

First Lutheran Community Church January 21 2021 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
Julianne Powelson Sarah Cook
Paul Gaudette (CBA) Suzanne Harvey

Absentees: Mary Benbow

Guests: Fred Seidel

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

Sonja motioned we approve Draft 2 minutes, as amended, from 17 December Virtual Meeting. Nancy seconded the motion. The motion passed by unanimous vote.

4. REPORTS

A. Guest Report – Fred Seidel

- 1) 2021 Budget: Council reviewed a revised draft of the budget for next year. It now reflects some minor adjustment and the reduced Music Director expenses.
- 2) Largest increases are in salaries. On the budget, the projection for the Church Business Administrator appears smaller than that of the Ministry Support Administrator. Some of the CBA hours are budgeted in the Daycare because there are hours assigned as Daycare Business Manager. Year over year, next year hourly employees will have more hours than 2020 because of the closure. Minimum wage employees will receive a state mandated raise. Only pastoral staff are receiving an increase to stay aligned with Synod guidance.
- 3) We ended the year with a surplus that will hopefully help if 2021 is as volatile as 2020.
- 4) The Preschool will have to operate with a reduced capacity for the foreseeable future. We may need to decrease their facility usage fee. More research is being done.

Nancy motioned we accept the budget for proposal to the congregation. Julianne seconded the motion. The motion passed by unanimous vote.

First Lutheran Community Church January 21 2021 Virtual Meeting Minutes Final

B. President

- 1) Annual Meeting on January 31st: We will have a parking lot meeting and a simultaneous Zoom meeting as well.

Steve Nominated Fred Seidel as Treasurer (starting 2/1/2021). Nancy seconded. The appointment passed by unanimous vote.

C. Pastor's Report:

- 1) Planning is underway for the annual meeting. Some videos are being prepared in advance (like the budget) so people can be prepared. The new council candidates will be recording videos in advance as well. The council reviewed a draft agenda. Annual reports will be sent out to the congregation within a week.
- 2) Lent and Easter planning is underway. A parking lot service is planned for February 14th. They will hand out temporary cross tattoos for Ash Wednesday and a Lent devotional call Heart & Psalm. It is possible there will be a weekly in person prayer services beginning Ash Wednesday, led by Deacon Marj. There will be parking lot services on March 7th and 21st; palm branches will be given out. If Palm Sunday must be remote, there will be a time where people can come drop of coats and pray in the sanctuary. Maundy Thursday will be a Zoom Meeting meal. Good Friday will be an evening Parking Lot service. On Easter Saturday there will be an Easter egg version of the socially distant Trunk or Treat. Easter Sunday will be a parking lot service.
- 3) As vaccines begin to rollout, we will have a "mixed" population with some people vaccinated and others not. Adrian is putting together a team to discuss how we should make policies around this.
- 4) Trailers in the lower lot update – there continue to be some title issues that we are working through. We still hope to get it cleaned up soon.

D. Treasurer's Report

- 1) **PPP Loan:**
 - i. We used the full \$136,040 loan which we received.
 - ii. At noon today, Paul & Nancy participated in a PPP Loan Forgiveness webinar presented by Washington Nonprofits & Communities Rise.
 - iii. The SBA issued a revised PPP Loan Forgiveness Application form for loans less than \$150,000 on Jan 19. We may need to revise our allocation of loan proceeds as backup, but it appears we can complete the one-page certification!
- 2) **FLCC:**
 - i. General Giving in December was \$27,645 which is much better than recent months.
 - ii. December General Fund income was \$2,231 more than expenses, even after transfer of \$1,841 to cover the deficit in Designated Fund: Shed.
 - iii. The month-end General Fund balance was \$109,023 before Federal payroll tax liability of \$6,897.

