

MEETING MINUTES: Sunday, February 25, 2018

Council for Christ Lutheran Church and PreSchool

ATTENDEES: Richard Davis, Kathy Davis, Penni Sauer, Mir Pawlak, Lois Menis, Lynn Brandl and Ken Pawlak. Not in attendance Rob Jost. Partial attendance Pastor Amy Becker-Perez and Tom Pfenning.

CALL TO ORDER: Meeting was called to order with prayer at approximately 10:45 a.m.

APPROVAL OF MINUTES – January 28, 2018: *MOTION to approve by Mir Pawlak; seconded by Kathy Davis. Approved*

FINANCIAL UPDATE: End-of-February Payroll is covered through \$10,252 in checking, \$3500 available savings, approximately \$2000 in pending preschool deposits and today's giving. Tuition will begin coming in as well.

ROOF PROJECT: Our insurance company Brotherhood Mutual has raised concerns about the roofing job, noting that the contractor has been badgering the insurance company for more payments. According to insurance, contractor modified first contract noting incorrect measurements, and is also attempting to collect an additional 20% for general contractor fee, which is not customary for a roof job. There is a question if gutters were part of the contract. Council questioned if we have a lien waiver in place to protect us from supplier claims. Given the situation, Council directs to withhold any additional payment to roofer until this is ironed out. Hold the current \$10,638 disbursement from insurance.

FINANCIAL PROCESSES: Council discussed ways to better share information and responsibilities, as well as create a more efficient and transparent system. Options included returning to a paper check book or changing software. Previously, Tom Pfenning had reported that an extreme amount of time (100+ hours per budget) is required to fill the accounting spreadsheets created by Ron Ralph many years ago. With available technology, it seems appropriate to look at simpler, more efficient systems. Through pastoral contact and synod reporting, Quicken (used for check payment) is not generally used. We have found incidences of churches using QuickBooks, and the ELCA Form C lists ACS Technologies, Church Windows, Concordia Technology Solutions and Icon Systems as options. *(Note After Meeting: Our online banking application does provide additional functionality as far as electronic payment and record keeping that interfaces with separate accounting applications. Lynn Brandl will look at what interfaces are available.)* Research will continue to develop a more efficient, effective integrated process.

MOTION to begin providing hard copy check ledgers showing itemized payments filed in an accessible binder in the church office and presented at Council Meetings. Motion by Lois Menis; Seconded by Penni Sauer. Approved.

COUNCIL PRIORITIZED BILL PAYMENTS:

- 1) Pay full **February 28 payroll**;
- 2) Pay **bank** loan/line of credit;
- 3) Pay **any pending reimbursements** for classroom purchases, once approved by Kathy;
- 4) Pay **January snowplow** (not old invoices) at approximately \$1000; As reserves are built up later in the month, pay toward additional \$1500 in snowplowing from Jan. 23 through February 21; Do not pay old invoices from last spring;
- 5) If possible, after reserves are built for mid-March payroll, **then pay \$500 or \$1000 to Utility Dynamics** toward light poles (hold until last);
- 6) **Do not pay any more to roofing company**; continue to hold remaining \$10,638 provided by Brotherhood Mutual in account until roofing job/contract is clarified.
- 7) Continue to wait to finish annual inspections and emergency light fixes.

REFINANCING STATUS: On February 9, Maria Warden, Mundelein Community Bank, provided the results of a blind bid for our required appraisal. Low bid was \$1850 requiring 3 weeks plus 5 days for completion of report. Maria has a Plat of Survey and our directive to break out value of land between church and Countryside Fire. Maria reports that work is on track for refinancing as outlined previously.

COUNTRYSIDE FIRE INQUIRY: Lynn Brandl communicated with Chief Jeff Steingart about interest in purchasing land. Chief responded favorably, noting they were in the midst of strategic planning. He also noted that decisions take time, with both a board of trustees and taxpayers to answer to.

PRESCHOOL ANALYSIS: Council was directed by Congregation Meeting to analyze PreSchool/Extended Day and determine final Go/No-Go decision. To help understand the financial implications of the ministry, Director Kathy Davis analyzed the current program and provided a report (*attached*) of current "break even" enrollment required for each PreSchool classroom (based on current contracts), which indicates that all classes are above the break-even enrollment requirement. Kathy provided analysis of Extended Day Payroll Costs (paid in addition to classroom contract) for November

(\$4792), December (\$2978), and January (\$4073), showing payroll costs less than additional average \$7900 tuition gained from running the Extended Day programming. Analysis of attendance in Extended Day options shows Early Drop Off being less full this year. However, that program only incurs 30 minutes of additional staff time due to structure. Suggestion to advertise lower-attendance programs of openings to increase attendance. Kathy Davis will examine PreSchool/Daycare guidelines (Synod, State, etc.) to clarify any attendance or hour parameters. Leadership will look to Synod (March 11 meeting) for any directives to consider.

MOTION to continue to go forward with PreSchool made by Lois Menis; Second by Mir Pawlak; Unanimously approved.

