

## First Lutheran Community Church September 17 2020 Virtual Meeting Minutes Final

Attendees: Steve Atkinson (President) Sue Seidel (Vice President)  
Ryan Sjoberg (Secretary) Nancy Rollins (Treasurer)  
Pastor Adrian Bonaro Casey Nelson  
Sonja Miller Chris Billings  
Brenton Campbell Sarah Cook  
Paul Gaudette (CBA) Julianne Powelson  
Mary Benbow Suzanne Harvey

Absentees: None

Guests: None

1. CALL TO ORDER (President) 7:00 PM
2. OPENING DEVOTIONS (Pastor)
3. APPROVAL OF MINUTES FROM 20 AUGUST VIRTUAL MEETING DRAFT 2 (President).

**Nancy motioned we approve Draft 2 minutes from 20 August Virtual Meeting. Sonja seconded the motion. The motion passed by unanimous vote.**

### 4. REPORTS

#### **A. President**

- 1) Shed update: Roof is going up and progress has been good. Should be much better storage and more secure.
- 2) We received an offer on the Ministry Center, but that included a request for the middle parking lot. We turned that down, as we need the parking lot. Thinking through what that means, do we need to include the parking lot, but increase the price and include a lease for it? Possibly an easement in perpetuity? No updates since.
- 3) Council terms. Discussed how everyone is doing as we go past people's terms. It is getting wearing for some, but everyone is sticking it out.

#### **B. Pastor's Report:**

- 1) Discussion about resuming in person services. Labor Day could lead to a spike in cases, so we will wait 14 days after Labor Day to make a decision based on the trends at the time. An inside service would be short with no singing, and we might have an outside one. Video will remain the primary service.
- 2) The transformation team is almost done calling around.
- 3) New website is up. Kelly has been trained on it. Ryan to provide final versions of the minutes so Kelly can get them posted.
- 4) A lot is going on. Pastor is keeping up, but probably will not be adding on much more. He is getting lots of support though.

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- 5) Project Share is now a 501(c)3 organization. They have been focused on turning Camp Calvinwood into housing for the homeless. Project Share would be the new organization taking the lead on the tiny house initiatives. We have been asked to be an organizational member, meaning we would need some people to attend board meetings. That would give us a voice. No financial commitment would be required, and we do not think there would be any liability. The previous property off Salmonberry has not been able to overcome some initial issues, so the focus is on the camp. Some churches are considering membership, but most are hesitant to commit to anything during the pandemic. The property is promising, just a bit remote. One need would be for Kitsap Transit to provide bus service.

**Steve motioned to join as an Organizational Member. Chris Seconded. The motion passed by unanimous voice vote.**

**C. Treasurer's Report Note: *Included below are preliminary numbers as presented at the council meeting. Due to the complex nature of the Payroll Protection Loan, adjustments are anticipated.***

**1) PPP Loan:**

- i. We have used the full \$136,040 loan which we received. The majority of the money was used for payroll expenses in May & June - Church, Daycare and Preschool.
- ii. Sirena has worked to refine the adjusting entries required for the payroll which was processed. The changes that were made released money to be used for the electricity bill for August, and part of the July bill, resulting in an electricity credit on the August P&L.
- iii. Kitsap Bank is still waiting for the SBA to finalize the loan forgiveness details.

**2) FLCC:**

- i. Our members continued to give in August, though the amount was considerably less than prior months. General Giving was \$21,774.
- ii. The month-end General Fund balance was \$110,657 before Federal payroll tax liability of \$6,913.
- iii. With the PPP Loan fund paying most expenses in May & June, YTD General Fund income was \$51,968 more than Church expenses.

**3) Resource Coordinator Fund:**

- i. The RC Fund received \$127 in donations in August.
- ii. RC Fund sub-account balance was \$14,401 at the end of August.

**4) NADC - Noah's Ark Daycare:**

- i. August Daycare tuition income was \$48,503.
- ii. All Daycare employees received a temporary pay increase of \$4.00 per hour, paid in both May & June. The extra amount was reduced to \$3.00 per hour in July and August, and reduced to \$2.00 extra in September.
- iii. In August the Daycare paid \$14,428 to have the church building pressure washed and painted.
- iv. August had a net loss of \$21,332, and YTD net profit of \$71,499.
- v. At month-end, NADC had \$165,630 combined in checking and savings.

