detailed various mortgage refinancing options.
- Following extension discussion, the group suggested to Colny that he make dual applications, one with a refinance only, and one with a refinance plus \$300k building project reference, to see what differences arise from the two options.
- During this discussion, Dean suggested that we offer to pay no more than \$5K in origination or refinance fees on any arrangement.

Audit Report update:

Brenda S.

- Brenda had no further options to offer on this issue and supported the process suggested a few months ago by Amy H. which was discussed at the June and August meeting.
- Colny will engage Amy H. to help Support MT document procedures to audit a portion of the church's financial workings, each month.

United Community Mission program update:

Brenda S.

- No change from last month.
- As discussed at the August meeting, Brenda spoke with a contact person from the program, who suggested waiting until their platform is updated in late fall, as they currently only take Visa, where shortly they'll be able to take all four credit cards.

Amazon Smile:

All

- No change, to date. Brenda will engage Amazon, to register FELC as a Smile beneficiary program.
- From last month's minutes: 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

- Don shared the topic, which might affect the title of SMT, but not really the working functions, which will be taken up by Council next week, as a part of a larger staffing and governance proposal that has been worked by a small group of Council members, & Pastor Jeff, since back in March.

Review of Policy & Procedures:

Dean H.

- Cash Handling policy was discussed. Motion to approve made by Diane, seconded by Bob. Approved unanimously.
- Staff Member Expense Reimbursement policy draft review: due to office remodeling, this item was pushed to next month's agenda.

Stewardship update:

Brenda S

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

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: 8:06 pm

**Next meeting: Tuesday, October 20<sup>th</sup> @ 6:45: Room 110 D.S.**  
**Special budget meeting: Wednesday, November 11<sup>th</sup> @ 6:30: Library D.S.**

Respectfully submitted by: Don Kirby