

**MEETING NOTES**  
**Christ Lutheran Church and Preschool Congregational Meeting**  
**Sunday, February 9, 2020 • 10:45 am**

**CALL TO ORDER:** Meeting was called to order by incoming President Mir Pawlak at 10:58 a.m. with 21 people in attendance. Meeting opened with prayer from Pastor Amy Becker-Perez.

**APPROVAL OF NEW VOLUNTEER LEADERS:** Congregation reviewed the list of new volunteer leaders: Mir Pawlak (President), Henry Sauer (Financial Secretary), Bryan Pawlak (Financial Assistant), Ken Pawlak (Property & Grounds), Theresa Calabrese and Krissy Grace. Thank you, leaders – and thank you to all who give of their time, talent and resources.

***Harrison Menis motioned; Liz Pawlak seconded to accept the roster. Unanimously approved.***

**FINANCES:** Financial Secretary Henry Sauer provided current 2020 budget numbers (***attached***). He noted that new QuickBooks processes have been very effective in helping us quickly identify problems. Beginning this fall, our biggest hurdle has been low preschool enrollment. Adjustments have been made (pay cuts, class restructuring, fee increases), and leaders will continue to monitor/adjust as required. The Giving Tree brought in more than 50% of what was requested. Thank you to all who support with time, talents and resources to help overcome and continue in ministry. As of today, church is back to even – thank you to all.

***Lynn Brandl motioned; Harrison Menis seconded to accept the financial report as provided. Approved.***

**PRESCHOOL UPDATE:**

**Current School Year/Restructuring:** Director Kathy Davis explained how enrollment has trended downward. When she began as director 8 years ago, school would open with approximately 100 students, and would gain about 20 students over the first six weeks. This year we opened with 85 students and gained only 10. This low enrollment required strategic changes to “right size” the program, including combining classes, reducing staff hours, increasing fees for afternoon enrichment by 12%, and capping staff salaries for afternoon enrichment work at \$15/hour. Those changes are now in place and will continue to provide financial relief throughout the spring as the program works to make up for losses incurred over the fall. Enrollment has begun to increase over the past few weeks, with some children coming from our partner church Trinity Grace. To support marketing, a volunteer team comprised of teacher Jennifer Termyn, church member Bryan Pawlak and a parent Michael Kuzmyn are working to team update/improve the website. Thank you.

**Summer Kids Kamp:** Director Kathy Davis reported that registration forms have been distributed for summer Kids Kamp, which offers programming for children ages 3 to 9, as well as Counselor In Training (CIT) opportunities for children 10 to 12. This program has traditionally been very well attended.

**Fall 2020:** Final decisions on tuition/program schedule will be finalized during Feb. 16 PreSchool Board Meeting, to support a March 1 registration form release. This timing is later than usual to allow the Board to gather data from other programs regarding fees and programs, and to allow Kathy time to gather feedback on proposed changes from staff and families. In general, it is anticipated that tuition will increase 3% (which is in line with our closest competitor, the Vernon Hills Park District, and less expensive than other options). PreSchool Board has proposed that the PreSchool return to a more traditional school-day schedule, ending programming at 2 or 3 p.m., rather than continuing to staff and support coverage to 6 p.m. This aligns with our mission as a Christian PreSchool, as opposed to a daycare.

**Winter Break Camp:** Thank you to Penni Sauer and Kathy Davis who volunteered their time to staff a new Winter Break Camp. The program was well attended, and provided important income to cover outstanding bills.

**PASTORAL UPDATE:**

**Interim Pastor Position:** Pastor Amy Becker-Perez and President Mir Pawlak reminded attendees that Pastor has been serving while on leave from call, as approved by both the Milwaukee Synod (from where she took her family leave) and Metro Chicago Synod (our organizing body). She was approved for a year’s extension of the allowed six-year family leave. However that time is drawing to an end. Given our financial situation, we are unable to provide a full call, which includes additional support for pension, housing, health care and additional hours. Mir is looking to reconvene the Interim Call Committee, in anticipation of engaging a new Interim Pastor

at some point between Easter and July. Pastor Amy noted she will be available to support as requested throughout this time. Thank you to Pastor Amy for her service and blessings on the next step of her journey.

