

# CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

## MEETING MINUTES – APPROVED

October 23, 2018

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

**Members present:** Pastors Peter Nycklemoe, D. Foy Christopherson, Melissa Pohlman and Stephanie Friesen, Lisa Beane, Roberta Groening, Sara Gunsch, Phil Holst, John Olson, David Sand, Jen Surla, Paul Troselius

**Members absent:** Mons Teig

**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.

**Adoption of the Agenda:** A motion to adopt the Meeting Agenda as prepared was made, seconded, and approved.

**Approval of Minutes from September Council Meeting:** A motion to approve the Council Meeting minutes from September 25, 2018, was made, seconded, and approved.

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

### Information Items:

1. Building Renewal Project Update:
  - a. Punch lists and Completion – Pr. Peter shared that 90% of the punch list has been completed. After a couple of weeks off, Lon will be back on site to finish. A lot of the work now is getting systems up and running – video phone access, security. It is hopeful that the fire doors to the Sanctuary will arrive in the next couple of weeks, installed by Augsburg Vespers the first weekend in December. "Occupancy does not mean completion."
  - b. Financial Overview – Obie and John shared a "10,000-foot view" of the building renewal expenses and parking lot project to date. They anticipate presenting this to the congregation sometime in January.
2. Reconciling in Christ: Pr. Melissa shared that the Reconciling in Christ group will be launching with its first meeting on October 30th.
3. Strategic Planning Team SMART Goal Draft and conversation: Lisa shared that the SMART Goal #1 – Affinity Groups for Spiritual Growth is ready to be acted upon, starting in January, 2019. She also shared a packet of drafts of the other SMART goals that are being considered, with a second SMART Goal being launched in September, 2019, a third in January, 2020, and a fourth in May, 2020.
4. Nominating Committee Update: Pr. Peter shared that Susan Troselius, chair, and the nominating committee will be gathering in November to start their work for the upcoming

Annual meeting in February, 2019. Suggestions are solicited for new leaders for those council members who will be finishing their terms, as well as voting members needed to attend the Minneapolis Area Synod assembly in May.

5. REALM 101 – Pat and Obie encouraged all council members to access Central’s wireless and download the Realm Connect app on their smartphones. After entering the invite code, emails are entered and passwords are created. Viewing of personal and contact information is limited to group members, group leaders, and staff members, unless individuals choose to be visible to all registered users of the website.
6. Staff Stories: Obie shared a personal background of his life and faith journey.
7. Program area updates: After highlighting the September Life Passages, Pr. C shared plans for the upcoming holiday season. Pr. Melissa shared that the Restoration Center is learning to live in the new space! Pr. Stephanie shared updates about the Confirmation retreat to Camp Wapo, the intergenerational trip to Bell Museum, pastoral care and its numerous visits, a newly formed Caring Crew. Pr. Peter offered gratitude for his amazing colleagues and the fact that everyone is now all together.

**Action Items:**

1. A motion was made, seconded and approved to launch SMART Goal #1.
2. A motion was made, seconded and approved to accept Personnel Committee’s recommendation for revision of the Associate Cantor job description.

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

Respectfully submitted,

Pat Hansen  
Recording for  
Sara Gunsch, Council Secretary

# Central Lutheran Church

## Treasurer's Report September 30, 2018 Financials (4 months)

	<u>Annual Budget</u>	<u>September 30, 2018</u>	<u>% of Annual Budget (33%)</u>
Income	\$2,619,682	Income \$769,729 *1	29%
Expense	<u>\$2,622,136</u>	Expense <u>\$867,842</u> *2	33%
Deficit	(\$2,454)	Deficit (\$98,113)	

<b>Operating Fund</b>	9/30/18	9/30/17	Year Over Year Change	% Change
Year-to-date				
Regular Offering	\$337,684	\$335,024	\$2,660	1%
Parking	\$130,025	\$149,839	(\$19,814)	(13%)
Foundation	\$255,721	\$235,995	\$19,726	8%

<b>Building Renewal (Since inception)</b>	9/30/18	8/31/18	1 Mo. Change
<b>Total Pledge</b>	<b>\$3,500,000</b>	<b>\$3,500,000</b>	\$0
<b>BR Revenues: Capital Fund Drive</b>	\$2,938,024	\$2,874,743	\$63,281
MIF Loan – Long Term	\$6,293,000	\$6,293,000	\$0
MIF Loan – Short Term	\$349,509	\$349,509	\$0
Payoff of Prior Loan	\$0	\$0	\$0
Foundation	\$291,277	\$277,277	\$14,000
Prior Designated Funds	\$16,668	\$16,668	\$0
Memorials – Special Projects	\$7,860	\$7,860	\$0
<b>Total BR Revenues</b>	<b>\$9,896,338</b>	<b>\$9,819,057</b>	\$77,281
<b>Total BR Expenses</b>	<b>\$10,362,443</b>	<b>\$9,300,722</b>	\$1,061,721 *3
<b>Net BR Revenue</b> *4	<b>(\$466,105)</b>	<b>\$518,335</b>	(\$984,440)

<b>Assets / Liabilities</b>	9/30/18	5/31/18	4 Mo. Change
Operating Cash	\$41,007 *5	\$88,409	(\$47,402)
Operating Reserve Cash	\$150,271	\$200,212	(\$49,941)
Designated Funds, Capital Replacement / Building Fund	\$289,228	\$285,745	\$3,483
Mission Investment Fund Mortgage	\$6,642,509	\$4,044,419	\$2,598,090

**Building Renewal - Jorgenson Invoices to date:**

<b>Invoice</b>	<b>Date</b>	<b>Amount</b>	<b>Term</b>	<b>Payment Month</b>
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
Jorgenson - 934	5/23/18	\$409,954	Net 30 days	June 2018
Jorgenson - 935	5/23/18	\$386,746	Net 30 days	June 2018
Jorgenson - 958	6/19/18	\$577,790	Net 30 days	July 2018
Jorgenson - 997	7/18/18	\$273,053	Net 30 days	July 2018
Jorgenson - 998	7/18/18	\$387,600	Net 30 days	July 2018
Jorgenson - 1039	8/16/18	\$356,155	Net 30 days	August 2018
Jorgenson - 1040	8/16/18	\$697,557	Net 30 days	August 2018
Jorgenson - 1081	9/19/18	\$498,085	Net 30 days	September 2018
Jorgenson - 1082	9/19/18	\$523,479	Net 30 days	September 2018

**Total: \$7,023,208**

**\* Notes:**

1. Revenues:

- Regular Offering is \$65K behind YTD budget but \$2.6K ahead of 2017.
- Parking is down \$22.6K from YTD budget due to free entrance from third street. Parking automation upgrade work will start Monday 10/22, completing in December. Parking revenue will show upward movement starting in December.
- Kitchen Cash Receipts *should* increase through remainder of year due to completed new kitchen.

2. Expenses:

- No operating expenses were out of line with the budget in September, except:
  - Electricity-XCEL budget is \$35K for year. Actual will be \$70K+ at current rate. Completion of construction may reduce month-by-month consumption for remainder of year.

3. Building Renewal September expenses:

\$16,162	MIF BR Interest during construction
\$394	Architecture and Engineering
\$523,479	Jorgenson Labor
\$498,085	Jorgenson Materials
\$23,600	Kitchen Equipment
<b><u>\$1,061,720</u></b>	<b>Total</b>

- Total BR Expenses includes Prior Loan Payoff: \$647,239