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### 5) NAPS - Noah's Ark Preschool:

- i. In August the Preschool received a small amount of Fall Registration income, and a Thrivent Choice donation.
- ii. Karen & Kit are planning for a fall "at home" program, with reduced fees. They will distribute the first "Bucket Bundles" on September 21. There are currently 11 students enrolled in the program, but Karen hopes to recruit a few more.
- iii. Obviously, payroll will be much reduced until the Preschool can resume in-person classes or small group play sessions.
- iv. The Annual Rummage Sale held over three weekends in August raised \$3,290.
- v. Karen is planning the annual Textile Drive, with delivery scheduled for December 10.
- vi. The Preschool had a combined \$48,798 in savings & checking at month-end.

### 6) FLCCW - First Lutheran Community Church Women

- i. August income of \$1.26 came from CD & savings interest.
- ii. The only expense was for soap for LWR personal care kits. This used the rest of the \$250 Thrivent Action Team Grant that we obtained in March.
- iii. Total assets are \$7,640 in checking, savings & 2 CD's.

### 7) Designated Funds:

- i. Coffee/Scholarship - Sent \$1,000 to Fresno Pacific University for Logan Anchick's scholarship.
- ii. Community Aid Fund
  - a. Received \$2,440 in donations.
  - b. Replenished Petty cash for gas money
  - c. Paid for tents & camping gear for the homeless.
  - d. Several individuals received help for expenses such as utility bills, auto title, apartment screening and partial car payment
  - e. The fund balance is now \$18,192.
- iii. Flooring Fund - Received \$102 in donations and Amazon Smile of \$79.36. Balance is now \$4,947.
- iv. Garden, Community - Paid for frost free faucet, plus thank you gifts for the Nelson's work to install a water system for the garden, and electrical conduit to the shed.
- v. Major Maintenance - Received \$99 in donations, plus the \$75 monthly transfer from the KMH lease payment. Balance is now \$15,074.
- vi. Memorials Special Funds - \$344 received in memory of Richard Weatherford.
- vii. Miscellaneous Pass Through
  1. Gifts for water fountain and water bottles covered total cost = \$1,627.
  2. Synod Tech Grant \$750 will be used in September for Adrian's new iPhone.
  3. Shed Fund had a deficit of \$323 at month end, but there have been additional expenses in September.

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viii. Youth Fund - spent \$120 on back to school kits.

**D. Additional Discussion:** From the Finance Committee regarding Designated Funds - Major Maintenance:

- 1) At the last Council meeting, we discussed whether we should transfer funds to cover “major maintenance” expenses, even when we have sufficient money in the General Fund to cover the expense.
  - i. By phone & email, I continued the discussion with the Finance Committee.
  - ii. I gave instructions to Sirena to transfer money from the Designated Fund to cover the expenses identified last month.
    1. Repairs to air handlers \$1,015.
    2. 5-year service of lower level sprinkler system \$1,446.
    3. Toilet replacement & plumbing service \$1,461.
    4. The transfers will be reported on the September financials.
  - iii. Recommendations to Council:
    1. Increase the minimum amount to be considered “major maintenance” from \$500 to \$1,000. Note that all the expenses itemized above are over \$1,000.
    2. Increase the monthly transfer to the fund to \$300 for the remainder of 2020. Current budgeted amount is \$75, reduced from \$250 because the lease would end in August. The base lease rate increased \$341 effective September 1. Net increase of the monthly transfer would be just \$225.
    3. Finance would like to see this fund eventually have \$20,000 available, but that is obviously a “long term goal.”

**Nancy Motioned to increase the major maintenance threshold to \$1,000. Chris seconded the motion. The motion passed by unanimous voice vote.**

**Nancy Motioned to increase the transfers to the major maintenance fund to \$300 a month for the remainder of 2020. Sonja seconded. The motion passed by unanimous voice vote.**

**E. CBA’s Report:**

- 1) Church was pressure washed and painted.
- 2) New shed roof is done.
- 3) New flower baskets were provided to the church by Mike Bacon.
- 4) Huge 3-day Homes of Compassion garage sale made around \$3,000.
- 5) A 2009 Honda Fit was donated to the church, with the only condition being that if the car was sold, half the money should go to the foodbank. The value of the car is estimated at \$2,400, so the foodbank would be owed \$1,200 if we sell the car. Corrine has offered to buy the car.

**Sonja motioned we sell the car to Corrine for \$1,200 and donate all the funds to the foodbank. Suzanne seconded the motion. The motion passed by unanimous voice vote.**

5. OLD BUSINESS (President): None

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6. NEW BUSINESS (President): None
7. FOR THE GOOD OF THE ORDER (President): None
8. ADJOURNMENT (President)

**Sonja motioned to adjourn the meeting at 8:00 PM.**

**Chris seconded the motion. The motion passed by unanimous voice vote.**

9. NEXT MEETING IS SCHEDULED FOR THURSDAY, 15 OCTOBER 2020, 7:00 PM, VIA ZOOM.