

First Lutheran Community Church November 18 2021 Meeting Minutes Final

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

Absentees: None

Guests: Diana Gromling

1. CALL TO ORDER (President) 6:55 PM

2. APPROVAL OF MINUTES FROM 21 OCTOBER MEETING DRAFT 2 (President).

Sarah motioned we approve Draft 2 minutes from 21 October meeting. Chris seconded the motion. The motion passed by unanimous vote.

3. REPORTS

A. Presidents Report:

- 1) People are doing donuts in the lower lot. New parking barriers are going to be re-arranged to discourage that behavior.
- 2) The back corner of the lot contains some distressed trees. The recent windstorms have further damaged them. They are going to be cut down and then turned into wood chips for the garden.
- 3) The first meeting of the First-Flix movie group was a success.
- 4) The landscaping folks are doing a great job.

B. Pastor's Report:

- 1) A church member who formerly served as a military Chaplain is going to be available to fill in when Adrian needs to be out.
- 2) Starting in January, we will experiment with a "formal" service at 10:30. There has been some feedback wanting it back.
- 3) A cross church meeting will take place to discuss how the local Lutheran churches can partner together.
- 4) Work is progressing on the tiny houses; the last meeting seemed to indicate progress was being made. The trailer in the lower lot is still going to be moved pending a permit.

C. Treasurer's Report:

- 1) **FLCC General Funds:** October general giving was \$21,217 compared to the September total of \$21,164 (October 2020 was \$23,206). The Vanco Simply Giving was slightly below its average for this year, and the loose offerings were

First Lutheran Community Church November 18 2021 Meeting Minutes Final

consistent with prior in-house worship services. The lease income from the KMHS was the same as in prior months. The total general fund income for October was \$29,251, and the expenses were \$30,100 for a net operating loss of \$849. The general fund checking account balance was \$63,504, and the general operations savings account was \$67,174 at month end.

- 2) **Resource Coordinator Fund:** The fund received donations of \$10 in October. These are used exclusively to pay the salary and compensation for our Resource Coordinator. At month end there were \$16,373 in this fund.
- 3) **NADC - Noah's Ark Daycare:** October income was \$54,125, and expenses were \$66,497 for a net loss of \$12,371. During October the NADC continued with the renovation of the bathrooms, incurring expenses of \$8,850. At month end they had total assets of \$209,069, including checking and savings accounts, and receivables.
- 4) **NAPS - Noah's Ark Preschool:** October income was \$6,786, consisting primarily of tuition paid. They continue to operate with more than 30 students enrolled. The expenses were \$5,618 for a net income of \$1,167. This is the first month this year when they did not have a net operating loss. At month end they had a combined total of \$32,174 in checking and savings accounts.
- 5) **FLCCW - First Lutheran Community Church Women:** The group continued their normal activities during October. They had the Bible study circles and monthly quilting meetings. They packed and shipped our quilts and the Lutheran World Relief kits this month. In October they received income of \$350, with no expenses, for a net income of \$350. At month end they had a total of \$6,573 in net assets.
- 6) **Designated Funds:** The majority of these funds continued to be inactive during October. The Community Aid fund provided assistance to local residents; at month end the balance in this fund was \$26,467. The Major Maintenance fund received additional donations; the end of month balance was \$16,417.
- 7) **Other Discussions:**
 - a. Fred enrolled the church in the Kitsap Bank cash management program. He will be receiving training for the program on Friday. Following that he will begin the process to set up the procedures for establishing direct deposit for our employees' pay checks. We need to be sure that all of our employees have a bank or credit union deposit account that can accept such payments. He will also be collecting the basic account information required to set up this process. He expects to be able to begin enrollment for the direct deposit program in January 2022.
 - b. Fred prepared the first draft of the church budget for 2022. It incorporates the known changes to our income and expenses, such as the sale of the Ministry Center building, the departure of the Kitsap Mental Health Services tenant, and the retirement of our mortgage after the sale is completed. The draft also includes salary increases for our Pastor and Deacon, consistent with the guidelines provided by the Synod. In January the Washington minimum wage will increase to \$14.49 for our hourly employees. The draft does not provide for increased compensation for our salaried employees. This is the same as for the past several years. In lieu of salary increases the Church Council had discussed year-end bonuses for these employees. Fred provided options for these bonuses. The finance committee also suggested that we could provide an option for members of

First Lutheran Community Church November 18 2021 Meeting Minutes Final

our congregation to contribute into a “pool” for paying employee bonuses. However, given the size of the current General Fund and savings, the council believes we can cover the bonuses with current funds, especially to allow the bonuses to be processed quicker.

Sarah motioned the council accept the proposed. Chris seconded the motion. The motion passed by unanimous vote.

- c. The council reviewed the budget proposal. This budget will eventually be presented to the congregation at the annual meeting.

Sonja motioned the budget draft be accepted, with an allowance for adjustments of up to 5% allowed without additional council approval. Sarah seconded the motion. The motion passed by unanimous vote.

- d. The Endowment fund is invested in a certificate of deposit with the ELCA Mission Investment Fund. Fred submitted the document to change the signature authority from Ms. Nancy Rollins to himself. Now he wants to obtain online access to check on the quarterly interest payments and to print statements and any other required materials. To do so he must submit a form, which requires the approval of the members of the Church Council and then the signature of the Council President. The council discussed that there should be additional persons with access since we are submitting the forms anyway.

Sonja motioned to have the Treasurer (currently Fred Seidel), an additional member of the finance committee (currently Nancy Rollins), and the council President (currently Jeff Robinson) to have online access to the endowment. Sarah seconded the motion. The motion passed by unanimous vote.

D. CBA’s Report:

- 1) A family donated a 2002 Toyota Sequoia to the Church. It is going to temporarily be rented to a congregant but eventually sold. Paul will research the insurance implication of the rental.
- 2) We have accepted an offer on the Ministry Center. It was inspected and the report is due back tomorrow. Unfortunately, there was roof damage and damage in the crawl space. The preliminary estimates were around \$30,000 of repairs. Paul and Gary will be meeting soon to discuss.
- 3) On Tuesday, the water heater in the Ministry Center seemingly failed. A plumber was called and repaired it. Because it had went out, a carbon monoxide monitor was also purchased just to be safe.
- 4) The Daycare is almost complete with the second bathroom remodel. Next up will be a kitchen update and updated the old cabinets.
- 5) A lift was rented to replace all the parking lot lightbulbs. Two of the parking lot lights are connected to the Ministry Center and will need re-routed before the sale.

- 4. OLD BUSINESS (President): None.

First Lutheran Community Church November 18 2021 Meeting Minutes Final

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

Sonja motioned to adjourn the meeting at 8:32 PM. Sarah seconded the motion. The motion passed by unanimous voice vote.

NEXT MEETING IS SCHEDULED FOR THURSDAY, 16 DECEMBER 2021, 7:00 PM.