Attendees: Steve Atkinson (President) Sue Seidel (Vice President)

Nancy Rollins (Treasurer) Ryan Sjoberg (Secretary)

Casey Nelson

Sonja Miller Chris Billings

Brenton Campbell Mary Benbow

Paul Gaudette (CBA) Sarah Cook

Suzanne Harvey Julianne Powelson

Absentees: Pastor Adrian Bonaro

Guests: None

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

2. OPENING DEVOTIONS (President) (Pastor is not feeling well)

3. APPROVAL OF MINUTES FROM 2 APRIL VIRTUAL MEETING DRAFT 2 (President).

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

4. REPORTS

1. **President**
   1. Thanks to Paul and Nancy for working on the Payroll Protection Program (PPP) application. Now that it has been accepted, the next step is to prepare communications around it. Nancy and Paul can help with an article in the newsletter if we need one. A separate mailing costs money, so we need to think about that. However, there are a lot of people who have not been able to keep up with things with the building closed.
   2. The PPP is only for 8 weeks. Money is coming in steadily; April was highest offering month of the year. Overall, we are doing OK and hope the generosity continues.
2. **Pastor’s Report**:
   1. Pastor is not feeling well today, so we will pass on his report so he can rest.
3. **Treasurer's Report –** *Please note this incorporates some minor revisions to the report that occurred after the meeting, regardless presented here to provide the most accurate information*
   1. **PPP Loan**:
      1. We were approved for a Payroll Protection Plan Loan of $136,040.
      2. The funds were received on May 1, 2020. Money which can be forgiven is available for expenses for 8-weeks, which will end on June 25. We are looking at how to structure the pay period ending June 30, so that those wages can also be covered.
      3. The money can be used for payroll expenses with the intent to maintain or restore FTE (full time equivalent) employment to the Feb 15 levels. Of the money used, no more than 25% can pay for mortgage interest, utilities, and other non-payroll expenses.
      4. The loan does not cover the employer portion of Social Security & Medicare (7.65% of wages), so we will still have that expense.
      5. Forgiveness procedures were released on May 15. The calculations appear very complicated!
   2. **FLCC:**
      1. Our members were incredibly generous in April. General Giving was $34,383 including Thrivent Choice.
      2. YTD giving was $102,719 which is slightly above budgeted income through April.
      3. The month-end General Fund balance was $58,101 before Federal payroll tax liability of $5,531.
      4. The average General Fund balance December through March was only $44,121.
      5. The Endowment Fund received $90 interest, for a fund balance of $12,218.
      6. YTD General Fund income was $11,317 more than expenses.
   3. **Transformational Ministries Grant/Resource Coordinator Fund:** 
      1. The RC Fund received $345 in donations in April.
      2. RC Fund sub-account balance was $15,965 at the end of April.
   4. **NADC - Noah’s Ark Daycare:**
      1. April Daycare total income was $50,350.
      2. There were no major expenses.
      3. Payroll expense was less than in March because there was less sick pay, and fewer staff were needed because of reduced enrollment.
      4. April had a net proﬁt of $9,569, and YTD net proﬁt of $29,322.
      5. At month-end, NADC had $135,258 combined in checking and savings.
   5. **NAPS - Noah’s Ark Preschool:**
      1. There was no net income for April. $906 tuition was refunded because the Preschool was closed by order of the Governor in March.
      2. Karen’s staff was paid for April, but Karen didn’t pay herself for the extra hours she worked for another employee, and only paid her director hours for time she actually worked either at home or at the preschool.
      3. Since we received the PPP Loan, Karen will pay her staff and herself for May. We are not sure if they can be paid for June (to restore FTE hours), since the Preschool usually works just a few hours in June.
      4. Some families pay for the full year in advance, and others pay just May in advance, so Karen is waiting to refund May until she learns if she can hold preschool or camps in July or early August.
      5. She will likely begin Camp registration soon, with the understanding that the fees will be refunded if she is unable to safely hold Camp.
      6. Karen is posting preschool activity suggestions for families each day on Facebook.
      7. Currently, Karen hopes to hold the Annual Rummage Sale in August, possibly with tables set up outside to facilitate social distancing.
      8. April reported net loss of $4,377, and YTD net loss of $2,949.
      9. The Preschool had a combined $49,449 in savings & checking at month-end.
   6. **FLCCW - First Lutheran Community Church Women**
      1. April income was a $30 donation to be used for supplies for Personal Care Kits to be sent to LWR (Lutheran World Relief).
      2. The only expense was soap for the Personal Care Kits.
      3. Total assets are $7,677 in checking, savings & 2 CD’s.
   7. **Designated Funds**:
      1. Community Aid Fund - Received $170 in donations. The only expense was $400 for half of a client’s rent deposit.
      2. Jubilee Community Garden received $550 in donations.
      3. Major Maintenance received $400 in donations, in addition to the $75 monthly transfer from the KMH lease payment.
4. **CBA’s Report:**
   1. Daycare applied and received a $11,500 grant from the state. They increased pay by $4 per hour during the pandemic until other daycare centers reopen. Amanda was called by the state to participate in a Zoom meeting with Patty Murray about childcare. The state wants to fund daycares similarly to schools, with the state possibly funding healthcare. The Daycare is at about half capacity so the staff have time to do extra work.
   2. Preschool remains closed.
   3. Building remains closed, resulting in significantly lower utility costs. Kelly comes in during the evenings to do some painting.
   4. Family kitchen continues take-out style with meals handed out at the door.
   5. Pastor came to record some services in the building. He reorganized the sanctuary in preparation to meet state requirements for reopening.
   6. Someone kicked in the door of one of the tiny houses; It has been repaired.
   7. There are some RVs in the parking lot that were displaced by state parks closing. They are being respectful, keeping the area clean and a watchful eye on things while we are away.
5. OLD BUSINESS (President): KMH Lease Update. Not much going on in the real estate side. KMH wants to stay for at least 6 months and then a 90-day notice period after, so at least through next May.
   1. Cleaning and updates to drainage area in preparation for shed are underway, at a cost of over $3,000. The concrete slab is next. Lumber and trusses have been ordered.
6. NEW BUSINESS (President): Community Garden. Water requires a temporary meter with a $1,500 deposit. The gardeners raised $6,800 in one day for a permanent tap, but then there is a $60/Month flat service fee once in service. They held off making that decision while other opportunities are considered, including running a line from the church. The water bill would need to be covered by the church if the line is chosen, but we might want to consider covering the water as support of the ministry regardless of what option is chosen. This year the temporary meter and water was covered by a grant and donations.
7. FOR THE GOOD OF THE ORDER (President): Temporary extension of terms. Nancy can stay on as Treasurer through August.
8. 8. ADJOURNMENT (President)

**Sonja motioned to adjourn the meeting at 7:52 PM.**

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

9. NEXT MEETING IS SCHEDULED FOR THURSDAY, 18 JUNE 2020, 7:00 PM.