

First Lutheran Community Church July 21 2022 Meeting Minutes Final

Attendees: Jeff Robinson (President) Ryan Sjoberg (Secretary)
Pastor Adrian Bonaro Fred Seidel (Treasurer)
Paul Gaudette (CBA) Diane Aldinger
Sharon Bacon Doug Jones
Scott McDougall Suzanne Harvey

Absentees: Sarah Cook (Vice President) Jake Nelson
Michelle Sharp Mark Hammersberg
Andrew Wilmarth

Guests: Diana Gromling

1. CALL TO ORDER (President) 7:08 PM.
2. OPENING DEVOTIONS (Pastor)
3. APPROVAL OF MINUTES FROM 16 JUNE MEETING DRAFT 2 (President).

Ryan motioned we approve Draft 2 minutes from 16 June Meeting. Sharon seconded the motion. The motion passed by unanimous vote.

4. REPORTS

1) Presidents Report

- a. Good that Adrian was able to have a break. We are the Church was a great Sunday and the meal after was a fun event.
- b. Jeff would like to get some folks together to help get some things done around the church.
- c. Groundskeepers are getting the branches hauled away.
- d. Work is under way on the security lights. Its important to get these lights up for the protection of students, families, and teachers.
- e. Family Kitchen is working on a proposal to use their grant for the kitchen. It is a shared kitchen, so we want to make sure that while their needs are met, we also meet the needs of the church. Hoping to get something in writing.
- f. Need to hold a council picture day to update the photos on the wall.

2) Pastor's Report:

- a. Our annual outdoor worship is coming up on August 28th at 10 AM. The pavilion has been reserved. Hoping to have lunch and dessert, but still working on the details.
- b. Tiny House Update: Project Share had set a deadline to find a location for the tiny houses, which came and went. Adrian has given them through the end of August to get the tiny homes off our property, or we will take action to do so ourselves. Likely we can sell them, keeping the proceeds from one of them and donating the rest back to Project Share. There are some other projects that could use our support. Given how long this has taken, it is time to move on from the tiny houses before they become derelict. Hoping to direct our efforts elsewhere.

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- c. Adrian is proposing the council get more involved in day to day operations of the church. Traditionally, the council has set high level policies and relied on church staff to enact them. Adrian proposes several subcommittees of council members that would support key areas of the church. With many things stopped because of Covid, more involvement was needed to get things started back up. This proposal is included as Appendix A.

Council Discussed. Hoping to keep the teams smaller, but can involve other members of the congregation, just with council members providing guidance and accountability. Prior committees were usually synonymous with ministries. Many of which stopped because of Covid, and it is not know if those groups exist anymore. Council agrees this would be a good way to get things going, and would allow us to be more informed in goings on. Plan in August to assign groups out.

3) **Treasurer's Report** *Note: Council reviewed preliminary information as noted in the final bullet below.*

- a. **FLCC General Accounts:** Our church's financial position continues to be stable. June general giving was \$24,064 compared to the May total of \$25,401 (June 2021 was \$25,325). The Vanco Simply Giving and the loose offerings were consistent with previous months. The usage income was the same as in May. The total general fund income for June was \$27,166, and the expenses were \$26,529 for a net operating income of \$637. At month end the general checking account balance was \$38,240, and the general operations savings account was \$92,712.
- b. **Resource Coordinator Fund:** We received donations of \$120, and had expenses of \$1062 in April, for a net loss of \$942. At month end there were \$17,269 in this account.
- c. **NADC - Noah's Ark Daycare:** June income was \$69,028, and expenses were \$59,822 for a net operating income of \$9,206. At month end they had total assets of \$333,601, consisting of checking and savings accounts.
- d. **NAPS - Noah's Ark Preschool:** June income was \$4,768, and expenses were \$3095 for a net operating income of \$1,697. At month end they had total assets of \$36,034, consisting of checking and savings accounts.
- e. **FLCCW - First Lutheran Community Church Women:** The month's income was \$46 with no expenses, for a net income of \$46. At month end they had total assets of \$7,253, consisting of checking and savings accounts and certificates of deposit.
- f. **Designated Funds:** These funds continued to be mostly inactive during June. The largest of these funds are the Community Aid fund with a current balance of \$32,030, and the Major Maintenance fund with a balance of \$18,096. At month end the balance of all designated funds was \$79,343.
- g. **Other Topics:**
 - i. Our bookkeeper continues to work to resolve the issues that resulted from the QuickBooks system crash in early June. This effort has required rebuilding the system's databases and reentering many of the transactions that were lost. Because of this the June financial reports should be considered preliminary. There are a number of areas that Fred is working

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with the bookkeeper to correct and adjust our financial data. However, Fred believes that these corrections are not significant enough that they would change the fundamental financial position of our church.

