

# CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

## MEETING MINUTES – APPROVED

September 28, 2021

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

**Members present:** Pastors Stephanie Friesen and Melissa Pohlman, Deacon Mark Sedio, Jeff Block, Mark Erickson, Roberta Groening, Kirsten Hash, Ann Oyen, Rod Richter, Karl Starr, Jen Surla, Paul Troselius

**Members excused:** Pastor Peter Nycklemoe

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

**Devotional & Christ Care Prayers:** Pastor Melissa shared a devotion and invited all to share their joys, sorrows, concerns, and thanksgivings, which were then lifted in prayer.

**Adoption of the September Agenda:** The Meeting Agenda was adopted.

**Approval of Minutes from August Council Meeting:** The Council Meeting minutes for August 24, 2021 were approved, as modified. Also approved was the Rostered Leaders' Shared Report for September 2021.

**Financial Reports:** Treasurer Karl Starr summarized the monthly financial reports through August 31, 2021 – Analysis of Revenue & Expense, Balance Sheet Analysis, Building Renewal Project to Date, Revenue & Expense, Designated Fund Summary, the Wells Fargo Account Summary, and the Wells Fargo Brokerage Account. These financial reports were accepted by the Council. Karl's Treasurer's Report summary is attached to these minutes.

### **Life Passages for August 2021:**

#### 1. Baptisms

- a. **Willa Kathryn Checovich** was baptized at Central Lutheran on Sunday, August 1, 2021 at the 10:30 a.m. service. Her parents are Todd and Tessa Checovich. Willa was baptized by Pastor Melissa Pohlman.
- b. **Theodore James Olson** was baptized at Central Lutheran on Sunday, August 29, 2021 at the 10:30 a.m. service. His parents are Christa and Mike Olson. Theodore was baptized by Pastor Stephanie Friesen.

#### 2. Wedding

- a. **Isaac Drewes and Valerie Wilk** were married at Central Lutheran on Friday, August 20, 2021. Pastor Peter Nycklemoe presided.

#### 3. Deaths/Funerals/Burial Services –

- a. **David Walter Preus** (Born May 28, 1922 - Died July 23, 2021) David's memorial service was held at Central Lutheran on Thursday, August 5, 2021. Pastor Peter Nycklemoe preached and Pastor Jeffrey Schulz presided.
- b. **Warren Henry Olson** (Born August 9, 1935 - Died May 8, 2021) Warren's funeral service was held at Central Lutheran on Sunday, August 15, 2021. Pastor Peter Nycklemoe preached. Pastor Melissa Pohlman and Pastor Stephanie Friesen presided.
- c. **Marbury Earl Anderson** (Born August 4, 1923 - Died April 14, 2020) Marbury's memorial service was held at Central Lutheran on August 28, 2021. Pastor Peter Nycklemoe presided and Reverend James Donald preached.
- d. **Carolyn Moore** (Born February 13, 1943 - Died August 18, 2021) Carolyn's funeral service was held at the Washburn-McReavy Funeral Chapel, Edina, Minnesota.

**Action Item:**

1. The council approved a motion from the Audit Committee to accept the report of Akins, Henke & Company auditing the financial statements for the year ended December 31, 2020.
2. The council approved a motion from the Personnel Committee to approve the job description for Director of Operations and Finance.

**Information and Conversation:**

1. Ministry Area Updates
2. Working Document #3 Reopening Central
  - a. No changes to current plan and process
3. Council Strategic Plan – Work Group Time
  - a. Belonging (Member Relationships and Community Connections Initiative)
  - b. Advocating (Congregational engagement in the needs of our neighbors)
  - c. SMART goals to review

**Closing Prayer and Adjourn:** After closing with the Lord's Prayer, the meeting was adjourned at 7:00 pm.

Respectfully submitted,  
Pat Hansen  
Recording for Jen Surla, Council Secretary

**Central Lutheran Church**  
**Treasurer's Report**  
**August 31, 2021 Financials (8 months)**

	Annual Budget	August 31 YTD	% of Ann Budget (67%)
Income	\$2,455,000	\$1,641,322	66.9%
Expense <sup>i</sup>	\$2,766,379	\$1,785,731	64.6%
Surplus (Deficit)	(\$311,379) <sup>ii</sup>	(\$144,409)	46.4%

