

First Lutheran Community Church October 17 2024 Meeting Minutes Final

Attendees: Sharon Bacon (President) Kelly Hassebrock (CBA)
Ryan Sjoberg (Secretary) Fred Seidel (Treasurer)
Pastor Adrian Bonaro Amanda McKenney (Daycare)
Jeff Robinson Diane Aldinger
Casey Nelson Scott McDougall
Karla Crowell Chris Billings
Steve Atkinson

Absentees: Malcolm Collie (Vice President)
Michelle Sharp Tom McLean

Guests: None

1. CALL TO ORDER (President) 7:05 PM.

2. OPENING DEVOTIONS (Pastor)

3. APPROVAL OF MINUTES (President):

1) SEMI-ANNUAL MINUTES

Steve motioned we approve minutes from the semi-annual meeting. Chris seconded the motion. The motion passed by unanimous vote.

2) FROM 15 AUGUST MEETING DRAFT 1

Steve motioned we approve Draft 1 minutes from 15 August meeting. Karla seconded the motion. The motion passed by unanimous vote.

3) FROM 19 SEPTEMBER MEETING DRAFT 1

Chris motioned we approve Draft 1 minutes from 19 September meeting. Karla seconded the motion. The motion passed by unanimous vote.

4. REPORTS

1) President's Report

- a. Discussed the role of the oversight committee. Reviewed the documentation of what they have been empowered to do.
- b. The CBA, Abby Jalloway, has resigned.
- c. After reviewing the job description and discussion, the oversight committee recommends we transition Kelly to the role of CBA from her current role as office administrator. As actions of the oversight committee that occur between council meetings are reviewed and approved by council if needed, approval was sought.

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Chris motioned we affirm Kelly's role as CBA. Ryan seconded the motion. The motion passed by unanimous vote.

- d. With Kelly's transition to CBA, we must revisit her current positions. The office administrator position will need filled. The council reviewed and amended the job description for office administrator.

Chris motioned we approve the job description for the office administrator position. Karla seconded the motion. The motion passed by unanimous vote.

Kelly will be able to maintain her hours for the event coordinator position. The council reviewed and amended the job description for the event coordinator.

Jeff motioned we approve the job description for the event coordinator position. Ryan seconded the motion. The motion passed by unanimous vote.

- e. A draft policy for fundraising has been prepared. It will provide principles and guidelines for future fundraising efforts. After several suggestions were made, the council will review again next meeting.
- f. There are 30 students enrolled in the Preschool. They raised \$900 in the last fundraiser. The textile drive is underway, collected items will be placed in a storage.
- g. After the discussions from our retreat, many questions were raised. Sharon is going to meet with staff and gather feedback based on a series of questions. She will call a special meeting to address the issue when the feedback is collected.

2) Daycare Report:

- a. License renewal is complete. Additional rooms are now available, so the Daycare can expand capacity.
- b. The family favorite pumpkin carving event is coming up. They will utilize some extra space in the building for some of the activities.
- c. There are about 60 children in daycare, including 8 infants.

3) Pastor's Report:

- a. Reviewed a plan to change the responsibilities of the council. Each member will be connected with a staff member and some congregants to provide guidance around particular endeavors. The council reviewed the various roles and volunteered for them.
- b. FirstFlix will now occur after services on Sunday.
- c. The sabbatical fundraiser was rescheduled.

