

First Lutheran Community Church October 19 Meeting Minutes Final

Attendees: Sharon Bacon (President) Jeff Robinson (Vice President)
Ryan Sjoberg (Secretary) Fred Seidel (Treasurer)
Paul Gaudette (CBA) Pastor Adrian Bonaro
Amanda McKenney (Daycare) Casey Nelson
Andrew Wilmarth Tom McLean
Scott McDougall Diane Aldinger
Steve Atkinson Malcolm Collie

Absentees: Doug Jones Michelle Sharp

Guests: Diana Gromling

1. CALL TO ORDER (President) 7:03 PM.
2. OPENING DEVOTIONS (President)
3. APPROVAL OF MINUTES FROM 21 SEPTEMBER MEETING DRAFT 2 (President).

Ryan motioned we approve Draft 2 minutes from 21 September meeting. Steve seconded the motion. The motion passed by unanimous vote.

4. REPORTS

1) President's Report

- a. Sharon completed meeting with the staff. Concerns were raised about the state of the grounds, so some trees are getting trimmed. The groundskeeping staff will work with Paul to line up a contractor. Daycare Director job description was finalized. Jeff and Sharon will work on the other descriptions next.
- b. Sharon met with the Social Justice committee on the loitering policy. The council reviewed the final version of the policy that is now posted. Sharon met with Corrinne. Council reviewed the current aid form that is required to be completed when seeking assistance. Also discussed were the disbursement guidelines for the Community Aid Fund. Council reviewed. The guidelines will be provided and used by Corrinne.

2) Pastor's Report:

- a. Season of Why continues. Cisco Valez will be coming to discuss his efforts to help the homeless in our community. Chris Billings will speak on Reformation Sunday.
- b. Generosity Packets will be passed out on the second Sunday in November. Wanting to encourage people to step up and volunteer as service helpers and hopefully draw out some emerging leaders. A callout for the furnace fund will be included. A note will explain how many things were more expensive than expected this year.
- c. The Spaghetti Box Social is coming up. Many donations have been provided.

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- d. Advent planning is already underway and going well. Confirmation classes have resumed. Youth group is hoping to expand and include some grade school kids. Due to the diverse age mix, Sunday School may need to have split activities.

3) Treasurer's Report

- a. **FLCC General Accounts:** Our church continues to have higher expenses than income most months, and September was no exception. September general giving was \$24,373 compared to the August total of \$25,853 (September 2022 was \$24,702). Envelope giving was \$13,173 and the Vanco Simply Giving was \$10,454. The loose offerings were \$746 and there were no Thrivent Choice contributions. Usage income was \$4,400. The total general fund income for September was \$28,777, and the expenses were \$31,591 for a net loss of \$2,814. At month end the general checking account balance was \$44,483, and the general operations savings account was \$81,877.
- b. **Resource Coordinator Fund:** We received donations of \$10, and had expenses of \$1,147 in September, for a net loss of \$1,137. At month end there were \$15,312 in this account.
- c. **NADC - Noah's Ark Daycare:** The August profit and loss statement showed an income of \$79,323 and expenses of \$73,461. This resulted in a net income of \$5,863. At month end the NADC had \$185,831 in their checking account and \$245,402 in their savings accounts for a total of \$431,233.
- d. **NAPS - Noah's Ark Preschool:** The September profit and loss statement showed an income of \$75,881 and expenses of \$65,751. This resulted in a net income of \$10,129. At month end the NADC had \$189,039 in their checking account and \$245,412 in their savings accounts for a total of \$434,451.
- e. **FLCCW - First Lutheran Community Church Women:** The September profit and loss statement showed an income of \$296 with expenses of \$763. This resulted in a net loss of \$467. At month end they had \$1,791 in their checking account, \$1,781 in their savings account, and \$2,937 in certificates of deposit for a total of \$6,509.
- f. **Designated Funds:** The month end the Community Aid fund had a balance of \$22,397, and the Major Maintenance fund balance was \$11,063. The furnace fund had \$1,774 and the flooring fund had \$7,001. Designated fund income this month was \$3,371 and expenses were \$2,629. At month end the balance of all designated funds was \$62,527.
- g. **Other Topics:**
 - i. This month our general fund once again had a net loss. Through September we have had five months with negative income. While our giving has continued to be strong, our operating expenses have exceeded our budgetary projections. Fred expects that our fund-raising efforts will cover the extraordinary equipment replacement and maintenance expenses before the end of the year. Based on that, his projections indicate that we could have a small surplus of about \$1,000 by year end. Nonetheless, as we begin our budget cycle for 2024, he would like the members of the council to consider possible ways to increase income, to reduce expenses, or both.