- ii. Because we are half way through 2022, Fred reviewed our year-to-date income and expenses. The income that we have received is above our budgeted amount by approximately \$16,000. Our expenses to date are about \$16,000 above our budget. However, based on the current figures our expenses are projected to exceed our income by \$6,789 at year end. Salaries, professional services and church operations are above our budgeted amounts. Fred will review individual accounts to prepare suggestions for reducing our expenses, and present these to the Council Members in August.
- iii. We received the new bill from the Portico insurance carrier. Portico provides health, disability, life and retirement benefits for Pastor Adrian and Deacon Marj. The June bill was \$2,555 and the July bill was \$4,353 (an increase of \$1,798 per month). This will further exacerbate our income to expense imbalance. Note – Adrian believes there is an extra amount included in this billing that may not be appropriate.
- iv. Our direct deposit payroll requires two factor authentication. Our bookkeeper prepares the draft payroll, and then enters the amounts on a format created by the Kitsap Bank. Fred reviews and verify the payroll calculations, and then approves the payroll. Currently we have five members who are authorized to sign checks for the Church. This includes payroll checks. However, at this time Fred is the only person authorized to approve electronic transactions. To insure that we do not have a single point of failure, and to provide a backup for Fred, he proposes that one other member, perhaps from the Council, becomes trained and approved to process the electronic payrolls.

Sharon motioned that the Church authorizes Sarah Cook, Vice President, to have the authority to approve electronic transactions, including payroll, via Kitsap Bank. Ryan seconded the motion. The motion passed by unanimous vote.

- v. Council discussed how successful the Daycare is. How can we better support their success. Amanda is doing a fantastic job. How can we support and reward her? Recently a career coach was hired to help Amanda progress in her career. Staff recognition can be assigned to one of the future council subcommittees.

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4) CBA's Report:

- a. The solar lights have been ordered for the parking lot. A lift will need hired to put them up. Before purchasing more, they need tested to make sure they are bright enough.
- b. The stove in the kitchen needs new ignitors.
- c. New exterminators have been hired to take care of a sugar ant outbreak. They did a once through the building already, but will need to come back next week. They will be monthly after that.
- d. Amanda and the Daycare would like to drop a state funded food program. While it provides funding, there is so much red tape and regulations that the program is not proving to be worth it. Wasted food and specific purchase requirements are costing more than the funding. Council agrees that it makes sense to opt out.
- e. VBS is coming up. A Lutheran church in Sumner donated a lot of materials for it, and another church in Silverdale will donate more.

5) **Guest Report** (Diana Gromling): Daycare is using an Employee wellness and retention grant to purchase gym memberships and an app called Calm for daycare staff. Recently, the daycare passed a state inspection with flying colors. A bench out by the shed is attracting unwanted behavior, it is going to be moved.

6. OLD BUSINESS (President): Sign is on hold until the tiny houses move.
7. NEW BUSINESS (President): May need to review our emergency procedures.
8. FOR THE GOOD OF THE ORDER (President): None.
9. ADJOURNMENT (President)

Ryan motioned to adjourn the meeting at 8:57 PM.

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

NEXT MEETING IS SCHEDULED FOR THURSDAY, 18 August 2022, 7:00 PM.

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Appendix A: Council Proposal

I'd like to divide up the council in 4 subcommittee groups to help with getting FLCC back on its feet in a post covid world.

My initial thinking would be that each group would consist of 3 council members and one staff/volunteer person. The groups would try to meet monthly, but special circumstances could dictate more or less meetings.

The four groups could be:

Health/special projects (perhaps this is executive team) and would work with Adrian

-Initially this group would be focusing on setting covid policy and when/how to move forward with certain things that had to stop because of covid (Masking, communion, fellowship time). Could also focus on Daycare/preschool when no other health related concerns or special projects.

Events/fellowship and would work with Kelly

-Work with kelly initially to re-setup regular Sunday fellowship time, but definitely thinking beyond that to larger events/meetings the group needs. Could also consider/look into special worship events or working with sister churches.

Social justice/community action and would work with Corrinne

-This group would use the amazing resource that Corrinne is to see what needs exist in our community and how we as a church can get involved. This group would hopefully think big and small.

Stewardship/finance and work with Fred

-Largely focus on stewardship and fundraising. Help to rethinking the generosity drive we do each year. Look ahead to fundraising for projects like the floor.