

## **MEETING MINUTES: Sunday, January 28, 2018**

### **Council for Christ Lutheran Church and PreSchool**

**ATTENDEES:** Richard Davis, Kathy Davis, Tom Pfenning, Penni Sauer, Mir Pawlak, Lynn Brandl. Not in attendance Lois Menis, Rob Jost, Rev. Amy Becker-Perez. Also in attendance Ken Pawlak, Dick Barry, Donna Barry, John Brandl.

**CALL TO ORDER:** Meeting was called to order with prayer at approximately 10:40 a.m.

**APPROVAL OF MINUTES – Jan. 14 & Jan. 21:** *MOTION to approve minutes of the January 14, 2018 meeting (provided earlier via email) made by Mir Pawlak; Second by Tom Pfenning; Approved. MOTION to approve notes of January 21, 2018 Congregation meeting (provided earlier via email) made by Tom Pfenning; seconded by Richard Davis; Approved.*

**FINANCIAL UPDATE:** Payroll current, January bank payment (loan/line of credit) paid, and we prepare for January 31 payroll. Tom Pfenning provided a balance sheet (1/21/18; attached). If all “regular” December (primarily staff reimbursements and snowplow) and January invoices (utilities/operating expenses, snowplow) are paid, our available balance for Jan. 31 payroll would be \$8129.83 – not enough for the approximately \$12,000 payroll needed for tomorrow. To that end, Lynn, Tom and Richard confirmed with the bank to release remaining \$7000 line of credit with the assumption that penalties/interest on unpaid bills more costly than future impact on refinance (refinancing notes follow). Council is looking to preserve as much of the \$7000 from the line of credit as possible for future payrolls. In addition, Kathy Davis noted an additional \$1000 has come into Paypal/tuition, and we have not counted today’s offering. Council prioritized payments (see below) to result in \$11,000 available from cash-flow and \$7000 available from line of credit for January 31 payroll and future payrolls. **Council prioritized bill payment as follows:**

- 1) Pay full **January 31 payroll** (including all Pastor hours, which will undoubtedly be over the typical 20-hour per week due to additional meetings and efforts toward finances);
- 2) Pay **December staff reimbursements** for classroom purchases;
- 3) Pay **December snowplow**, only (not January invoices, and not old invoices);
- 4) **Pay any remaining/current December and January regular utilities/operating expenses** (ComEd, Northshore Gas, water, phone, copier, etc. – which often incur penalties);
- 5) **Pay remaining credit card balance** (used for deposit for Anniversary celebration);
- 6) Assuming our calculations are correct above, **then pay \$1000 to Utility Dynamics** toward light poles (hold til last);
- 7) Continue to hold old snow plow bills, January snow plow bills, \$3700 light pole bills (thank you to Penni for making a “giving tree” for this expense). Continue to wait to finish annual inspections and emergency light fixes.

**COUNTRYSIDE FIRE INQUIRY:** Suggested by Theresa Calabrese/Boy Scouts to check with Countryside Fire to see if they may be interested in purchasing some land. Council suggests Lynn Brandl talk with Chief Steingart to explore.

**REFINANCING:** Maria Warden, Mundelein Community Bank, outlined the following – extend loan 20 years, roll in the current \$50 line of credit, roll in required outside appraisal cost (estimated at \$2000), assume 4.95% rate – monthly payment estimated at \$3800 – very favorable compared with current \$5100 payment (\$4800 loan, \$300 line of credit). New \$50,000 line of credit also available for cash flow support. Ms. Warden is ready to secure three appraisal quotes to start the process. Richard Barry suggested that appraisal be broken out by building and land, especially in light of possible sale to Countryside Fire. We realize that we are still working out our ministry’s mission and a sustainable structure. That said, it is Council’s responsibility to give the church and preschool the best scenario possible to succeed.

*MOTION to pursue refinancing with Mundelein Community Bank made by Kathy Davis; seconded by Penni Sauer. Unanimously approved.*

**KIDS KAMP:** Council directed by Congregation Meeting to further analyze summer Kids Kamp and determine final Go/No-Go decision. Lynn Brandl’s analysis of summer variable expenses identified ComEd (biggest expense), Northshore Gas, water, cleaning. Assuming we could cut back on cleaning and daytime use, but continue to support evening gatherings and Sunday church, estimated an additional \$3700 in “overhead” expenses could be allocated to Kids Kamp program. Kathy Davis explained staffing rates, noting that PreSchool teachers have been paid PreSchool rate if in summer teaching position – though only one teacher works in the summer. Typical counselor rate is \$7.75 to \$8.50. General program day (not early or extended day) is 4 hours – 3 hours of programming plus 30 minutes before and after for set up/clean up. Example of higher priced teacher plus one counselor produced a break-even number of 5 students in that group. Program typically fills to 20-students at that level – showing that for payroll expenses (the bulk of the cost), the program exceeds break even.

Given the fiscally efficient nature of the program, the importance of income to cover summer expenses, and the value of the summer program in filling the PreSchool program, Counsel echoed the general Congregation support for the program.