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- ii. The Finance Team has received the 2024 Synod's salary guidelines for the pastor and deacon. They include an increase of about 7% for this compensation. The Washington State minimum wage will be \$16.28 beginning on January 1st. We have also received notice that our Portico and Church Mutual insurance policies will have higher premiums next year. These will be factored into the draft budget estimate.
- iii. Our Treasurer and Bookkeeper Guide was last approved by the members of the Church Council in September 2016. In May 2017 the ELCA issued a revised guide for this. The finance committee has reviewed this and developed an update for our current guide. The update was required because we now have church credit cards that are used by the business administrator and the office manager. Fred provided a copy of the current language in our guide and the proposed revision. He is requesting that the council approve these changes and the issuance of an updated guide.
- iv. The majority of our members tithe and donate money in support of our ministries. There are however some members who have donated shares of stock or have used their IRA required minimum distribution (RMD) to make a contribution. For those members' guidance Fred has prepared information he plans to include this in an upcoming monthly newsletter. Fred would like to have the members of the church council review this language before he does. He proposed that this be an agenda item for the November meeting at which time we can consider and comments or suggestions to this document, before it is published.
- v. Due to Covid, the Church got behind on its yearly audits. An effort was made to catch up, and a 2020 audit was completed. 2022 is underway. Fred proposes that we pass on audits for 2019 and 2021, as we have gotten the years around them.

Daine motioned we do not audit the years of 2019 and 2021. Tom seconded the motion. The motion passed by unanimous vote.

- vi. The church credit cards are frequently hitting their limits and staff are being reimbursed for using their personal cards. The council discussed that they wished to end the practice of needing to use personal cards. The low limits are also a problem because the credit cards are slow to post payments and do not provide up to date information online.

Ryan motioned we increase the limit on the CBA credit card to \$3,000 and the Office Staff card to \$1,000. Steve seconded the motion. The motion passed by unanimous vote.

4) Daycare Report:

- a. Bats have not been removed yet, since there are regulations around what time of year bats can be removed. The Nurse Consultant change is moving forward, and will be expanded outside the nursery. There will also be staff education, policy

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writing, and additional efforts with the change. The individual is very active and has a child at the center.

- b. Noah's Ark is currently in the running for Best Daycare in Kitsap, rated at #4.
- c. The kitchen renovation is still underway. The counters were delayed due to poor communication between the contractors. Ideally, they will be installed next week so appliances can be hooked up.
- d. Received feedback that the entrance to the church parking lot is narrow and difficult to see. The reflectors have broken away. May explore painting it we high visibility paint.
- e. With the increase in minimum wage next year, other daycare salaries will increase to maintain a differentiation and retain staff.
- f. A new wi-fi and networking system is needed. Our current system is old and multiple systems patched all together. Given the increasing demands on the wi-fi, a company was brought in to assess out status and has provided a proposal. The proposal includes modern equipment, more security, and cleans up our current system.

Tom motioned we accept the proposal from the contractor to update the system. Diane seconded the motion. The motion passed by unanimous vote.

5) CBA's Report:

- a. Trunk or Treat and Pumkin carving is coming.
- b. The new windows are scheduled to be installed in the sanctuary on November 2nd.
- c. An increase in homeless seeking assistance has strained staff. Office hours have been posted and doors will be locked at 3.

5. OLD BUSINESS (President): None.

6. NEW BUSINESS (President): None.

7. FOR THE GOOD OF THE ORDER (President): None.

8. ADJOURNMENT (President):

Tom motioned to adjourn the meeting at 8:19 PM.

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

NEXT MEETING IS SCHEDULED FOR THURSDAY, 16 NOVEMBER 2023, 7:00 PM.