

First Lutheran Community Church February 18 2021 Virtual Meeting Minutes Final

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

Absentees: None

Guests: None

1. CALL TO ORDER (President) 7:02 PM
2. OPENING DEVOTIONS (Pastor)
3. APPROVAL OF MINUTES FROM 21 JANUARY VIRTUAL MEETING DRAFT 2 (President).

Sonja motioned we approve Draft 2 minutes, as amended, from 21 January Virtual Meeting. Chris seconded the motion. The motion passed by unanimous vote.

4. COUNCIL AND ELECTION OF OFFICERS

A. Terms - Council terms were previously staggered to prevent entire council from turning over at once and ensuring continuity. As such, if some council members will voluntarily end their terms early, it will get us staggard again. After discussion, Jeff, Sharon, Jake, Dianne, Sarah, Ryan & Suzanne will maintain two-year terms. Cassey, Steve, Chris, Sonja and Julianne will do one year.

B. Election of Officers

- 1) President – Chris Billings nominated Jeff Robinson as President. Jeff accepted the nomination. **Steve Atkinson motioned the council elect Jeff Robinson as Council President. Chris Billings seconded the motion. The motion passed by unanimous vote.** Jeff Robinson replaced Steve Atkinson as council president beginning February 18th, 2021. As President Jeff will have signature authority for all FLCC bank accounts.
- 2) Vice President – Sonja Miller nominated Sarah Cook as Vice President. Sarah accepted the nomination. **Sonja Miller motioned the council elect Sarah Cook Council Vice President. Ryan Sjoberg seconded the motion. The motion passed by unanimous vote.** Sarah Cook replaced Sue Seidel as council Vice President beginning February 18th, 2021. As Vice President Sarah will have signature authority for all FLCC bank accounts.
- 3) Secretary – Steve Atkinson nominated Ryan Sjoberg to continue in his role as Council Secretary. **Ryan accepted the nomination. Steve Atkinson motioned**

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the council re-elect Ryan Sjoberg as Council Secretary. Chris Billings seconded the motion. The motion passed by unanimous vote. Ryan Sjoberg continues as Council Secretary.

- 4) Note: During the January 21st 2021 meeting, the council previously elected Fred Seidel as Treasurer, succeeding Nancy Rollins, beginning 2/1/2021. As Treasurer Fred has signature authority for all FLCC bank accounts.

5. REPORTS

A. Presidents Report – Big thanks from Steve. And to him as well!

B. Pastor's Report:

- 1) Very busy with Lent, as there are now two services a week to record.
- 2) Interest in the Ministry Center is picking up. Someone has toured twice now. O'Hanna house is moving forward, but understands and wants us to do whatever is in the best interest of FLCC. Refresher for new council members, O'Hanna house runs a program that leases properties to provide shared housing to low income families and individuals. They have been researching – the building is zoned properly but needs some renovations to be suitable.
- 3) There is a plan in motion for the trailers in the lower lot. The titles were destroyed due to water damage. Kitsap County has filed lost title paperwork. The goal is for the county to take possession and move them off our property.
- 4) With vaccines out, we will start needing to re-evaluate in person activities often. We still want to be safe and not rush.
- 5) The Lent Devotional is out. Possibly will partner with some other churches for Holy Week, but that is still in planning phase.

C. Treasurer's Report

- 1) **PPP Loan:** Nancy and Paul are still working on the application for loan forgiveness. We are hopeful that the entire balance of the loan will be forgiven.
- 2) **FLCC:** January general giving was \$18,586 compared to December's total of \$27,664. Both the envelope and Vanco Simply Giving were down significantly. Usage and lease income from the KMHS remained consistent with last month. The total general fund income for January was \$27,474, and the expenses were \$28,866 for a net loss of \$1,391. The general fund checking account balance was \$103,041, and the savings account was \$16,491 at month end.
- 3) **Resource Coordinator Fund:** The fund received a donation of \$30 in January. At month end there were \$12,032 in this fund
- 4) **NADC - Noah's Ark Daycare:** January income was \$56,350 and expenses were \$52,739 for a net income of \$3,611. At month end they had a combined total of \$198,230 in checking and savings accounts.
- 5) **NAPS - Noah's Ark Preschool:** January income was \$411, and expenses were \$3221 for a net income of (-) \$2,810. At month end they had a combined total of \$36,436 in checking and savings accounts. Karen plans to reopen with limited classes in February.

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- 6) **FLCCW - First Lutheran Community Church Women:** January income was \$1 with no expenses for a net income of \$1. At month end they had a combined total of \$6,781 in checking and savings accounts.
- 7) **Designated Funds:** The majority of these funds remained inactive during January. The community aid fund continued to provide assistance to local residents as managed by Corinne Criss. Other fund activity is shown on the separate report provided.
- 8) **Endowment Fund:** As directed by the members of the Church Council at the December meeting, the accrued interest of \$1,395 was deposited in the FLCC general funds. The principal amount of \$11,098 was rolled over into a 3-year term investment at 1.5% annual percentage rate.
- 9) **Kitsap Mental Health Services Lease:** As provided for in our lease agreement the actual annual operating costs were compared to the amounts collected from the tenant during 2020. Based on this I determined that we had collected more than we spent for their support during that year. As a result of that excess the monthly lease due from the tenant will be \$4,403 from February through May 2021.
- 10) **Other Topics:**
 - i. Space was the driver of Kitsap Mental Health vacating for another building. While pandemic restrictions are in place, that is not an issue. We can look into extending the lease.
 - ii. Council will review the financial reports Fred generate to determine what are the best reports for us to review. Please provide him any feedback.
 - iii. The Preschool will continue to operate with restrictions for the foreseeable future, including reduced capacity. We likely need to reduce her usage fees, as losses are anticipated until the restrictions are lifted. Finance team will research on PPP for the preschool. Council discussed several options such as halving or suspending the usage fees.

Sonja motioned to suspend the usage fees until October and revisit during the October council meeting. Sharon seconded. The motion passed by unanimous vote.

D. CBA's Report:

- 1) KMH is wanting to renew the lease through December.
- 2) Daycare staff are taking communication Training. Upper-level staff are taking some additional advanced training.
- 3) We purchased a device that jump starts cars and have been getting a lot of use out of it.
- 4) Several offices and rooms have been refreshed with paint, floors, and new furniture.
- 5) We got a locking dumpster, but people have been dumping stuff into the recycle instead. We are getting a locking recycle bin as well.
- 6) Office staff would like a credit card for business-related purchases. Currently, staff must use personal cards and request reimbursement. Kitsap Bank offers a card that could be paid off each month and earn rebates. A \$500 limit would suffice, and the card could be used by the office staff, Paul Gaudette and Kelly

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Hassebrock, for the purchase of supplies and equipment. Fred and the Finance Team would have the ability to review the statements.

Sonja Miller motioned the council accept the request of the Church Business Administrator and obtain a bank credit card with a \$500 limit for the office staff, Kelly and Paul, to use. Ryan Sjoberg seconded the motion. The motion passed by unanimous vote.

6. OLD BUSINESS (President): None
7. NEW BUSINESS (President): None.
8. FOR THE GOOD OF THE ORDER (President): None
9. ADJOURNMENT (President)

**Sonja motioned to adjourn the meeting at 8:21 PM.
Steve seconded the motion. The motion passed by unanimous voice vote.**

NEXT MEETING IS SCHEDULED FOR THURSDAY, 18 MARCH 2021, 7:00 PM, VIA ZOOM.