**Bishop Curry Visit:** New MCSELCA Bishop Curry is scheduled to worship with us on May 31. This is a “meet and greet” visit requested by leadership. Mir will check schedules to see if a post-worship brunch is possible.

**Recap of Pastoral Acts:** Pastor Amy Becker-Perez recapped some of the activities of the year, including 4 Bibles presented to young people, 2 people confirmed, 2 babies baptized, new members, funerals, marriages, hymn sings and more.

**PARTNERSHIP WITH TRINITY GRACE:** Our partners at Trinity Grace began worshipping here on October 1, as part of a three year shared space agreement. Leaders recently met for a 3 month check in, and things appear to be going well. The church provides significant financial support, as well as the excitement that comes with a well-used space serving Christ. Trinity Grace has already contributed new folding chairs and rack, and new video monitors/carts. They will take the expense of getting door locks repaired/replaced (those with keys should let the church office, Pastor or Mir know so that they can receive a “Key Holder Form” to complete as well as a new key when that project is complete).

**TOP CAPITAL IMPROVEMENT NEEDS:** Leadership has identified top repair needs as 1) repair/replace flat roof (\$10,000+); 2) patch and stripe the parking lot (resource identified); and 3) repair/replace building locks (which has been taken on by Trinity Grace). Patio doors in sanctuary are also in disrepair, with cost to replace put at roughly \$3000 per door, or \$9000 total.

**FUNDRAISING/IDEAS:** Preschool (and therefore Church) is conducting Yankee Candle fundraiser and will have a Culver’s dining event scheduled soon. Other ideas for church to consider include 5K walk/run, spaghetti dinner, rummage sale, multi-congregational event at VH Oktoberfest, PreSchool Open House on same day in October as Countryside Open House, trunk or treat event, parent night out event, and breakfast with Santa. Council will create a sub group to plan and implement – please consider sharing your ideas and your expertise.

#### **CALENDAR:**

- Ash Wednesday – Wed., February 26 at 7p
- Lenten Soup Suppers – Wednesdays from 6 to 7:30p throughout March (free soup supper, games, prayers)
- Maundy Thursday – April 9 at 7p
- Good Friday – April 10 at 7p
- Easter Sunday – April 12 at 9:30a – followed by brunch
- Bishop Curry – May 31 at 9:30a – possibly followed by brunch

#### **NOTES:**

- Please invite people to soup supper – free meal for anyone.
- Please change your records to show Lois Menis’ email as *loismenis@yahoo.com*.