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4) **Treasurer's Report** (*Note, due to technical issues with our computer network, the council reviewed some preliminary manual reports. Presented below are the final reports that were provided upon their completion*):

- a. FLCC General Accounts: September general giving was \$27,648 compared to the August total of \$24,462 (September 2023 was \$24,343). Envelope giving was \$15,491 and the Vanco Simply Giving was \$11,012. Loose offerings were \$1,117 and Thrivent Choice donations were \$9. The usage income was \$4,900. We transferred \$10,000 from the flooring fund in September to pay the deposit for the installation. The total general fund income for September was \$42,552 and the expenses were \$46,076 for a net loss of \$3,524. At month end the general checking account balance was \$53,126, and the general operations savings account was \$75,109.
- b. Resource Coordinator Account: We received donations of \$310 this month and had expenses of \$1,268, for a net loss of \$958. At month end there were \$8,045 in this account.
- c. Noah's Ark Daycare: This September profit and loss statement showed an income of \$87,862 and expenses of \$78,199. This resulted in a net income of \$9,663. At month end the NADC had \$252,231 in their checking account. There was \$244,813 in their savings account and \$96 in the playground fund for a total of \$497,139.
- d. Noah's Ark Preschool: This month's profit and loss statement showed an income of \$4,589 and expenses of \$7,793. This resulted in a net loss of \$3,204. The NAPS checking account showed a balance of \$5,544, with \$15,428 in their savings account for a total of \$20,972.
- e. FLCC Women: The September profit and loss statement showed an income of \$249 with expenses of \$159, resulting in a net income of \$90. At month end they had \$2,577 in their checking account, \$1,782 in their savings account, and \$2,964 in certificates of deposit for a total of \$7,323.
- f. Designated Funds: We transferred \$10,000 from the Flooring fund for the down payment on the installation, leaving \$6,244 at month end. We plan to use this amount plus a donation from Daycare to pay the balance due in October after the completion of the work. At month end the Major Maintenance fund was \$10,761 and Community Aid \$10,039.
- g. Contributions were received for the Sabbatical fund to support Pastor Adrian's expenses in 2025. The September balance was \$1919, including amounts resulting from fund raisers. Pastor Adrian also has \$3769 in continuing education savings.
- h. Additional discussions:
 - i. Council reviewed calculation of the CBA salary.

Jeff motioned we approve the salary for the CBA. Chris seconded the motion. The motion passed by unanimous vote.

- ii. Council needs to make updates to the credit cards to reflect the CBA switch.

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Ryan motioned the council approve an increase to the credit limit for the church Visa credit card account (ending in 1246) that has been issued to Ms. Kelly Hassebrock to \$4,000. Diane seconded the motion. The motion passed by unanimous vote.

- iii. The council also needs to cancel the card issued to the previous CBA.

Ryan motioned the council approve the closure of the church Visa credit card account (ending in 9466) that had been issued to Ms. Abby Jaloway due to her resignation. Chris seconded the motion. The motion passed by unanimous vote.

- iv. Its time to prepare the annual budget and work will begin soon. Fred would like input on any changes or adjustments the team should build into the first drafts. Please provide the feedback to Fred. Next meeting, the first preliminary draft will be reviewed by the council.
- v. With the technical issues we have had with our accounts at Kitsap Bank, including the online services and credit card portal, research was conducted on if there were other possible local institutions we could transfer some of our accounts to. Kitsap Credit Union was able to provide many of the required services, and improved interest rates.

Karla motioned Fred can establish accounts at Kitsap Credit Union. Chris seconded the motion. Ryan abstained due to a potential conflict of interest. The motion passed by majority vote.

5) CBA's Report:

- a. Many events have been rescheduled or canceled due to the floor work. Family kitchen will be to-go. Floor construction will block the main entrance for a bit, a detour will be created. The contractor has been excellent with cleanup.
- 5. OLD BUSINESS (President): Committee updates. Social Justice will bring in a speaker for November, which is homeless awareness month. Totes for Coats drive will be held.
 - 6. NEW BUSINESS (President): None.
 - 7. FOR THE GOOD OF THE ORDER (President): And FLCC tree will be on display downtown.
 - 8. ADJOURNMENT (President):

**Adrian motioned to adjourn the meeting at 9:20 PM.
Chris seconded the motion. The motion passed by unanimous vote.**

NEXT MEETING IS SCHEDULED FOR THURSDAY, 21 NOVEMBER 2024, 7:00 PM.