

CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

MEETING MINUTES – APPROVED

March 27, 2018

Call to order: The meeting was called to order at 5:40 pm by President Dave Sand.

Members present: Pastors D. Foy Christopherson, Stephanie Friesen, Peter Nycklemoe and Melissa Pohlman, Lisa Beane, Franklin Dietrich, Sara Gunsch, Jim Hart, Phil Holst, Sara Stensaas, Mons Teig, David West

Members excused: John Olson

Staff present: Pat Hansen, Obie Holmen

Christ Care Prayers: Pastor Stephanie invited all to share their joys, sorrows, concerns, and thanksgivings which were then lifted in prayer.

Approval of the Agenda: A motion to approve the agenda was made, seconded, and approved.

Approval of Minutes from February Council Meeting: A motion to approve the minutes from February 27, 2018, with one addition (Pat's reason for resignation), was made, seconded, and approved as amended.

Building Renewal update: Pr. Peter gave a brief update. Roof trusses and decking are going in. Once temporary heat goes in and takes care of remaining ground frost, a final cement pour can be done for the floor, bringing the building up to grade! Glycol tanks will be removed in the next week. Good safety record! In April or May, arrangements will be made for Council to walk the site.

Job performance reviews and job descriptions update: Pr. Peter shared that all job performance reviews have completed. Job descriptions for Jeffrey Schulz and Pat Hansen are currently with the Personnel Committee for their review and final approval by the Executive Committee.

Nominating Committee update: Dave West gave this update. The committee has met and identified several candidates for the two at-large positions. Sara Gunsch has agreed to serve as Council Secretary and is available for election at the annual meeting. Final names will be submitted to Council in the very near future.

Sanctuary Church working document: Dave West prepared and shared a document entitled "Central As An Immigration Sanctuary Church." Council members are encouraged to read this and be prepared to discuss and determine what Central will need to do. Developing policies and guidelines will also help the staff deal with potential immigration issues that may arise.

Audit Committee and Audit update: Speaking for the Audit Committee (Jim Hinz, Duane Hetland, Harry Mesfen, John Olson, Pr. Peter and Obie Holmen) Obie talked about the newly hired auditors, Akins Henke and Company, and the process for the 2016-17 audit that is just about completed. A final report should be completed by the Council's next meeting.

Shared Rostered Leaders Reports: Pr. C was welcomed back from his sabbatical! He shared highlights and gratitude for this important time away. The written reports which shared highlights about Holy Week were received.

Program area update: It's Holy Week - no further updates were given.

Action Items: A motion to approve the appointment of Sara Gunsch as Congregation Council Secretary was made, seconded and approved. Pat Hansen will continue to serve as recording secretary.

Financial Reports: Obie Holmen, for Treasurer John Olson, reviewed the monthly financial reports through February 28, 2018 – Analysis of Revenue & Expense, Balance Sheet Analysis, Building Renewal Project to Date Revenue & Expense, Designated Fund Summary, and Wells Fargo Account Summary. A motion to accept the February Financial Reports was made, seconded, and approved. John's Treasurer's Report summary is attached to these minutes.

Strategic Plan Process Conversations: Pastor Peter and Sara Stensaas facilitated the remainder of the meeting, continuing the prior discussion using the top questions selected by the Strategic Planning Process Team. These top questions are foundational to the mission area clusters of worship, formation, community and generosity.

The meeting was adjourned at 7:15 pm, after closing with the Lord's Prayer.

