

# CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

## MEETING MINUTES – APPROVED

May 22, 2018

**Call to order:** The meeting was called to order at 5:30 pm by President Dave Sand.

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

**Members absent:** Pastor Stephanie Friesen

**Staff present:** Pat Hansen, Obie Holmen

**Christ Care Prayers:** Pastor Peter 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 as prepared was made, seconded, and approved.

**Approval of Minutes from April Council Meeting:** A motion to approve the minutes from April 24, 2018, was made, seconded, and approved.

**Financial Reports:** Treasurer John Olson reviewed the monthly financial reports through April 30, 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 April Financial Reports was made, seconded, and approved. John's Treasurer's Report summary is attached to these minutes.

### **Information Items:**

1. Building Renewal update: Pr. Peter shared the good news that roofing is going well, the floor is all poured and sometime in June, a walkthrough for Council will be scheduled.
2. Shared Rostered Leaders Reports: Prs. Peter, C, Stephanie and Melissa, as well as Cantor Mark, shared drafts of their reports that will appear in the Annual Report that is prepared for the Annual Meeting.
3. Program areas update: In addition to the reports and information shared throughout the meeting, Pr. C shared that the summer schedule will not change. Pr. Melissa shared that food trucks are being solicited and will be available in July (after the 4<sup>th</sup>) and August as a part of "Summer on the Plaza" with carillon concerts. Pr. Melissa also shared information about the recent meeting with Mayor Frey, as well as Peace with Justice forums being scheduled. It was a good year for Faith Formation; the program year closed with the children singing at worship. With summer upon us, camps and the ELCA Youth Gathering are fast approaching! Fund raising for these trips will start soon.
4. Site Visit for Council: See Item #1.

**Action Items:**

1. A motion to accept the 2018 Nominating Committee Report, with the amendments of Jennifer Surja (name correction to Council at-large leadership nomination) and Seth Peters (name addition to Audit Committee leadership nomination) was made, seconded and approved. This report will be forwarded to the congregation for its approval/vote at the Annual Meeting.
2. A motion to accept the 2018 Budget Recommendation from Fiscal and Property was made, seconded and approved. This budget will be forwarded to the congregation for its approval/vote at the Annual Meeting.
3. A motion to approve the Strategic Plan Process Framework was made, seconded and approved. This framework will be forwarded to the congregation for adoption at the Annual Meeting.

**Deeper Conversation Items:**

1. **Sanctuary Church working document:** This ongoing discussion, from the March and April meetings, was tabled until the next Council meeting. Pr. Melissa shared a 20/20/20 model (20 minutes of education/20 minutes of relationship, discussion/20 minutes of next action) that might work well with the discussion.

**Key Dates:**

- Annual Meeting: Wednesday, June 20, 7:00 pm
- Recognition and Blessing of new Council: June 23/24 during worship
- First New Council Meeting: Tuesday, June 26, 5:30 pm

The meeting was adjourned at 7:10 pm, after closing with Responsive Prayer for Evening.

Respectfully submitted,

Pat Hansen  
Recording for  
Sara Gunsch, Council Secretary

**Central Lutheran Church  
Treasurer's Report  
April 30, 2018 Financials (11 months)**

|         | <u>Annual Budget</u> | <u>April 30, 2018</u>          | <u>% of Annual Budget (92%)</u> |
|---------|----------------------|--------------------------------|---------------------------------|
| Income  | \$2,518,118          | Income \$2,320,838 (1)         | 92%                             |
| Expense | <u>\$2,508,433</u>   | Expense <u>\$2,335,645</u> (2) | 93%                             |
| Surplus | \$9,685              | Deficit (\$14,807) (3)         |                                 |

| <b>Operating Fund</b> | 4/30/18     | 4/30/17     | Year Over Year<br>Change | % Change |
|-----------------------|-------------|-------------|--------------------------|----------|
| Year-to-date          |             |             |                          |          |
| Contributions         | \$1,155,094 | \$1,085,429 | \$69,665                 | 6%       |
| Parking               | \$429,284   | \$395,895   | \$33,389                 | 8%       |
| Foundation            | \$610,868   | \$635,665   | (\$24,797)               | (4%)     |

