

Grace Lutheran Church Council Meeting Minutes

Tuesday, January 24, 2017

6:00 pm



Elders Present: Linda Apple, Joyce Eggleston, John Galli, Marlin Golnitz, Eric Johnsen, Christine McGraw, Carole Ryan, Pastor Chris Tweitmann, Bob Vouga

Elders Absent: Chris Toland

Staff Present: Pastor Jon Alexanian, Jean Kucukarslan, Betty Wardle

I. Dinner/Prayer Requests & Affirmations/Devotions

- a) Prayer Requests and Affirmations were shared.
- b) Pastor Chris led the devotional time

II. Call to Order and Opening Prayer

- a) The meeting was called to order at 7:15 by Bob Vouga
- b) Bob Vouga led the opening prayer

III. Council Consent Agenda

- a) November 29 and January 8 meetings were previously approved via email.
- b) Written Ministry Team minutes and reports were presented.
 - Global outreach minutes were presented.
- c) Report of baptisms, weddings, memorial services and membership changes for December/January were presented.
- d) January 5th Sunday Mission Offering will be directed to our Grace Missionaries.

Motion was made to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

IV. Principal's Report and School Committee Report

- a) Jean Kucukarslan presented a written report (attached)
- b) School flooded on January 22. 3 classes were displaced. As a result, the Preschool-1st grade open house was postponed. Oceanview school district is working on the clean-up.
- c) The new STEAM program received a large donation from a parent. The program will be implemented next school year.
- d) School tuition for 2017-2018. Jean presented a budget estimate and proposed tuition rates for 2017-2018.

Motion was made to approve the Principal's report and the 2017-2018 school tuition rates.

Motion was seconded.

Motion was approved.

V. Pastor's Report

Pastor Chris is doing pre-marital counseling for 4 couples

Preparations are being made for 2 Israel trips including a preparation class before each trip.

Pastor Chris will be Head Spiritual Director for Women's Cursillo in February.

There have been consistent counseling appointments.

Pastor Chris has been working with the staff on some personnel changes.

“The Story” sermon series is continuing. “Rooted” a small group series that builds off of “The Story” is beginning with one group consisting of staff and spouses.

VI. Associate Pastor’s Report

We have consistently been having 7 tables of people for the Wednesday night group for “The Story”. Several people have talked how they are engaging scripture as a result. Pastor Jon is working with Christine to identify people to disciple into serving by cooking meals for Wednesday nights.

The next Servant Leadership Summit is scheduled for May 6. Pastor Jon reminded the Elders to meet with their ministry teams.

VII. Treasurer’s Report

a) Betty Wardle presented written treasurer’s reports for November and December (attached).

Motion was made to approve the Treasurer’s Report.

Motion was seconded.

Motion was approved.

VIII. Council Action

a) Update on WOW Service lunch and transportation discussion

Bob Vouga and Carole Ryan met with Crystal Orr to discuss issues within the WOW service. Crystal asked that the Care Connections van be used to transport seniors to the service. She also asked that the weekly lunch be reinstated. Crystal had located two volunteers to prepare a simple weekly meal. Crystal also expressed her opinion that our seniors were not being well cared for.

Bob and Carole discussed the issues with Exec committee. The committee determined that the Care Connections van was not available for WOW. It belongs to Redeemer Lutheran Church and is to be used for Care Connections program. They also noted that the volunteers who Crystal located to prepare lunch were not from Grace and one has a history of walking away from the meal ministry when she gets upset. It was decided that providing a meal after WOW was not feasible at this time, and that those who wished to fellowship after the service were welcome to remain as long as they wished. Goodies and coffee are provided.

Bob and Carole met with Crystal and explained the decisions. Crystal requested that the discussion be brought up at the council meeting. The council discussed the information and agreed with the decision of the Exec committee.

b) Nominating Team

Nominees for the nominating team are being accepted through February 5. The nominees will be voted on by the council by electronic vote on Monday, February 6th, in advance of the congregational meeting on February 19th.