PRESCHOOL ANNIVERSARY – MAY 5: Kathy Davis reported that the Anniversary Committee (Kathy, Susan Germaine, 3 parents) met on Feb. 22. The group plans to solicit businesses to **purchase ads in an Anniversary Book**. The group has provided Kathy with a **solicitation document** (which should 501c3 giving information to also solicit auction gifts). Lynn Brandl directed to place document on the website. The group is working on invitations/save the date cards. Council expressed interest in congregation support – Lois Menis, Penni Sauer and Monica Lundeen have tremendous artistic skills when it comes to making auction baskets, etc. Others are willing/waiting to make contributions. Lynn Brandl asked whether the group was looking at using an **online bid program** – and allows people who don't attend to still bid on items and make contributions through PayPal or credit card. Option is BidPal (as well as BiddingOwl and others – some of which are funded as the app takes a portion of transaction as a fee). In examining options, especially those with PayPal linkages, it is wise if we can establish our **non-profit PayPal status** to reduce the percentage taken by PayPal and any app that might be used.

PASTOR'S REPORT: Pastor Amy Becker-Perez (*report attached*) joined the group between Confirmation Class activities. She noted that two families were looking to baptize. Pastor Carol will be on hand March 4 Time-Away and during vacation on April 16-22. Tentative Time-Away includes May 27 and June 17 with supply pastor decision TBD. Pastor talked about new member recognition – perhaps a recommitment service. Pastor provided a list of “members” who may need recontact. Ken, Kathy, Penni and Lynn marked up the sheets and returned them to Pastor. Group suggested that Pastor contact Deb & Kevin Liden, the Darlings and the Wakefields. Penni will contact George. Lynn will touch base with Sandy McGowan, Lori Roselle and Ravenscrafts. Lynn will ask Dick Barry to check with Piepers. Message includes Lent/Easter invitation.

VISIONING TEAM: Pastor Reported that she will distribute the next Visioning Team task to group and Congregation during next couple of weeks, with next exercise planned for March 18 Congregation Meeting.

EASTER/HOLY WEEK PREP: Pastor will plan over the next few weeks and contact Altar Guild and others as needed for special preparation (i.e., foot washing supplies, candles, etc.). Kathy Davis will contact Donna Barry regarding this year's **Easter Flower Order** cost, and then direct Christine to create the order form. Kathy will also die-cut **butterflies** so we can begin decorating for Easter. Lois Menis will make an **Easter Brunch** sign up posters. Penni Sauer will develop **Easter Egg Hunt** activity. **Easter set up planned for 9 a.m. on Saturday, March 31.** JustWorship is still determining their plans.

SYNOD MEETING – MARCH 11: Rev. Sara Stumme, Assoc. to the Bishop (our new Synod contact) will meet here on March 11 after worship. Pastor, Tom and Lynn have committed to attend. Given Pastor Stumme's interest in PreSchool operations, it is requested that Kathy Davis attend.

SYNOD ASSEMBLY – JUNE 8 & 9, TINLEY PARK: Early registration by May 8. Would like to send 2 people. Pastor Amy suggests we ratify/bleed the individuals at March 18 meeting. Ken Pawlak, Allie Menis, Penni Sauer, Tom Pfenning and Lois Menis are checking their schedules. More info at www.mtselca.org.

VOLUNTEERS: Group discussed how to open up for more leaders/volunteers – everything from acolytes and readers to Council positions. Ken Pawlak talked about how we explain what membership means and how people might get involved. Mir Pawlak suggested a job fair/poster displays after worship. Pastor suggested Temple Talks. Discussion will continue.

CONGREGATION MEETING – MARCH 18: Snapshot update on finances, complete Visioning Team task, encourage participation, etc. No voting on leadership or constitution yet. Draft agendas and resources will be routed before.

OTHER DISCUSSIONS

- **Scott Marler Contact:** Lynn Brandl reported that there was no response to the February 1 communication (*attached*). Lynn will check with VHPD as far as disposing of abandoned items.
- **Active Shooter Training:** Kathy Davis and Lynn Brandl will attend House of Worship Active Shooter Training, provided by Advocate Condell, on March 1. They will share any findings with the group.

WORSHIP/CONGREGATION LIFE SCHEDULE:

- Lenten Wednesdays – Feb. 28, March 7, 14 and 21 – 6p supper and ministry partner discussion
- Council Meeting/Confirmation – Feb. 25
- **Synod Meeting/Council – March 11** (*Meeting called by Rev. Sara Stumme; Not a regular Council Meeting*)
- **Congregation Meeting – March 18**
- Palm Sunday – March 25
- Maundy Thursday – March 29, 7p worship
- Good Friday – March 30, 7p worship
- Easter Sunday – April 1, 9:30a worship followed by brunch; include justWorship; create Egg Hunt activity
- Boy Scout Pancake Breakfast – April 14 at Hawthorn Middle South
- **Council Meeting – April 15**
- PreSchool Anniversary – May 5 at Crown Plaza, Mundelein

SYNOD MEETING – March 11 after worship

CONGREGATION MEETING – March 18 after worship

COUNCIL MEETING – April 15 after worship

ADJOURN: *Motion made by Penni Sauer; Seconded by Kathy Davis. Adjourned at 12:30 p.m. with The Lord's Prayer*

Thank you for your faithful service.

Respectfully submitted,

Lynn Brandl