Respectfully submitted,

Pat Hansen
Recording Secretary
for Sara Gunsch, Council Secretary

Central Lutheran Church
Treasurer's Report
March 31, 2018 Financials (10 months)

	<u>Annual Budget</u>	<u>March 31, 2018</u>	<u>% of Annual Budget (83%)</u>
Income	\$2,518,118	Income \$2,008,648 (1)	80%
Expense	<u>\$2,508,433</u>	Expense <u>\$2,157,432</u> (2)	86%
Surplus	\$9,685	Deficit (\$148,784) (3)	

Operating Fund	3/31/18	3/31/17	Year Over Year Change	% Change
Year-to-date				
Contributions	\$983,904	\$964,549	\$19,355	2%
Parking	\$356,879	\$298,792	\$58,087	19%
Foundation	\$557,315	\$579,403	(\$22,088)	(3.8%)

Building Renewal (Since inception)	3/31/18	2/28/18	1 Mo. Change
Total Pledge	\$3,510,000	\$3,510,000	\$0
BR Revenues: Capital Fund Drive	\$2,512,684	\$2,480,943	\$31,741
MIF Loan – Long Term	\$2,737,620	\$2,217,859	\$519,761
MIF Loan – Short Term	\$0	\$0	\$0
Payoff of Prior Loan	\$0	\$0	\$0
Foundation	\$207,277	\$193,277	\$14,000
Prior Designated Funds	\$16,669	\$16,669	\$0
Memorials – Special Projects	\$7,860	\$7,860	\$0
Total BR Revenues	<u>\$5,482,110</u>	<u>\$4,916,608</u>	\$565,502
Total BR Expenses	<u>\$5,067,742</u>	<u>\$4,534,431</u>	\$533,311 (4)
Net BR Revenue	<u>\$414,368</u>	<u>\$382,177</u>	\$32,191

Assets / Liabilities	3/31/18	5/31/17	9 Mo. Change
Operating Cash (5)	\$64,822	\$127,532	(\$62,710)
Operating Reserve Cash (5)	\$125,163	\$225,101	(\$99,938)
Designated Funds, Capital Replacement / Building Fund	\$331,933	\$187,388	\$144,545
Mission Investment Fund Mortgage	\$2,737,621	\$649,812	\$2,087,809

Borrowing / Loan Draws to date: (6)

Invoice	Date	Amount	Term	Payment Month
Jorgenson - 748	11/20/17	\$325,280	Net 30 days	December 2017
Jorgenson - 749	11/20/17	\$755,440	Net 30 days	December 2017
Jorgenson - 770	12/13/17	\$151,050	Net 30 days	January 2018
Jorgenson - 771	12/13/17	\$216,220	Net 30 days	January 2018
Jorgenson - 802	1/12/18	\$130,625	Net 30 days	February 2018
Jorgenson - 803	1/12/18	\$304,285	Net 30 days	February 2018
Jorgenson - 835	3/2/18	\$275,732	Net 30 days	March 2018
Jorgenson - 836	3/2/18	\$244,029	Net 30 days	March 2018
Jorgenson - 898	4/9/18	\$186,865	Net 30 days	May 2018
Jorgenson - 899	4/9/18	\$323,263	Net 30 days	May 2018

Total: \$2,912,789

Notes:

1. Income is slightly under (\$2K) YTD budget.
2. Expenses:
 - Electricity-XCEL on track for a FY 2017 deficit of about \$22K even though month-to-month costs have been reduced compared to 2016 since completion of demolition.
 - Natural gas on track for projected \$7K deficit for FY 2017.
 - BR Temporary Expenses were not fully anticipated. Decisions will be made near end of FY 2017 to compensate.
 - FY2017 Budget: \$92.4K
 - Projected total costs by 5/31/18: \$164K
 - Approximately \$72K deficit 5/31/18
 - Reserves: Operating Reserves Cash & Designated Funds, Capital Replacement / Building Fund
3. YTD budgeted deficit is \$104.6K vs. YTD actual of \$148.8K: \$44.2K behind due primarily to BR temporary expenses.
4. Building Renewal March expenses:

\$5,204	MIF BR Interest during construction
\$8,346	Architecture and Engineering
\$244,029	Jorgenson Labor
\$275,732	Jorgenson Materials
<u>\$533,311</u>	<u>Total</u>

 - Total BR Expenses includes Prior Loan Payoff: \$647,239
5. Operating Cash / Reserve Cash, historically replenished during 2nd half of FY:
 - Operating Cash: Checking – supplements the operating budget
 - Operating Reserve Cash: Savings – move funds as necessary into Operating Cash

Respectfully,

John Olson