Current list of nominees: Debbie Graves, Dori Hauptmann, Melody Kaaua, Bob Eggink, Dave Galli (not confirmed), Sherry Toland (not confirmed)

c) College Room Update

The college room was flooded in the recent rain. The college group will be moving into room 204.

IX. Closed Session

- a) The council entered into closed session to discuss confidential matters.

X. Closing Prayer

Meeting was closed in prayer by Bob Vouga

XI. Adjournment

- a) Bob Vouga adjourned the meeting at 9:30pm.

Respectfully submitted,
Carole Ryan
Council Secretary

Next Meeting will be held on Tuesday, February 28, 6:00pm, Betty Wardle will provide dinner and Chris Toland will share devotions.

Upcoming Events/Reminders:

- January 28 Marilyn Breeze Piano Concert
- February 11 College movie night fundraiser
- February 16-19 Men's Cursillo
- February 23-26 Woman's Cursillo

**Grace Lutheran Church and Schools
Treasurer's Report -December 2016 -- Church
1/10/2017**

Church Balance Sheet

General Fund Balance	<u>October-16</u>	<u>November-16</u>	<u>December-16</u>
Payroll Fund Balance	\$ 171,341.45	\$ 156,846.69	\$ 187,053.55
Petty Cash	\$ 3,000.00	\$ 3,226.25	\$ 3,226.25
Restricted Cash Balance	\$ 400.00	\$ 400.00	\$ 400.00
Church Operating Cash	<u>\$ 150,336.64</u>	<u>\$ 157,988.82</u>	<u>\$ 152,378.83</u>
	\$ 325,078.09	\$ 318,461.76	\$ 343,058.63
Foundation Balance	<u>\$ 87,617.76</u>	<u>\$ 90,986.03</u>	<u>\$ 91,877.38</u>
Total - Church Cash	<u>\$ 412,695.85</u>	<u>\$ 409,447.79</u>	<u>\$ 434,936.01</u>
Real Estate Loan Balance	\$ 463,169.56	\$ 461,021.51	\$ 457,670.51

Church Income Statement

Total Giving/Program Income	<u>October-16</u>	<u>November-16</u>	<u>December-16</u>	<u>Oct. to Dec. Summary</u>
Total Expenses (incl loan prin pymt)	\$ 71,463.17	\$ 68,344.54	\$ 97,516.85	\$ 237,324.56
Total Net Gain/(Loss)	<u>\$ (67,225.71)</u>	<u>\$ (68,774.12)</u>	<u>\$ (66,276.05)</u>	<u>\$ (202,275.88)</u>
	\$ 4,237.46	\$ (429.58)	\$ 31,240.80	\$ 35,048.68

Church Income Statement (YTD)

GLC Total Giving/Program Income	2016-2017 YTD	2016-17 YTD	Budget vs.
GLC Total Expenses	Performance	Budget	Actual
YTD Profit/(Loss)	\$ 417,318.83	\$ 442,014.68	\$ (24,695.85) Summ P&L
	<u>\$ (410,473.02)</u>	<u>\$ (421,693.74)</u>	\$ 11,220.72 Summ P&L
	\$ 6,845.81	\$ 20,320.94	\$ (13,475.13)

Restricted cash includes benevolences (missions, world relief, disaster relief), OCCCO funds, campus improvement funds and miscellaneous reserves. The budgeted giving figures reflect a lower expected level of general offerings in the first fiscal quarter.

Care Connections Inc/Exp Stmt

Total Program Income (prior mo)	<u>October-16</u>	<u>November-16</u>	<u>December-16</u>	<u>Oct. to Dec. Totals</u>
Total Program Expense (current mo)	\$ 11,087.00	\$ 11,133.00	\$ 11,570.00	\$ 33,790.00
Total Net Gain/(Loss)	<u>\$ (10,974.27)</u>	<u>\$ (11,457.04)</u>	<u>\$ (10,732.21)</u>	<u>\$ (33,163.52)</u>
	\$ 112.73	\$ (324.04)	\$ 837.79	\$ 626.48

OCCCO Income Statement (YTD)

