

# CENTRAL LUTHERAN CHURCH CONGREGATION COUNCIL

## MEETING MINUTES – APPROVED

October 26, 2021

**Call to order:** The meeting was called to order on Zoom at 5:30 pm by Vice-President Jeff Block.

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

**Members excused:** Pastor Peter Nycklemoe, President Lisa Beane, Roberta Groening, Jen Surla

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

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

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

**Approval of Minutes from September Council Meeting:** The Council Meeting minutes for September 28, 2021 were approved, as modified. Also approved was the Rostered Leaders' Shared Report for October 2021.

**Financial Reports:** Treasurer Karl Starr summarized the monthly financial reports through September 30, 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 September 2021:

1. Baptisms
  - a. **Ezra Jude Johnson** was baptized at Central Lutheran on Saturday, September 25, 2021, at the 5:00 p.m. service. His parents are Bryan Johnson and Colette Garra. Ezra was baptized by Pastor Stephanie Friesen.
2. Wedding
  - a. **Merlen Olson and Stuart Teigen** were married at Central Lutheran on Saturday, September 18, 2021. Pastor Peter Nycklemoe presided.
  - b. **Ken Hardy and Tom Edelen** renewed their vows here at Central Lutheran on Friday, September 24, 2021. Pastor Peter Nycklemoe presided. They were married on September 24, 2020.
  - c. **Timothy Larsen and Kay Dixon** were married here at Central Lutheran on Wednesday, September 29, 2021. Pastor Stephanie Friesen presided.
3. Deaths/Funerals/Burial Services –
  - a. **Alpheus "Al" G. Simmons** (*Born June 6, 1935 – Died September 1, 2021*)

**Special Guest:** Dr. Marty Stortz shared with Council members highlights from her recent Sunday adult forums about the pilgrimage of Central Lutheran, its staff, leaders and congregation members during the pandemic. The four forums included:

1. What is a pilgrimage and who we are as pilgrims?
2. Who have we traveled with and who have been our companions along the way, keeping us on track and staying with the light?
3. Where have we been?
4. Where are we going when we don't know the destination point?

**Information and Conversation:**

1. Sign-up details for conversations with Tom Jolivette
2. Ministry Area Updates
3. Working Document #3 Reopening Central

**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**  
**September 30, 2021 Financials (9 months)**

	Annual Budget	Sept 30 YTD	% of Ann Budget (75%)
Income	\$2,455,000	\$1,821,264	74.2%
Expense <sup>i</sup>	\$2,766,379	\$2,126,154	76.9%
Surplus (Deficit)	(\$311,379) <sup>ii</sup>	(\$304,890)	97.9%

**Operating Fund – Key Revenue Items**

Revenue Source	Sept Actual	Sept Budget	2021 Year-to-Date Actual	2021 Year-to-Date Budget	2020 Year-to-Date Actual	Year Over Year Change - Actual
Regular Offering	\$76,285	\$90,000	\$918,211	\$875,000	\$884,439	\$33,772
Parking	\$6,987	\$0	\$26,816	\$0	\$220,640	(\$193,824)
Foundation	\$81,832	\$81,000	\$732,329	\$729,000	\$623,426	\$108,903
PPP Loan	\$0	\$0	\$0	\$0	\$327,763 <sup>iii</sup>	(\$327,763)

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

Pledges	Pledged	Rec'd in Sept	Rec'd to Date	Remaining
Members	\$1,918,618	\$13,376	\$1,500,832	\$417,786
CLC Foundation	\$252,000	\$7,000	\$147,000	\$105,000
Total	\$2,170,618	\$20,376	\$1,647,832	\$522,786
<b>Short Term Mortgage (5 years, \$2.5M)</b>		<b>Sept 2021 Payment</b>	<b>2021 YTD Payments</b>	<b>Current Balance</b>
Total monthly P&I payment / balance		\$16,983 <sup>iv</sup>	\$589,447	\$1,307,559
<b>Expenses:</b>		<b>Sept 2021 Actual</b>	<b>Total to Date</b>	
Campaign expenses		\$0	\$86,035	
Lump sum principal reduction		\$0	\$576,735	
Projects		\$1,365 <sup>v</sup>	\$221,164	
Benevolence		\$0	\$50,000	
<b>Total Expenses</b>		<b>\$1,365</b>	<b>\$933,934</b>	
Mission Forward: Cash on hand				\$59,166

**Assets / Liabilities**

<b>Select Key Assets:</b>	Sept 2021	December 2020	9 Mo. Change
Operating Checking	\$105,137	\$242,829	(\$137,692)
Reserve Fund <sup>vi</sup>	\$401,660	\$202,755	\$198,905
Repair Fund (short-term replacement)	\$59,640	\$105,126	(\$45,486)
Long-Term (long-term repair / replace)	\$119,293	\$119,293	\$0
<b>Select Key Liabilities:</b>			
ELCA MIF Mortgages – Long & Short-term	\$7,131,625	\$7,815,468	(\$683,843)
PPP Round 2 loan	\$326,900 <sup>vii</sup>	\$0	\$326,900

## Baptismal font fundraising summary

Non-budgeted project and special appeal approved by congregation on August 22, 2021

Item	Amount
Beginning balance	\$56,271
Memorial fund transfers	\$23,060
Contributions through 9/30	\$38,667
<b>Total raised to-date</b>	<b>\$117,998</b>
Total projected cost	\$178,900
<b>Amount left to raise</b>	<b>\$60,902</b>

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### Notes:

<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. See project fundraising summary above.

<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  $\pm$ \$200,000, with cash reserves of  $\pm$ \$300,000.

<sup>iii</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>iv</sup> Additional one-time principal reduction payment of \$4,800 in September was made from "Debt Reduction" designated fund, not the Mission Forward account.

<sup>v</sup> Final payment on new youth room furniture.

<sup>vi</sup> \$100,000 was transferred from reserve fund to pay for first portion of lighting project expenses.

<sup>vii</sup> Mandatory 23-week window for qualifying expenses ended on Sept 10. Revised loan forgiveness application was submitted by Central to Alerus for review prior to submission to the Small Business Administration. Forgiveness of the loan is anticipated, but timing is impossible to predict.