**Operating Fund**

Revenue Source	August Actual	August Budget	2021 Year-to-Date Actual	2021 Year-to-Date Budget	2020 Year-to-Date Actual	Year Over Year Change - Actual
Regular Offering	\$90,929	\$110,000 <sup>iii</sup>	\$841,926	\$785,000	\$811,126	\$30,800
Parking	\$7,366	\$0	\$19,829	\$0	\$220,640	(\$200,811)
Foundation	\$81,832	\$81,000	\$650,497	\$648,000	\$553,819	\$96,678
PPP Loan	\$0	\$0	\$0	\$0	\$327,763 <sup>iv</sup>	(\$327,763)

**Mission Forward Campaign Nov 2019 – Nov 2022**

Pledges	Pledged	Rec'd in August	Rec'd to Date	Remaining
Members	\$1,918,618	\$15,579	\$1,487,456	\$431,162
CLC Foundation	\$252,000	\$7,000	\$140,000	\$112,000
<b>Total</b>	<b>\$2,170,618</b>	<b>\$22,579</b>	<b>\$1,627,456</b>	<b>\$543,162</b>
<b>Short Term Mortgage (5 years, \$2.5M)</b>		<b>August 2021 Payment</b>	<b>2021 YTD Payments</b>	<b>Current Balance</b>
Total monthly P&I payment / balance		\$12,183	\$572,464	\$1,316,254
<b>Expenses:</b>		<b>August 2021 Actual</b>	<b>Total to Date</b>	
Campaign expenses		\$0	\$86,035	
Lump sum principal reduction		\$0	\$576,735	
Projects		\$33,653 <sup>v</sup>	\$219,799	
Benevolence		\$0	\$50,000	
<b>Total Expenses</b>		<b>\$33,653</b>	<b>\$932,569</b>	
Mission Forward: Cash on hand				\$52,338

**Assets / Liabilities**

Select Key Assets:	August 2021	December 2020	7 Mo. Change
Operating Checking	\$159,908	\$242,829	(\$82,921)
Reserve Fund	\$501,660	\$202,755	\$298,905
Repair Fund (short-term replacement)	\$154,298	\$105,126	\$49,172
Long-Term (long-term repair / replace)	\$119,293	\$119,293	\$0
<b>Select Key Liabilities:</b>			
ELCA MIF Mortgages – Long & Short-term	\$7,154,873	\$7,815,468	(\$660,595)
PPP Round 2 loan	\$326,900 <sup>vi</sup>	\$0	\$326,900

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<sup>i</sup> New baptismal font, at a cost of \$178,900 and approved by the Congregation on 8/22/21, will be paid from existing designated funds and new designated contributions. Expenses for this project will not be reflected in the regular income / expense statement.

<sup>ii</sup> Approved budget included projected deficit of \$311,379, to be funded from reserves. However, actual budget deficit will be significantly impacted by two factors:

1. Round 2 PPP loan of \$326,900 was received in early 2021. Once this loan is officially forgiven, it will be recorded as revenue.
2. On 8/22/21, the Congregation approved a non-budgeted expense of \$199,677 for exterior lighting improvements.

If all other revenue expense categories continue on their current trajectory, final budget deficit for the year should be on the order of ±\$200,000, with cash reserves of ±\$300,000.

<sup>iii</sup> Budget amount is higher in months with five Sundays (\$110K vs \$90K).

<sup>iv</sup> In 2020, PPP loan funds were recognized as revenue as qualifying expenses were disbursed. In 2021, entire PPP loan will be recognized as revenue once the loan is officially forgiven.

<sup>v</sup> A portion of the costs for the air conditioner chiller replacement was paid from Mission Forward, and remaining expenses (not yet billed) will also be paid from Mission Forward. The cost for replacement of the digital controls (\$44,882) has been paid from the “Consumables” replacement account.

<sup>vi</sup> Mandatory 23-week window for qualifying expenses ended on August 10. Revised loan forgiveness application has been submitted to the Small Business Administration. Forgiveness of the loan is anticipated, but timing is impossible to predict.