OCCCO Total Program Income	2016-2017	2016-2017
OCCCO Total Program Expenses	Approved	Annual Budget
YTD Profit/(Loss)	Budget YTD	Annual Budget
	\$ 78,399.92	\$ 156,800.00
	<u>\$ (77,039.72)</u>	<u>\$ (154,080.00)</u>
	\$ 1,360.20	\$ 2,720.00

OCCCO bills for income for the current month in the following month. Therefore, income and expenses for the current month don't match. The totals column gives a 3 month summary of income and expenses. Income has been down due to a fall in client visits in September and October. In September and October 5 new clients entered the program. Gail feels that the recent falloff in client visits is seasonal and expects an increase in November and December. Year to date revenues continue to be below budget due to a shortfall in client income of about \$8,000 when compared to the budget for 2016-2017

**TREASURER'S REPORT -- DECEMBER 2016 -- School
1/12/2017**

	<u>October-16</u>	<u>November-16</u>	<u>December-16</u>		<u>Year to Date</u>
School Operating Cash					
General Fund Balance	\$ 213,161.70	\$ 193,547.32	\$ 209,861.38		\$ 1,175,920.18
PTF Account Balance	\$ 131,566.69	\$ 120,716.03	\$ 119,963.65		\$ (1,144,106.34)
Total - School Operating Cash	\$ 344,728.39	\$ 314,263.35	\$ 329,825.03		\$ 31,813.84
School Income Statement				<u>Income and</u>	
TOTAL INCOME	\$ 2,265,492.00	\$ 176,718.60	\$ 1,157,220.73	<u>Expense YTD</u>	\$ 1,157,220.73
TOTAL EXPENSE	\$ (2,265,492.00)	\$ (142,349.44)	\$ (1,146,985.22)		\$ (1,146,985.22)
NET GAIN/(LOSS)	\$ -	\$ 34,369.16	\$ 10,235.51		\$ 10,235.51

A lease payment of \$59,073.50 was paid in October. We have received a proposal from the district which will increase the lease payment by 2.5% for this year 2016-2017. The new lease payment will be \$60,550.34 a 2.5% increase (\$5,907.35 annually). The new lease term is for 3 years with an option for an 3 additional years. The lease payment will be increased by 2.5% each year of the new term. We signed the lease extension early in November and the district was presenting it for approval at their board meeting in November. The lease extension signed by the district has been returned to us.

The PTF account includes about \$80,000 in funds raised from fundraisers for school improvements such as multi purpose room refurbishment. It also contains \$29,900 raised for the Brooklyn Fund and \$2,500 for the WDC Fund. The school budget for 2016-17 contains a contingency reserve that if necessary accesses up to \$32,000 of PTF funds if needed.

**Grace Lutheran Church and Schools
Treasurer's Report - November 2016 -- Church
12/26/2016**

	<u>September-16</u>	<u>October-16</u>	<u>November-16</u>
Church Balance Sheet			
General Fund Balance	\$ 159,106.62	\$ 171,341.45	\$ 156,846.69
Payroll Fund Balance	\$ 2,999.70	\$ 3,000.00	\$ 3,226.25
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Restricted Cash Balance	\$ 144,959.79	\$ 150,336.64	\$ 157,988.82
Church Operating Cash	\$ 307,466.11	\$ 325,078.09	\$ 318,461.76
Foundation Balance	\$ 90,985.76	\$ 87,617.76	\$ 90,986.03
Total - Church Cash	\$ 398,451.87	\$ 412,695.85	\$ 409,447.79
Real Estate Loan Balance	\$ 463,169.56	\$ 461,021.51	\$ 458,807.95
Church Income Statement			
Total Giving/Program Income	\$ 54,416.89	\$ 71,463.17	\$ 68,344.54
Total Expenses (incl loan prin pymt)	\$ (62,914.54)	\$ (67,225.71)	\$ (68,774.12)
Total Net Gain/(Loss)	\$ (8,497.65)	\$ 4,237.46	\$ (429.58)
	2016-2017 YTD	2016-17 YTD	2016-17 YTD
Church Income Statement (YTD)	Performance	Budget	Budget vs. Actual
GLC Total Giving/Program Income	\$ 319,846.25	\$ 332,492.46	\$ (12,646.21) Summ P&L
GLC Total Expenses	\$ (343,850.13)	\$ (356,101.90)	\$ 12,251.77 Summ P&L
YTD Profit/(Loss)	\$ (24,003.88)	\$ (23,609.44)	\$ (394.44)