*MOTION to go forward with summer Kids Kamp made by Tom Pfenning; seconded by Mir Pawlak; Unanimously approved.*

**VISIONING TEAM:** Council thanks and supports the Visioning Team, and clarified that work forward on refinancing and Kids Kamp continues on a parallel path in order to have options in place to support that group's outcomes. Group expressed encouragement to complete that work soon in order to help inform all congregation decisions.

**SYNOD MEETING – MARCH 11:** Rev. Sara Stumme, Assoc. to the Bishop (our new Synod contact) has been in conversation with Pastor Amy, and has requested a meeting on March 11 after worship. Pastor, Tom and Lynn have committed to attend, and invite all interested leaders. (This will not be a regular Council Meeting as we anticipate Rev. Stumme will focus on questions about our ministry and options from other congregations.)

**BOY SCOUT GENDER DIRECTIVE:** Regarding Scout's directive allowing all-gender or same-gender options, Council believes Scout Leaders are better able to determine based on need. *MOTION to direct Scout Leaders to determine any need and proceed accordingly, keeping Council informed, made by Tom Pfenning; Seconded by Kathy Davis. Approved.*

## OTHER DISCUSSIONS

- **Thank You/Testimonials:** Kathy Davis has stacks of positive notes from parents. Ken Pawlak encouraged her to collect some of these statements for the website/social media.
- **Storage Concerns:** Council has requested non-Boy Scout items in parking lot be moved before the first snow. Van was removed; two trailers remain. All other stored items to be removed from church (shed, utility area, etc.) by January 31. Richard Davis will call Scott Marler to remind him of timing; Lynn Brandl will send a second letter outlining our request to remove items. Council discussed how to dispose of items if they are not retrieved, and noted that Gregg's Small Engine might take the mowers, and the scrap man might take other pieces.
- **Summer Hours:** John Brandl suggested moving to Sunday-only pastor coverage during summer, when our finances are tightest. Rather than a 20 hour week, it would be \$175 per Sunday. Kathy Davis asked us to consider time (one hour per week) for pastoral presence at Kids Kamp, something she hasn't had, and which creates more church visibility. This schedule may be helpful to Pastor Amy, as it eliminates much of her need for summer childcare. An informal discussion (no decision) will be had by all to determine options that might support everyone.
- **Corner House:** House is for sale. Previous owner had paid to park when they first moved in.
- **Parking Lot:** Neighbors use the parking lot and usually move before PreSchool starts. Recently cars have taken needed space and impacted snow plowing. We want to be good neighbors, but we don't want the liability and the inconvenience. Suggestions including selling permits, posting signs, asking for donations. Tabled for now.
- **Repairs:** Flat roof over classrooms on the east side was not replaced and leaked. Local Roofing repaired visible holes and a seam break, bill TBD but expected less than \$600. Pat Belzer has repaired boys bathroom sink and tot room sink. He has tightened the pipes in the 3s and is watching to make sure it no longer leaks. Kathy Davis will follow up to determine next steps, which may mean cabinet replacement. Tom ordered replacement timers for the front sign light; Kathy's brother is recovering from surgery, but he may be able to work on that.
- **September Fundraising Fest:** Ken Pawlak reminded Council that he has proposed an outdoor music fest, envisioned for late September on our lawn. Include music competition and refreshments. Raise funds through entrance fees for the music competition and tickets/refreshment sales. Something of this magnitude takes planning time and budget. Council requested that Ken bring this up at our next Congregation meeting for feedback. In addition, an undertaking like this would include up-front costs – permits, stage construction, sound system. Initial work may be in determining a budget, which will then inform further decisions.
- **Kindness Rocks:** Penni Sauer and Pastor Amy determined that for visibility, the best place for our Kindness Rocks art installation will be near the doors at the large parking lot. Penni will work to gather supplies (rocks, paint) and work with PreSchool, Kids Kamp, Congregation, etc. to begin making rocks for this installation.
- **Next Council – February 25:** February 4 council meeting cancelled; Next formal meeting February 25 after worship. Ensure payrolls are covered, update on refinance progress, and analyze/determine status of fall PreSchool programs to support timing for teacher contracts. Will look at rates/benefits and break-evens required for regular PreSchool classes, early drop off, Afternoon enrichment, and extended day to help Kathy and all of us better plan, budget and track to ensure that Congregation can successfully support all commitments we make..

**WORSHIP/CONGREGATION LIFE SCHEDULE:**

- Scout Fundraiser at Jason's Deli – Tues., Jan 30 from 5 to 10p (*mention Boy Scout Troop 273*)
- Scout Sunday (?) – Feb. 4 (*Council meeting cancelled*)
- Ash Wednesday – February 14, 7p worship
- Lenten Wednesdays – Feb. 21 & 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
- PreSchool Anniversary – May 5 at Crown Plaza, Mundelein

**COUNCIL MEETING – February 25 after worship** (*Feb. 4 meeting cancelled*)

**SYNOD MEETING – March 11 after worship**

**CONGREGATION MEETING – March 18 after worship**

**ADJOURN:** *Motion made by Tom Pfenning; Seconded by Kathy Davis. Adjourned at 11:50 a.m. with The Lord's Prayer*

Thank you for your faithful service.

Respectfully submitted,

Lynn Brandl