**ADJOURN:** Meeting adjourned at 11:47 a.m. with the Lord’s Prayer.

***Harrison Menis motioned; Cassie Menis seconded to adjourn.***

Respectfully submitted,  
Lynn Brandl  
2/10/2020c

**Christ Lutheran Church & Preschool**  
**Budget Overview: Church Budget 2020 - FY20 P&L**

January - December 2020

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
<b>Income</b>													
AA Rent	80.00	280.00	120.00	120.00	200.00	160.00	80.00	80.00	320.00	80.00	160.00	100.00	1,780.00
Allar Flowers	30.00	15.00	192.00	236.00	65.00	60.00	0.00	51.00	90.00	15.00	92.00	134.00	980.00
Designated Giving	0.00	26.00	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	75.00	180.00
Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.00	0.00	0.00	1,176.00
Fundraisers	0.00	0.00	0.00	300.73	0.00	0.00	0.00	0.00	0.00	0.00	538.00	156.30	995.03
Giving	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Interest Eamed	15.24	0.05	0.05	0.06	0.06	0.00	0.06	0.06	0.06	0.05	0.00	0.00	15.69
Kids Kamp Tuition	0.00	2,345.00	21,731.00	2,814.00	23,142.05	9,438.00	13,552.00	1,590.00	337.00	0.00	0.00	2,935.00	77,884.05
Non-Profit Income	0.00	0.00	0.00	36.00	0.00	0.00	2,167.39	0.00	0.00	18.00	0.00	0.00	2,221.39
Offering	3,903.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	52,303.00
Preschool Tuition	32,363.73	25,900.00	25,900.00	25,900.00	6,200.45	760.05	95.00	27,924.41	28,311.64	22,715.84	27,989.99	24,726.41	248,787.52
Rent & Lease	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Thrivent Funds	0.00	0.00	0.00	127.00	0.00	8.00	0.00	0.00	0.00	100.00	0.00	0.00	235.00
Unapplied Cash Payment Income	0.00	0.00	0.00	3.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.00
<b>Total Income</b>	<b>\$ 38,391.97</b>	<b>\$ 34,966.05</b>	<b>\$ 54,362.05</b>	<b>\$ 35,936.79</b>	<b>\$ 36,157.56</b>	<b>\$ 16,826.05</b>	<b>\$ 22,294.45</b>	<b>\$ 36,045.47</b>	<b>\$ 35,458.70</b>	<b>\$ 30,504.89</b>	<b>\$ 35,239.99</b>	<b>\$ 34,526.71</b>	<b>\$ 410,710.68</b>
<b>Gross Profit</b>	<b>\$ 38,391.97</b>	<b>\$ 34,966.05</b>	<b>\$ 54,362.05</b>	<b>\$ 35,936.79</b>	<b>\$ 36,157.56</b>	<b>\$ 16,826.05</b>	<b>\$ 22,294.45</b>	<b>\$ 36,045.47</b>	<b>\$ 35,458.70</b>	<b>\$ 30,504.89</b>	<b>\$ 35,239.99</b>	<b>\$ 34,526.71</b>	<b>\$ 410,710.68</b>
<b>Expenses</b>													
Accrued Retirement	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	2,183.54	26,202.48
Bank Charges & Fees	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	363.00
Building & Grounds Maintenance	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,400.00	1,400.00	1,400.00	1,400.00	1,750.00	1,750.00	19,600.00
Dues, Fees, Subscriptions	203.50	0.00	0.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.50
Education	0.00	0.00	0.00	0.00	44.98	0.00	0.00	150.00	0.00	0.00	0.00	0.00	194.98
Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	1,176.00	0.00	1,326.00
Insurance	0.00	0.00	3,769.60	0.00	0.00	3,769.60	0.00	0.00	3,769.60	0.00	0.00	3,769.60	15,078.40
Miscellaneous Expense	179.00	875.00	0.00	0.00	28.15	0.00	0.00	186.40	0.00	0.05	0.00	0.00	1,268.60