	<u>Sept. to Nov. Summary</u>
	\$ 194,224.60
	\$ (198,914.37)
	\$ (4,689.77)

Restricted cash includes benevolences (missions, world relief, disaster relief), OCCCO funds, campus improvement funds and miscellaneous reserves. The budgeted giving figures reflect a lower expected level of general offerings in the first fiscal quarter.

	<u>September-16</u>	<u>October-16</u>	<u>November-16</u>	<u>Sept. to Nov. Totals</u>
Care Connections Inc/Exp Stmt				
Total Program Income (prior mo)	\$ 12,441.00	\$ 11,087.00	\$ 11,133.00	\$ 34,661.00
Total Program Expense (current mo)	\$ (11,325.85)	\$ (10,974.27)	\$ (11,457.04)	\$ (33,757.16)
Total Net Gain/(Loss)	\$ 1,115.15	\$ 112.73	\$ (324.04)	\$ 903.84
	2016-2017	2016-2017	2016-2017	
OCCCO Income Statement (YTD)	Approved	Performance	Annual Budget	
OCCCO Total Program Income	\$ 65,333.24	\$ 58,859.38	\$ 156,800.00	
OCCCO Total Program Expenses	\$ (65,169.41)	\$ (62,479.39)	\$ (154,080.00)	
YTD Profit/(Loss)	\$ 163.83	\$ (3,620.01)	\$ 2,720.00	

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**TREASURER'S REPORT -- NOVEMBER 2016 -- School
12/26/2016**

	<u>September-16</u>	<u>October-16</u>	<u>November-16</u>
School Operating Cash			
General Fund Balance	\$ 267,227.97	\$ 213,161.70	\$ 193,547.32
PTF Account Balance	\$ 120,909.15	\$ 131,566.69	\$ 120,716.03
Total - School Operating Cash	\$ 388,137.12	\$ 344,728.39	\$ 314,263.35

	<u>Income and Expense November</u>	<u>Income and Expense YTD</u>	<u>Year to Date Budget 2016-17</u>
School Income Statement			
TOTAL INCOME	\$ 182,955.51	\$ 979,581.63	\$ 976,266.71
TOTAL EXPENSE	\$ (216,626.34)	\$ (1,004,635.78)	\$ (979,292.43)
NET GAIN/(LOSS)	\$ -	\$ (25,054.15)	\$ (3,025.72)

A lease payment of \$59,073.50 was paid in October. We have received a proposal from the district which will increase the lease payment by 2.5% for this year 2016-2017. The new lease payment will be \$60,550.34 a 2.5% increase (\$5,907.35 annually). The new lease term is for 3 years with an option for an 3 additional years. The lease payment will be increased by 2.5% each year of the new term. We signed the lease extension early in November and the district was presenting it for approval at their board meeting in November. The lease extension signed by the district has been returned to us.

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GLS Principal's Report to Council

January 24, 2017

GLS School Calendar

- ♥ Jan 25th ½ day teacher in-service
- ♥ Jan 26th Middle School Information Night
6:00-7:30
- ♥ Jan 29th Preschool-1st Grade Open House
- ♥ Jan 30th Open Enrollment Begins
- ♥ Jan 30th Lutheran School Week Begins
- ♥ February 1-3 4th & 5th Grades at Camp
- ♥ February 13th No School
- ♥ February 20th No School

Preschool Enrollment

Preschool totals

Enrollment JAN 2016-17.

