

First Lutheran Community Church November 19 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
Suzanne Harvey

Absentees: Mary Benbow

Guests: None

1. CALL TO ORDER (President) 7:00 PM
2. OPENING DEVOTIONS (Pastor)
3. APPROVAL OF MINUTES FROM 15 OCTOBER VIRTUAL MEETING DRAFT 3 (President).

Nancy motioned we approve Draft 2 minutes from 15 October Virtual Meeting. Sonja seconded the motion. The motion passed by unanimous vote.

4. REPORTS

A. President

- 1) Nothing new to report.

B. Pastor's Report:

- 1) Thanksgiving Eve (Eve) service will be on a Tuesday and be in partnership with three other churches, Elim, Spirit of Life, and St. Bede. Two Parking Lot services are scheduled for December. The COVID Kitsap numbers are not trending in a positive way and do not support safe indoor services at this time. Many people experienced audio issues during the last livestream service, so we will have to stick with pre-recorded videos as the "primary" service.
- 2) Project share is moving very methodically. Adrian has stepped back from the board after locating a suitable replacement, Fred Chang.
- 3) Working on an informal "low key" stewardship drive. We are seeing some potential deficits that we want to make sure are communicated. There will be a Google form so that physical packets are not needed.
- 4) Pastor has started recruiting for new council members in advance of next January. He has been speaking with former council members who could bring in experience since we have currently have many members who extended their terms due to the pandemic. Those that are not already "past due" come up in May. The synod has put out some guidance on how to do a remote congregation meeting –

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which we will need to hold elections and get the budget approved. Research is underway, but it will require significant effort.

- 5) Many Churches/Employers are allowing employees to roll over their vacation since it has been difficult to take this year.

Chris motioned to allow Pastor Adrian to roll over 2 weeks' vacation to next year. Sonja seconded the motion. The motion passed by unanimous vote.

C. Treasurer's Report

1) PPP Loan:

- i. We have used the full \$136,040 loan which we received.
- ii. Kitsap Bank is still waiting for the SBA to finalize the loan forgiveness details.

2) FLCC:

- i. General Giving in October was \$23,028. That amount is less than the YTD average of \$24,339 but more than received in August & September.
- ii. October General Fund expenses were \$1,745 more than income.
- iii. The month-end General Fund balance was \$108,882 before Federal payroll tax liability of \$6,685.
- iv. With the PPP Loan paying most expenses in May & June and transfers from Designated Funds: Major Maintenance, YTD General Fund income was \$50,362 more than Church expenses.

3) Resource Coordinator Fund:

- i. The RC Fund received \$177 in donations in October.
- ii. The RC Fund P&L doesn't record Corrinne's use of sick pay, but her full salary and benefits were subtracted from the RC Fund.
- iii. RC Fund sub-account balance was \$12,690 at the end of October.

4) Endowment Fund:

- i. Our 4-Year term investment in the ELCA's Mission Investment Fund will mature on January 3, 2021.
- ii. The current balance is \$12,401.08 with interest credited quarterly. Of that balance, \$1,302.69 is interest.
- iii. Only the interest can be used for special projects.
- iv. The Finance Committee will research options and recommend action at the December Council meeting.

5) NADC - Noah's Ark Daycare:

- i. October Daycare tuition income was \$49,959 which was \$1,959 less than the YTD average of \$51,918.
- ii. There were no unusual expenses in October.
- iii. October had a net loss of \$488 and YTD net profit of \$73,427.
- iv. At month-end, NADC had \$166,099 combined in checking and savings.

6) NAPS - Noah's Ark Preschool:

- i. October registration and tuition income \$305, plus \$93 late rummage sale income.
- ii. Several families had credit from preregistration in the spring, or for summer sessions that were cancelled, so their credits have covered their Bucket Bundle fees this fall.

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- iii. Karen & her staff also offer outside play/story sessions for small groups of children twice a month, weather permitting.
- iv. Karen will deliver the Textile Fundraiser donations to Tukwila on December 5.
- v. Flowers To Go/Williams Flowers & Gifts fundraiser cards for the monthly flowers will soon be available.
- vi. October net loss was \$2,342 and YTD net loss is \$7,923.
- vii. The Preschool had a combined \$43,850 in savings & checking at month-end.

7) FLCCW - First Lutheran Community Church Women

- i. The only October income was interest for savings & one CD.
- ii. We spent \$418 on drawstring backpacks and other supplies for LWR kits.
- iii. Our share of the UHaul truck rental was \$95 to deliver to Bothell, plus we sent \$350 to Lutheran World Relief toward domestic and overseas shipping expense.
- iv. Thank you to those who helped load the truck on October 22.
- v. Obviously, there will not be a Bake Sale & Bazaar this year.
- vi. Without income from Circles and Global Warmers, the YTD net loss is \$862.
- vii. Total assets are \$6,779 in checking, savings & 2 CD's.

8) Designated Funds:

- i. Community Aid Fund
 - 1. Received \$1,240 in donations.
 - 2. Paid for a driver's license and one night in a hotel.
 - 3. The fund balance is now \$18,467.
- ii. Flooring Fund - Received \$50 in donations. Fund balance is now \$5,098.
- iii. Major Maintenance - Received \$324 in donations, plus the \$300 monthly transfer from the KMH lease payment. Balance is now \$12,401.
- iv. Miscellaneous Pass Through
 - 1. \$100 was donated in 2015 towards a "new fence." In October, that amount was transferred to NADC to help pay for the new taller playground fence that is required by DSHS.
- v. Shed Fund - \$200 in donations were received.
 - 1. There is a deficit of \$974 at month end, after paying for the gutter system.

Nancy motioned that we cover the shed fund deficit with the general fund. Chris seconded the motion. The motion passed by unanimous vote.

9) 2021 Budget:

- i. Fred and the Finance Committee are working on a draft budget for next year. The effort is complicated by the use of PPP Loan funds for many expenses in May and June.
- ii. They expect to send the first draft to the Council by early December.

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D. CBA's Report:

- 1) The shed is complete. The final inspection has been approved so items can start moving into the shed. Playground fencing will be installed soon. The gutters are to be cleaned and the roof treated for moss.
 - 2) There was a showing of the Ministry Center, but the party did not seem interested. That has been the only recent activity.
 - 3) Daycare is planning on a rate increase to align with DSHS payments. Babies will see the largest increase, with smaller increases for the other age groups. There are few spots in the community for babies. There also will be a small group of school age children that are not able to attend in person learning at school.
 - 4) Church staff are mostly working from home. Everyone who comes in is required to wear a mask; community members have temperature screenings and are given a mask if they do not have one. Family Kitchen is still using a takeout method and people are used to it now.
 - 5) Children are dropped off for Daycare, parents cannot come in. Only one parent at a time is allowed in the lobby.
 - 6) We are adding a COVID clause into our building use agreements so people are responsible for being safe and we are more legally protected.
5. OLD BUSINESS (President): None
 6. NEW BUSINESS (President): None
 7. FOR THE GOOD OF THE ORDER (President): None
 8. ADJOURNMENT (President)

Sonja motioned to adjourn the meeting at 7:50 PM.

Julianne seconded the motion. The motion passed by unanimous voice vote.

9. NEXT MEETING IS SCHEDULED FOR THURSDAY, 17 DECEMBER 2020, 7:00 PM, VIA ZOOM.