| <b>Building Renewal (Since inception)</b> | <b>4/30/18</b>            | <b>3/31/18</b>            | <b>1 Mo. Change</b> |
|---|---------------------------|---------------------------|---------------------|
| <b>Total Pledge</b>                       | <b>\$3,500,000</b>        | <b>\$3,500,000</b>        | \$0                 |
| <b>BR Revenues:</b> Capital Fund Drive    | \$2,585,160               | \$2,512,684               | \$72,476            |
| MIF Loan – Long Term                      | \$3,247,749               | \$2,737,620               | \$510,129           |
| MIF Loan – Short Term                     | \$0                       | \$0                       | \$0                 |
| Payoff of Prior Loan                      | \$0                       | \$0                       | \$0                 |
| Foundation                                | \$221,277                 | \$207,277                 | \$14,000            |
| Prior Designated Funds                    | \$16,668                  | \$16,668                  | \$0                 |
| Memorials – Special Projects              | \$7,860                   | \$7,860                   | \$0                 |
| <b>Total BR Revenues</b>                  | <b><u>\$6,078,714</u></b> | <b><u>\$5,482,109</u></b> | \$596,605           |
| <b>Total BR Expenses</b>                  | <b><u>\$5,602,838</u></b> | <b><u>\$5,067,742</u></b> | \$535,096 (4)       |
| <b>Net BR Revenue</b>                     | <b><u>\$475,876</u></b>   | <b><u>\$414,368</u></b>   | \$61,508            |

| <b>Assets / Liabilities</b>                              | <b>4/30/18</b> | <b>5/31/17</b> | <b>9 Mo. Change</b> |
|--|----------------|----------------|---------------------|
| Operating Cash (5)                                       | \$204,800      | \$127,532      | \$77,268            |
| Operating Reserve Cash (5)                               | \$125,163      | \$225,101      | (\$99,938)          |
| Designated Funds, Capital Replacement /<br>Building Fund | \$331,933      | \$187,388      | \$144,545           |
| Mission Investment Fund Mortgage                         | \$3,247,749    | \$649,812      | \$2,597,937         |

**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 | April 2018    |
| Jorgenson - 899 | 4/9/18   | \$323,263 | Net 30 days | April 2018    |

**Total: \$2,912,789****Notes:**

1. Income is \$26.5K ahead of YTD budget. April Regular Offering was \$171,190 which includes \$30K that had been moved to FY2018 in January – by direction of the auditors, it is proper to show revenue when it comes in.
2. Expenses:
  - Electricity-XCEL on track for a FY 2017 deficit of about \$21K even though month-to-month costs have been reduced compared to 2016 since completion of demolition.
  - Natural gas on track for projected \$6K deficit for FY 2017.
  - BR Temporary Expenses were not fully anticipated.
    - FY2017 Budget: \$92.4K
    - Projected total costs by 5/31/18: \$164K
      - Approximately \$72K deficit 5/31/18
3. Anticipate that the deficit for the year will be compensated for from Operating Reserve Cash.
4. Building Renewal March expenses:

|                         |                                     |
|-------------------------|-------------------------------------|
| \$6,319                 | MIF BR Interest during construction |
| \$15,675                | Architecture and Engineering        |
| \$510,128               | Jorgenson Materials                 |
| \$2,974                 | Sanctuary Sound & Light             |
| <b><u>\$535,096</u></b> | <b>Total</b>                        |

  - Total BR Expenses includes Prior Loan Payoff: \$647,239
5. Operating Cash / Reserve Cash have been replenished to within \$22.6K of 5/31/17 levels.
  - Operating Cash: Checking – supplements the operating budget
  - Operating Reserve Cash: Savings – move funds as necessary into Operating Cash

Respectfully,

John Olson

