

CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

MEETING MINUTES – APPROVED

June 23, 2020

Call to order: The Zoom meeting was called to order at 5:30 pm by President Lisa Beane.

Members present: Pastors Peter Nycklemoe, Melissa Pohlman, and Stephanie Friesen, Deacon Mark Sedio, Megan Bowman, Mark Erickson, John Olson, Rod Richter, Sara Stensaas, Jen Surla, Paul Troselius

Members excused: Roberta Groening, Carl Numrich

Staff/Guests present: Staff Pat Hansen and Obie Holmen

Christ Care Prayers: Pastor Peter invited all to share their joys, sorrows, concerns, and thanksgivings, which were then lifted in prayer. Special thanksgiving was given for the birth of Madeline, born to Carl & Carly Numrich on June 15, weighing 8 lbs. and is 20 inches long!

Adoption of the June Agenda: The Meeting Agenda was adopted, with one change and three additions.

Financial Reports: Treasurer John Olson summarized the monthly financial reports through May 31, 2020 – Analysis of Revenue & Expense, Balance Sheet, Designated Fund Summary, and the Wells Fargo Account Summary, as well as the Mission Forward Campaign and Short-Term Mortgage. John and Obie also gave updates on the PPP Forgivable Loan; all money has been transferred into the operating account and the process has been extended to 26 weeks. Once all documents can be downloaded, Obie will begin the work of applying for forgiveness. John’s Treasurer’s Report summary is attached to these minutes.

Approval of Minutes from May Council Meeting: The Council Meeting minutes for May 26, 2020 were approved.

Rostered Leaders Shared Report: The Rostered Leaders Shared Report for June 2020 was received and verbal updates were given. Deacon Mark offered thanksgiving for Jane Lien’s service and wished her well in her retirement! Pr. Stephanie talked about the “weirdness” of pastoral care during the pandemic. Pr. Melissa confirmed this weirdness and how things continue to change. Pr. Peter shared his thanksgiving for this life we share, for this new normal, for a different energy, a new pattern of adaptation, looking forward to what might happen this Fall.

Life Passages for May 2020:

1. Baptisms – none
2. Weddings – none
3. Funerals/Burial Services
 - a. The funeral service for Donald “Don” Everett Moe (December 3, 1933 – April 28, 2020) was held at the White Funeral Home, Burnsville, Minnesota on May 9, 2020. Pastor Stephanie Friesen presided.
 - b. Member Jack Vance Wallinga died. (December 31, 1923 – May 10, 2020)
 - c. The funeral for Gertrude “Trudy” Ann Ness (June 27, 1926 – May 16, 2020) was held at the Morris Nilsen Funeral Chapel, Richfield, Minnesota on May 27, 2020. Pastor Peter Nycklemoe presided.

Information and Conversation:

1. Working Document Reopen Central Facility and Expanding Ministry update: Pr. Peter shared that the everything is going well with people coming into the building for weekday prayer and Holy Communion. Pr. Peter recommended that the number of attendees be increased from 10 to 25, which includes the service leaders and depending on the length of time in the building.
2. Personnel Committee: the HR Manual has been updated, Annual Reviews for the staff have been completed, and the Personnel Committee members for 2020-2021 have been selected. (See Action Item #1)
3. Fiscal and Property Update: Things are getting done in the building and projects are moving forward! The Mission Forward Appeal allows for a number of bids to go forward: the Garden Landscape bid, the Lower Narthex bid, a bid for the annual Sanctuary Roof slate repairs, a bid for the North Plaza Irrigation project and a bid for the Security Camera system repair and parking ramp cameras. (See Action Item #2)
4. Ministry Areas Quick Overview: Worship, Formation, Member Care, Restoration Center, Committee work – this was included in the Rostered Leaders Shared Report.
5. Ministry Areas on Pause: Strategic Planning Process continues to be on hold.
6. Survey Company Process: Obie shared an update on this process, as it heads forward to mediation.

