

## First Lutheran Community Church October 15 2020 Virtual Meeting Minutes Final

Attendees: Steve Atkinson (President) Sue Seidel (Vice President)  
Ryan Sjoberg (Secretary) Nancy Rollins (Treasurer)  
Pastor Adrian Bonaro Casey Nelson  
Sonja Miller Chris Billings  
Brenton Campbell Sarah Cook  
Paul Gaudette (CBA) Julianne Powelson  
Mary Benbow Suzanne Harvey

Absentees: None

Guests: None

1. CALL TO ORDER (President) 7:00 PM
2. OPENING DEVOTIONS (Pastor)
3. APPROVAL OF MINUTES FROM 17 SEPTEMBER VIRTUAL MEETING DRAFT 3 (President).

**Sonja motioned we approve Draft 3 minutes as amended from 17 September Virtual Meeting. Suzanne seconded the motion. The motion passed by unanimous vote.**

### 4. REPORTS

#### A. President

- 1) Parking Lot service was great. It was a great chance to see people again. The next one is in two weeks.
- 2) Shed is nearing completion. The doors are on order.
- 3) Staff continues to do a great job.

#### B. Pastor's Report:

- 1) The October 11<sup>th</sup> parking lot service went very well. The livestream worked great, and anticipated technical issues did not occur thanks to great work by the staff. Next one is planned for reformation Sunday on the 25<sup>th</sup>. Kitsap is seeing a positive trend with cases, so there may be an indoor component as well if the positive trend continues.
- 2) The transformation team is done calling around and are reviewing the results. The first (virtual) meeting was disrupted by our recent power outages. Initially, it seems that while a small group of people are pushing to reopen, the majority is pushing for a cautious return.
- 3) Trunk or Treat will happen with people using candy tubes to maintain distance.
- 4) The radio transmitter's range is pretty localized. When we have a parking lot service, that livestream could replace the pre-recorded video and help decrease required video production.

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- 5) Another step back for the tiny houses. The current director of the county parks department discourages the use of Camp Calvinwood for the tiny houses. However, he is retiring soon, so that situation may change in the future. As the County seems to always be the holdup, efforts are pivoting back to the Salmonberry site.
- 6) Severe Weather Shelter is going to be very difficult this year. Many of the volunteers are unable to assist because of Covid precautions. The lack of available volunteers may prevent it from opening.

### **C. Treasurer's Report Note: *Included below are preliminary numbers as presented at the council meeting. A power outage prevented the bookkeeper from making needed corrections, so adjustments are possible.***

#### **1) PPP Loan:**

- i. We have used the full \$136,040 loan which we received.
- ii. Sirena has worked to refine the adjusting entries required for the payroll which was processed. Recent changes that were made reduced the money to be used for the electricity bill for August, and part of the July bill, resulting in a large electricity expense posted to the September P&L.
- iii. Kitsap Bank is still waiting for the SBA to finalize the loan forgiveness details.

#### **2) FLCC:**

- i. Our members continued to give in September, at about the same rate as in August, but less than prior months. General Giving was \$21,844.
- ii. As discussed at our September meeting, \$3,921 was transferred from Designated Funds/Major Maintenance to cover 3 large maintenance expenses in July & August.
- iii. Kitsap Mental Health's monthly base lease increased \$341 effective September 1.
- iv. The month-end General Fund balance was \$111,371 before Federal payroll tax liability of \$6,777.
- v. With the PPP Loan fund paying most expenses in May & June and the transfer from Designated Funds, YTD General Fund income was \$52,107 more than Church expenses.

#### **3) Resource Coordinator Fund:**

- i. The RC Fund received \$30 in donations in September.
- ii. RC Fund sub-account balance was \$13,471 at the end of September.

#### **4) NADC - Noah's Ark Daycare:**

- i. September Daycare tuition income was \$57,048.
- ii. Their rummage sale raised \$3,155.
- iii. They paid \$2,063 as half of the expected cost of the required higher fence for the playground.
- iv. September had a net profit of \$2,453 and YTD net profit of \$73,952.
- v. At month-end, NADC had \$166,017 combined in checking and savings.

#### **5) NAPS - Noah's Ark Preschool:**

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- i. No tuition income was reported in September. Payment received for the cancelled summer sessions was applied to the Bucket Bundles registration and September fees.
- ii. Karen & Kit are receiving scaled back teaching salaries to cover planning, preparation & distribution of the Bucket Bundles. They have received positive response from parents & students for the planned activities.
- iii. They have also hosted small group outside play sessions to allow students some social interactions. Parents have been especially happy to sign up for these. They will continue the bi-weekly sessions as the weather allows.
- iv. Even though the Preschool is currently operating at a loss, Karen feels she needs to offer the bundles & playtime to keep the students she has. Her hope is that there will be more interest in Preschool once SK School District goes to in person classes.
- v. The Preschool had a combined \$46,153 in savings & checking at month-end.

### 6) FLCCW - First Lutheran Community Church Women

- i. The only September financial activity was receipt of \$0.04 interest income.
- ii. Total assets are \$7,640 in checking, savings & 2 CD's.

### 7) Designated Funds:

#### i. Community Aid Fund

1. Received \$90 in donations.
2. Replenished Petty cash for gas money
3. Paid for tents & camping gear for the homeless.
4. Several individuals received help for expenses such as rent deposit, auto repair, telephone and emergency hotel lodging.
5. The fund balance is now \$17,333.

#### ii. Flooring Fund - Received \$100 in donations. Fund balance is now \$5,048.

#### iii. Garden, Community - Reimbursed cost of the August lunch for the crew who installed the water system for the garden.

#### iv. Major Maintenance - Received \$324 in donations, plus the \$300 monthly transfer from the KMH lease payment. The transfer to the General Fund to cover July & August major maintenance expenses was \$3,921. Balance is now \$11,777.

#### v. Miscellaneous Pass Through

1. Garage Sale for Kitsap Homes of Compassion raised \$1,936, which was then paid to them.
2. Gifts for Care Center lunches and Puerto Rico were received & disbursed.

#### vi. Shed Fund had a deficit of \$1,088 at month end, after paying for exterior paint, shed roofing and lunches for the volunteer construction crew.

#### vii. South Kitsap Family Kitchen received \$100 that had accumulated in that fund.

#### viii. Youth Fund - spent \$15 on supplies.

**D. Additional Discussion:** Finance committee is still working on a transition for Nancy, and some initial steps have been taken.

**E. CBA's Report:**

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- 1) East Gutter system by the nursery was overwhelmed by our recent downpours and the nursery was flooded. A company is coming to clean the gutters and prepare the roof for winter, but they were booked until November. We are on a standby list.
- 2) The sheriff recently tracked a robbery suspect to our grounds. There was a gap in our security camera view that will be filled soon. There was a door that may have been forced open, but there was no way to confirm. The person was taken into custody for trespassing.
- 3) Shed doors will arrive in a few weeks and be installed. Leonard helped a lot with the shed, including coordination and construction help.

**Chris motioned we provide a gift card of \$100 to Leonard for all his hard work.**

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

5. OLD BUSINESS (President): None
6. NEW BUSINESS (President): None
7. FOR THE GOOD OF THE ORDER (President): Nancy needs some volunteers next week to help load a rented truck with the donations to Lutheran World relief.
8. ADJOURNMENT (President)

**Sonja motioned to adjourn the meeting at 8:00 PM.**

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

9. NEXT MEETING IS SCHEDULED FOR THURSDAY, 19 NOVEMBER 2020, 7:00 PM, VIA ZOOM.