First Lutheran Community Church January 21 2021 Virtual Meeting Minutes Final

- iv. Thanks to the PPP Loan and transfers from Designated Funds: Major Maintenance, the YTD General Fund income was \$51,503 more than Church expenses.
- 3) **Resource Coordinator Fund:**
 - i. The RC Fund received \$20 in donations in December.
 - ii. RC Fund sub-account balance was \$11,045 at year end, which is enough money for 11.5 months of Corrinne's payroll in 2021.
- 4) **NADC - Noah's Ark Daycare:**
 - i. December Daycare tuition income was \$55,304 while the YTD average was \$52,343.
 - ii. They received a special grant of \$19,580 from the State.
 - iii. They paid the remainder due for the new fence at \$2,092.
 - iv. Net profit was \$19,436 for the month and \$98,474 for the year.
 - v. At month-end, NADC had \$191,852 combined in checking and savings.
- 5) **NAPS - Noah's Ark Preschool:**
 - i. December income was \$195 for tuition, reduced by a \$115 registration refund.
 - ii. The Textile Fundraiser income after transportation expenses was \$706.
 - iii. Karen is basing her reopening plans on SK schools & virus information from the Health Department. Current plan is to begin classes on February 1st, holding only one class at a time with smaller class sizes and careful health controls.
 - iv. She expects to operate at a loss for several months. Reopening now will help current families and grow fall enrollment.
 - v. December net loss was \$2,662 and YTD net loss was \$13,001.
 - vi. With their financial situation, we may decide to reduce their facility use charge.
 - vii. The Preschool had a combined \$38,708 in savings & checking at month-end.
- 6) **FLCCW - First Lutheran Community Church Women**
 - i. The only December income was interest for one CD and savings.
 - ii. There were no expenses.
 - iii. Without income from Circles and Global Warmers, the YTD net loss was \$702.
 - iv. Total assets are \$6,780 in checking, savings & 2 CD's.
- 7) **Designated Funds:**
 - i. Community Aid Fund
 - 1. Received \$1,040 in donations.
 - 2. Paid for auto license tabs, tires, a utility bill and petty cash for gas.
 - 3. The fund balance is now \$17,794.
 - ii. Holiday Events
 - 1. Received \$700 in donations.
 - 2. Spent \$621 on Angel Tree gifts.
 - 3. The fund balance is now \$732.
 - iii. Major Maintenance - Received \$324 in donations, plus the \$300 monthly transfer from the KMH lease payment. Balance is now \$13,649.

First Lutheran Community Church January 21 2021 Virtual Meeting Minutes Final

iv. Miscellaneous Pass Through

1. Gifts received for the Ewen Family in December totaled \$1,701.97.
2. Additional gifts of \$495 have been received in January.
3. Most of the money has already been sent to Jan Ewen.

v. Shed Fund

1. Electrical expenses of \$250 were paid.
2. Per Council action, the \$1,841 deficit was covered from the General Fund before year end.
3. The General Fund received partial reimbursement in January of \$1,395 from Endowment interest paid at maturity.

vi. Endowment Fund

1. The 4-Year term investment in the ELCA's Mission Investment Fund matured on January 3, 2021.
2. As noted above, the interest was withdrawn.
3. The Endowment principal of \$11,098.39 was rolled to a new 3-year Term Investment at 1.5% APY.
4. It is not a surprise that the January rate was lower than the December 1 rate that we had discussed at the last Council meeting.

E. CBA's Report:

- 1) New shed's garage door had a part replaced under warranty.
 - 2) We are working to get a trailer removed from the upper parking lot.
 - 3) The Ministry Center may need a sprinkler system for people to live in it. The prospective tenant is getting a County representative to come investigate the possibility of a variance.
 - 4) The tiny houses were supposed to go to Camp Calvinwood. The previous director however was not in favor of the plan. He has since retired, so hopefully new leadership will reconsider.
5. OLD BUSINESS (President): None
 6. NEW BUSINESS (President): None.
 7. FOR THE GOOD OF THE ORDER (President): None
 8. ADJOURNMENT (President)

Sarah motioned to adjourn the meeting at 8:00 PM.

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

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