Student count at the time of running report 110 children 1 children is on the wait list to start in Feb-2017

3 NEW students enrolled for Jan and 2 withdrew in DEC

Billing for the month of Nov 59,849.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	21	28	27	29	23	128
Full Time	44	56	58	61	48	267
Total Day	65	84	85	90	71	395

Enrollment FALL 2016 JAN

10 new students enrolled 1 withdrew

Student count at the time of running report 115 children

Total: \$ 62,148.00 billed for the month

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	25	29	22	30	29	135
Full Time	61	54	63	59	52	289
Total Day	86	83	85	89	81	424

JK - 8th Grade Enrollment

Student Enrollment:

JK-10
 K-23
 1st-13
 2nd-13
 3rd-34 (lost two students)
 4th-15
 5th-33
 6th-23 (lost one student and added one new student)
 7th-21
 8th-14
Total-203

Leslie has send out reminder letters to all parents, Preschool-7th grade, reminding them that January is registration month. Friday January 13, applications for the 2017-2018 school year went home in Friday folders.

Leslie, Mr Z and Lynn are working on two open house events, one for middle school and one for preschool -1st grade. Flyers and banners are being prepared to advertise the events.

Rec Club Enrollment

Rec Club currently has 38 students signed up for regular morning or afternoon plans and 52 students signed up for occasional care. Chess Club has 13 students and meets in the activities room on Wednesdays. On Tuesday, January 17 Cooking Club will start up again with 17 students. Jake is looking into a new skateboarding program for the students because Skatedoggs is not able to fit Grace into their schedule. Both Lego Club and Mad Science will be offered in February. Titan Tutoring has started after school tutoring for students in grades K-8 in the library Monday-Thursday. Jake is also working on planning our January 5th half day and summer camp.

This & That

Elementary:

Chapel

The 5th grade classes chose Juna Amagara Ministries for our January chapel offering.

Juna Amagara is a Christ-centered ministry that seeks to educate and empower orphans and create a new generation of Christian leadership in Uganda.

Fruit of the Spirit

We learned about “Peace” in December, and our Chapel lessons and memory verses for January will be focused on “Patience.”

PTL

The Next PTL meeting will be January 24th at 7:00pm in Rm 6.

Employee of the Month

Mary Beth Eroen is the January Employee of the Month. She is our new Music teacher and was responsible for all the Christmas programs.

Office Administration:

- E-mailed reminders regarding past due tuition
- Collecting payments for El Camino Pines and Astrocamp (February 1 – 3)
- Working with middle school teachers regarding Catalina and Mountain Camps
- Working on the new website
- Ordering the A/R labeling system to label the library and classroom books

Operations:

Completed Over Christmas Break

- Preschool Modular Rooms (3) Painted
- Ball walls painted
- School-wide: Carpets cleaned and floors waxed
- Set-up and distributed several computers
- Church: upgraded Betty’s computer-installed SSD and upgraded to Windows 10/Office 2016
- Essential asphalt repairs completed front and rear parking lots

Preschool

- Rodents problem remains unresolved despite considerable effort to eradicate them
- Play Equipment Repairs: Contract signed, awaiting 50% deposit check so we can get repairs scheduled soon

Church

- Upgraded Betty's computer (over break)
- Set-up Jon's new computer and attached to our network
- Assisted with Lee's computer upgrade
- Working on Upper Room & Sanctuary computers

Assist Calls

- I am starting to track Assist Calls (i.e. daily calls for immediate assistance). Seems to range from 3-10 on any given day. Things like, "Projector doesn't work," "Can't print." Etc.

Projects

- Focusing on clearing out old equipment, which we have a lot of now and distribution of newer stuff

Rain

- School is mostly handling the rains without too much issue.
- Back parking lot continues to accumulate large amounts of water near the entrance
- Preschool, east side by Rooms 1 & 2 still need grading and some adjustments

Facility Rental

- God's House: forwarded them a fully executed copy of the sub-lease
- OCCT: Just wrapped up their winter show rehearsals and will invoice soon. Expecting to plan their spring rehearsals soon.

Fire Drills

- December Fire Drill completed 12/21/2016

I-20

- We have 5 students currently here under an I-20
- Currently in contact with a prospective 6th grader from China for next year.