

# FELC Finance Committee Minutes

**Meeting Date:** 4/19/2016

**Attendees:** Bob Damon, Colny Gretzinger, Diane Putzer, Pete Vandenberg, Mike Koester, Keith Lenaburg, Dean Haas, Mark Gebert (council liaison), Brenda Smongeski (staff liaison)

**Absent:** Steve Uslabar

**Items that may require council action:**

- Mortgage refinance

**Items that may require budge/finance coordination:**

- none

## Ministry Team Minutes

**Meeting called to order:** 6:50 pm

- Dean acted as chair
- Bob offered opening devotion

**Additions to the agenda:**

- Personnel updates
- Arts & Environment updates
- Property updates
- Misc updates

**Minutes of the March 22, 2016:**

- Diane moved to approve. Second Pete. Motion carried.

**Property Oversight Report:**..... Brenda

- No meeting.
- Dean reported need for lawn repair at the NS after winter plowing.

**HERE Report:** ..... Brenda

- \$221,000 including \$97,000 in the bank.

**Technology:** ..... Bob

- Computers have been ordered and are in the process of being installed.
- Wireless access point replacement & upgrade done on two units
- Esther, at UCC, sponsoring electronics recycling on Sat, May 21. Info will be placed in the bulletin.

- **Best Buy** will take TV's and monitors under 32" for recycling at no charge. Electronics can be dropped off any time at both **Best Buy** and **Recycle ThatStuff** (on Linwood across from Aldi's).

**Application for Refinancing Mortgage:** ..... Colny

- Pete moved, Bob seconded, Option 4 to refinance with a 10 yr adjustable (5/1/26) at 4.0% w/refinance cap of \$10,000. Carried.

**Treasurer's Report:** ..... Colny

- Checkbook balance at 3/31/16: \$72,369
- Designated Funds Cash balance 3/31/16: \$520,469
- Loan balance to designated funds as of 3/31/16 – \$21,458
- FELC mortgage – \$1,891,428
- March operating profit of \$12,286 compared to a budget of \$28,677 and prior year net loss of \$5,249.
- Motion to accept treasurer's report, subject to audit, by Pete, seconded Bob. Carried.

**Request for Bank Services:** ..... Brenda

- Next month.

**Amazon Smile:** ..... Brenda

- Up and running.
- United Community paperwork in process.

**Personnel:** ..... Brenda

- Exit procedures being reviewed.
- Staff performance review process being reviewed.
- Purpose statement being worked on.

**Arts & Environment:** ..... Brenda

- Working on wish list for memorials.
- Working on purpose statement.

**Trust Committee:** ..... Brenda

- Final edits are in process for a new Planned Giving brochure and will be printed within the next month.

**Scout Charters:** ..... Brenda

- Charters signed for new Boy Scout and Cub Scout troops, formerly from Faith.

**Property Update:** ..... Brenda

- Heat & AC conversion being done early in preparation of 100th anniversary.
- Mulching & clean up going on.
- Ahern performed the sprinkler and alarm system recertification.

**Ida St House:** ..... Brenda

- Brenda working with a realtor on house sale. Goal of for sale by June.

**Policies & Procedures Review:** ..... Brenda

- FELC Computer and Software. Additional changes requested.
- FELC Security Policy. Several minor changes suggested.

**Financial Audit Procedures:** ..... Colny

- Colny will do the first run of monthly audits.

**Next Meeting:** 5/17/2016 @ 6:45 pm

**May Devotions:** Colny G

**Devotions for 2016**

March ..... Brenda S

April ..... Bob D

May ..... Colny G

June ..... Steve U

July ..... Pete V

August ..... Dean H

September ..... Mike K

October ..... Bob D

November ..... Keith L

December ..... Mark G