Action Items:

1. The Council approved the Personnel Committee Members for 2020-21: Kevin Lile, chair (1st year); Susan Troselius (2nd year) and Tom Emig (3rd year); Lisa Beane, President; Jen Surla, Council representative.
2. The Council approved the recommendation from Fiscal and Property for acceptance of the bid for the Mission Forward appeal work on the Lower Narthex:
 - General Construction Work by Langer Construction - \$83,775
3. The Council approved the recommendation from Fiscal and Property for acceptance of the bid for the Mission Forward appeal work on the Lower Narthex:
 - Carpeting - \$29,225
4. The Council approved the recommendation from Fiscal and Property for acceptance of the bid for the Mission Forward appeal work on the Lower Narthex:
 - Electrical - \$22,200

Closing Prayer and Adjourn: There will not be a Council meeting in July; the Executive Committee will hold its July meeting. After closing with the Lord's Prayer, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Pat Hansen

Recording for Jen Surla, Council Secretary

Central Lutheran Church
Treasurer's Report
May 31, 2020 Financials (5 months)

	<u>Annual Budget</u>	<u>May 31, 2020</u>	<u>% of Annual Budget (42%)</u>
Income	\$2,927,750	Income \$1,462,157 *1	50%
Expense	<u>\$2,927,750</u>	Expense <u>\$1,192,219</u> *2	41%
	\$0	Surplus \$269,938 *3	

Operating Fund	May Actual	May Budget	2020 Year-to-Date Actual	2020 Year-to-Date Budget	2019 Year-to-Date Actual	Year Over Year Change - Actual
Regular Offering	\$92,632	\$83,928	\$561,191	\$530,947	\$518,976	\$42,215
Parking	\$43,423	\$70,165	\$220,640	\$260,250	\$261,256	(\$40,616)
Foundation	\$69,000	\$69,000	\$345,000	\$345,000	\$321,918	\$23,082
PPP Loan	150,728	\$0	\$198,862	\$0	\$0	\$198,862

Mission Forward Campaign Nov. 2019 – Nov. 2022		Pledged	Rec'd to Date	Remaining
Pledges:	Capital Fund Drive	\$1,918,618	\$765,841	\$1,152,777
	Foundation	\$252,000	\$35,000	\$217,000
	Total	\$2,170,618	\$800,841	1,369,777
Short Term Mortgage (5 years, \$2.5M)				
		May 2020 Payment	2020 YTD Payments	Current Balance
	Monthly payments / balance	\$56,819 *4	\$133,820	\$1,971,777
Expenses:				
		May 2020 Actual	Total to Date	
	Campaign expenses	\$0	\$86,036	
	Lump sum principle reduction	\$50,000	\$401,735	
	Projects	\$0	\$0	
	Benevolence	\$0	\$0	
	Total Expenses	\$50,000	\$487,771	
	Mission Forward: Cash on hand		\$245,689	

Assets / Liabilities	5/31/20	12/31/19	5 Mo. Change
Operating Checking	\$280,225 *3	\$45,780	\$234,445
Reserve Fund	\$302,629 *3	\$70,472	\$232,157
Consumables (short term replacement)	\$104,870	\$186,428	(\$81,558)
Long Term (long term repair / replacement)	\$119,293	\$0	\$119,293
PPP Forgivable Loan	\$327,750	\$0	\$327,750
Mission Investment Fund Mortgage (Long and Short term)	\$8,028,040	\$8,236,021	(\$207,981)

* Notes:

1. Revenues:
 - Regular Offering: May actual \$8.7K ahead of budget.
 - Parking: \$43K received which was a delayed payment from Allied. Revenue was generated in March.
 - Foundation: On budget, \$69,000
 - PPP Forgivable Loan Transfer: \$150.7K in May
2. Expenses:
 - Ministry Emphasis expenses down sharply through May due to no in-person worship since March.
 - Utilities trending downward due to a relatively mild winter and installation of automatic setback controls during fall 2019.
3. Financials are strong:
 - YTD actual \$270K surplus vs. budgeted \$17K surplus.
 - Operating Checking and Reserve Fund remain at high levels.
4. Short term mortgage monthly payment:
 - \$50,000 from Mission Forward bank account - lump sum principle reduction.
 - \$6,819 regular monthly payment.

Respectfully,

John Olson