

First Lutheran Community Church August 19 2021 Meeting Minutes Final

Attendees: Jeff Robinson (President) Sarah Cook (Vice President)
Ryan Sjoberg (Secretary) Fred Seidel (Treasurer)
Jake Nelson Steve Atkinson
Sonja Miller Chris Billings
Sharon Bacon Diane Aldinger
Suzanne Harvey Paul Gaudette (CBA)

Absentees: Casey Nelson Julianne Powelson
Pastor Adrian Bonaro

Guests: Diana Gromling

1. CALL TO ORDER (President) 7:00 PM

2. APPROVAL OF MINUTES FROM 15 JULY MEETING DRAFT 3 (President).

Sonja motioned we approve Draft 3 minutes from 15 July meeting. Sarah seconded the motion. The motion passed by unanimous vote.

3. REPORTS

A. Presidents Report:

- 1) Transformation team meetings have started. Jeff has been enjoying the discussions with everyone. They have been really helpful in understanding people and many suggestions are being received.
- 2) There are lots of questions about the tiny houses. Pastor and Jeff will be meeting with Tim to get a status on the trailers and tiny houses. There will be an update for the next meeting.
- 3) Jeff met with Amanda and got a tour of the new daycare bathroom. The renovation has been going well. Jeff also toured some parts of the daycare that need updates. He also discussed what he could do to help the staff. Our daycare is one of the top three child care centers in the state, and the ideas to keep improving are great. The fence is also complete.

B. Pastor's Report:

- 1) Pastor is out this meeting.

C. Treasurer's Report:

- 1) **General Update:** Preschool has limited operations and is using its savings account to cover losses. There is not much room to cut expenses. In September school begins and possibly NAPS can resume normal operations. Fred and Jeff will discuss with Karen in early November.
- 2) **FLCC General Funds:** July general giving was \$21,949 compared to the June total of \$25,325 (July 2020 was \$25,413). Both the envelope and Vanco simply giving were down about \$1,000 each from the prior month, and the loose offerings continued to show a modest increase as we continue with our in-house worship services. The lease from the KMHS and the facility use incomes were consistent with last month. The total general fund income for July was \$36,901

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(including a donation for the Resource Coordinator's fund), and the expenses were \$32,472 for a net income of \$4,428. The general fund checking account balance was \$106,750, and the general operations savings account was \$16,944 at month end.

- 3) **Resource Coordinator Fund:** As mentioned above the fund received donations of \$7,125 in July. This fund is used exclusively to pay the salary and compensation for our Resource Coordinator position. At month end there were \$19,257 in this fund.
- 4) **NADC - Noah's Ark Daycare:** July income was \$62,902, and expenses were \$59,688 for a net income of \$3,214. During July the NADC completed the replacement of the playground fence, incurring higher costs above their normal operations averages. At month end they had total assets of \$237,681 in checking and savings accounts, and receivables.
- 5) **NAPS - Noah's Ark Preschool:** July income was \$2,526, and expenses were \$3,624 for a net loss of \$1,098. At month end they had a combined total of \$34,255 in checking and savings accounts. NAPS is currently preparing for the fall semester.
- 6) **FLCCW - First Lutheran Community Church Women:** The group remains largely inactive. In July they received income of \$37, with expenses of \$631, for a net loss of \$594. At month end they had a total of \$6,361 in net assets.
- 7) **Designated Funds:** The majority of these funds remained inactive during July. The Community Aid fund continues to provide assistance to local residents; at month end the balance in this fund was \$27,260. The Flower fund has become active again as we resume in house services; at month end the fund balance was \$264. After their summer retreat the Youth fund had a balance of \$24.
- 8) **Endowment Fund:** The balance of this fund is \$11,139.
- 9) **Mortgage Refinancing:** Our Adjustable Rate Mortgage (ARM) will reset as of September 1st because there was insufficient time to apply for and receive approval for a conventional loan. Fred provided a summary of his most recent conversation with our Thrivent Financial Mortgage Loan Servicing Specialist, Ms. Karen Moga. He will continue to monitor commercial mortgage loan rates and provide regular updates to the members of the Council.
- 10) **Additional Discussion:** Paul has requested that the limits on the Church credit card be increased. The current limit is insufficient to cover a months' worth of expenses and the staff must use their own cards and get reimbursed. The cards are currently set at a limit of \$250 each with a total of \$500. Council discussed amount of expenses being ran through the cards. Community aid fund purchases must also be made on the cards. Fred and the Finance Committee review the card statements regularly. In the past, we had accounts at individual places (such as Staples) but those are all closed. Many purchases are made from Amazon.

Sarah motioned to increase the limits on the two credit cards issued to the FLCC by Kitsap Bank in the names of Mr. Paul Gaudette and Ms. Kelly Hassebrock from their current levels to \$1,000 and \$500, respectively, for an aggregate monthly limit of \$1,500. Ryan seconded the motion. One member abstained from voting, and the motion passed by majority vote.

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- 11) Fred provided projections for salaries to the council per last month's discussions. The projections are not ideal in 2022. We will hold off on additional discussions on this matter until later in the year. However, we will need to address the acceptance of the music coordinator position.

Sonja motioned we hold the current salaries as-is (to be revisited in November) and approve the music coordinator at \$15/hour for 8 hours and adjusting the assistant music coordinator to \$17/hour for 5 hours. Sarah seconded the motion. The motion passed by unanimous vote.

D. CBA's Report:

- 1) Thermostat failed during VBS. We have a contract with an air services company so they came out right away – the repair was \$750.
 - 2) The lobby carpet was professionally cleaned for \$325.
 - 3) Recently there have been a lot of electrical and plumbing issues. We have been going through a lot of light ballasts which are loud and cause a bad odor. The disposal had to be reset and repaired and the new toilet regulated.
 - 4) The new fence is complete and should allow goats to return.
 - 5) The outside faucet near the kitchen failed, but a local plumber donated some time to repair it.
4. OLD BUSINESS (President): None.
 5. NEW BUSINESS (President): Will the outdoor service be impacted by recent restrictions announced by the City? Jeff will work with Pastor to find out.
 6. FOR THE GOOD OF THE ORDER (President): None.
 7. ADJOURNMENT (President)

Sonja motioned to adjourn the meeting at 8:25 PM. Jeff seconded the motion. The motion passed by unanimous voice vote.

NEXT MEETING IS SCHEDULED FOR THURSDAY, 16 SEPTEMBER 2021, 7:00 PM.