Mortgage	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	3,889.30	46,671.60
Musician Sub	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Office Supplies & Software	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Office/General Administrative Expenses	396.64	903.09	0.00	414.32	472.43	396.64	450.69	418.39	445.64	490.35	21.75	912.26	5,322.20
Other Business Expenses	137.50	50.00	212.50	212.50	150.00	293.00	100.00	250.00	0.00	50.00	0.00	312.50	1,968.00
PayPal Fee	0.00	5.08	-8.90	0.00	221.88	-13.82	0.00	72.53	0.00	44.56	43.69	51.52	416.54
Pre School Supplies	0.00	476.94	0.00	300.73	0.00	574.23	464.75	1,114.61	464.75	0.00	0.00	0.00	3,396.01
Reimbursable Expenses	400.00	400.00	400.00	400.00	400.00	400.00	0.00	0.00	400.00	400.00	400.00	400.00	4,000.00
Reimbursable Tuition	0.00	0.00	0.00	0.00	1,023.00	0.00	0.00	769.26	0.00	0.00	0.00	0.00	1,792.26
Repairs & Maintenance	0.00	787.00	179.13	0.00	214.00	444.38	1,178.19	0.00	0.00	107.00	119.96	0.00	3,029.66
<b>Total Payroll Cost</b>													0.00
Kids Kamp Payroll	0.00	0.00	0.00	0.00	0.00	7,252.56	13,312.92	9,419.47	0.00	0.00	0.00	0.00	29,884.95
Pastor Payroll	1,807.70	1,807.70	1,807.70	1,807.70	1,600.00	1,600.00	1,953.48	1,600.00	1,776.74	1,786.02	1,750.00	1,850.00	21,147.04
Payroll Processing Fees	230.11	231.10	231.10	231.10	231.10	207.30	227.74	207.30	231.10	228.72	223.96	233.48	2,714.11
Payroll Taxes	4,572.95	5,519.06	5,500.00	5,500.00	5,500.00	3,774.12	6,872.52	4,227.46	6,293.75	6,623.71	5,510.52	5,451.54	65,345.63
Preschool Salaries	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	6,407.23	0.00	2,920.80	19,346.37	20,184.60	17,497.95	17,497.81	171,444.76
<b>Total Total Payroll Cost</b>	<b>\$ 24,110.76</b>	<b>\$ 25,057.86</b>	<b>\$ 25,038.80</b>	<b>\$ 25,038.80</b>	<b>\$ 24,831.10</b>	<b>\$ 19,241.21</b>	<b>\$ 22,366.66</b>	<b>\$ 18,375.03</b>	<b>\$ 27,647.96</b>	<b>\$ 28,823.05</b>	<b>\$ 25,072.43</b>	<b>\$ 25,032.83</b>	<b>\$ 290,636.49</b>
Utilities	1,575.50	1,086.39	2,007.44	1,100.59	1,336.93	2,151.31	419.63	2,223.44	723.39	1,472.41	1,648.89	2,051.53	17,797.45
Worship and Music	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
<b>Total Expenses</b>	<b>\$ 34,865.74</b>	<b>\$ 37,504.20</b>	<b>\$ 39,586.41</b>	<b>\$ 35,332.78</b>	<b>\$ 37,360.31</b>	<b>\$ 35,244.99</b>	<b>\$ 32,492.76</b>	<b>\$ 31,222.50</b>	<b>\$ 41,089.18</b>	<b>\$ 39,050.26</b>	<b>\$ 36,395.56</b>	<b>\$ 40,518.08</b>	<b>\$ 440,662.17</b>
<b>Net Operating Income</b>	<b>\$ 3,526.23</b>	<b>-\$ 2,538.15</b>	<b>\$ 14,775.64</b>	<b>\$ 604.01</b>	<b>-\$ 1,202.75</b>	<b>-\$ 18,418.34</b>	<b>-\$ 10,198.31</b>	<b>\$ 4,822.97</b>	<b>-\$ 5,630.48</b>	<b>-\$ 8,545.37</b>	<b>-\$ 1,155.57</b>	<b>-\$ 5,991.37</b>	<b>-\$ 29,951.49</b>
<b>Net Income</b>	<b>\$ 3,526.23</b>	<b>-\$ 2,538.15</b>	<b>\$ 14,775.64</b>	<b>\$ 604.01</b>	<b>-\$ 1,202.75</b>	<b>-\$ 18,418.34</b>	<b>-\$ 10,198.31</b>	<b>\$ 4,822.97</b>	<b>-\$ 5,630.48</b>	<b>-\$ 8,545.37</b>	<b>-\$ 1,155.57</b>	<b>-\$ 5,991.37</b>	<b>-\$ 29,951.49</b>

Sunday, Feb 09, 2020 07:21:58 AM GMT-8 - Accrual Basis