

**Grace Lutheran Church Council Meeting Minutes**  
**Tuesday, February 28, 2017**  
**6:00 pm**



Elders Present: Joyce Eggleston, John Galli, Marlin Golnitz, Eric Johnsen, Christine McGraw, Carole Ryan, Pastor Chris Tweitmann, Bob Vouga  
Elders Absent: Linda Apple, Chris Toland  
Staff Present: Pastor Jon Alexanian, Jean Kucukarslan, Betty Wardle

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**I. Dinner/Prayer Requests & Affirmations/Devotions**

- a) Prayer Requests and Affirmations were shared.
- b) Carole Ryan led the devotional time

**II. Call to Order and Opening Prayer**

- a) The meeting was called to order at 6:50 by Bob Vouga
- b) Bob Vouga led the opening prayer

**III. Council Consent Agenda**

- a) January 24 minutes were previously approved via email.
- b) Written Ministry Team minutes and reports were presented.
  - Giving Tree 2016
- c) Report of baptisms, weddings, memorial services and membership changes for February were presented.

**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) Jean Kucukarslan presented the 2107-18 proposed tuition rates.
- c) Staff is preparing for a 1 day WASC visit.
- d) There was no new damage from the last heavy rain.
- e) The SAC committee met today. Michelle Leestma, a parent member of the committee will be leaving the committee this spring when her youngest graduates from 8<sup>th</sup> grade.

**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**

- a) "The Story" sermon series continues to get good feedback
- b) We will take a break from "The Story" during summer and look at the wisdom books.
- c) The Cursillo weekends that were just completed, were the first in the new facility. The facility worked very well. Pastor Chris was the Spiritual Leader for the women's weekend.
- d) Grace had six Cursillo pilgrims – Lee and Katie Humerian, Jackie Graves, Linda Lastellic, Carolyn Beach and Megan Williams.
- e) Pastor Chris is doing pre-marital counselling with three couples.

- f) We are continuing to build relationships with other churches in Huntington Beach. We will participate in Restore HB projects in the community during the week following Easter.

#### **VI. Associate Pastor's Report**

- a) Pastor Jon officiated 2 funerals this month and has been visiting with our shut-ins.
- b) Pastor Jon has been working out of his office at the school campus, giving him time to talk with parents and students.
- c) HUB (High School ministry) is struggling right now, numbers are up and down.
- d) JHUB (Jr High ministry) is doing great!
- e) Pastor Jon cancelled high school camp due to weather conditions. Four students were scheduled to attend. Instead, there was a sleepover at Pastor Jon's home. Seven students attended.
- f) Pastor Jon had a productive meeting with altar guild. Two of their concerns were that the monthly combined services should be at 9:30 and that they need help with cleanup after the 10:30 service.
- g) Pastor Jon had a call from a former student, now in college. Praise for the fruits of many months of conversations.

#### **VII. Treasurer's Report**

- a) Betty Wardle presented a written treasurer's report for January (attached).

**Motion was made to approve the Treasurer's Report.**

**Motion was seconded.**

**Motion was approved.**

#### **VIII. Council Action**

- **Facilities Update**
  - a) Marlin Golnitz reported a slab leak in the pipe running to the Faith building. There is a temporary repair in place. If the proposal to for the building project to move the school to the church passes, then a pipe will be run over the roof to provide water. If not, there will need to be digging through the slab.
- **Building Project update**
  - a) Preliminary conversations are overwhelmingly positive. There was a conversation on Wednesday night and a "Coffee with the Principal".
  - b) Kim Frassetto has been notified.
  - c) The biggest questions involve the financial piece. Other questions are parking, zoning and neighbors.
  - d) The architect will create a preliminary site plan to be presented at a cottage meeting.
- **Adult Education update**
  - a) The adult Sunday School class during Lent will be "Jesus on Mission"
  - b) "The Journey", a men's study group will be starting in March.

#### **IX. Closing Prayer**

Meeting was closed in prayer by Bob Vouga

#### **X. Adjournment**

- a) Bob Vouga adjourned the meeting at 8:50pm.

Respectfully submitted,  
Carole Ryan  
Council Secretary

**Next Meeting will be held on Tuesday, March 28, 6:00pm. Carole Ryan will provide dinner and John Galli will share devotions.**

**Upcoming Events/Reminders:**

March 1	Ash Wednesday services 11am, 7pm
March 3	Women's bunco
March 5	Cottage Meetings 10:45am, 12:15pm
March 7	New Member Information meeting
March 9	"The Journey" men's group begins
March 12	Cottage Meeting 12:15pm
March 14	Cottage Meeting 6:30pm "Meet the Architect"
March 19	Cong. Meeting after combined, Cottage Mtg. and Pancake breakfast 9am

Approved



*GLS Principal's Report to Council*

February 28, 2017

**GLS School Calendar**

- ♥ March 3 VIP day
- ♥ March 5 Open House 12:00-1:30
- ♥ March 10<sup>th</sup> PTL Cultural Night
- ♥ March 17 Pancake Breakfast

**Preschool Enrollment**

Preschool totals

Enrollment FEB 2017.

Student count at the time of running report 108 children 1 child is on the wait list to start in March 2017.

Billing for the month of Feb 59,589.00. We have a couple of families that look interested in starting soon

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	19	26	26	26	23	120
Full Time	46	55	59	58	49	267
Total Day	65	81	85	84	72	387

Enrollment Feb 2016.(LAST YEAR)

Student count at the time of running report 112 children

Billing for the month of FEB \$61,340.12

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	23	27	20	29	26	125
Full Time	59	52	61	57	52	281
Total Day	82	79	81	86	78	406

New enrollment 2017-18 we have 44 enrolled (last year we had 70 applications at this time)

Summer we have 23 enrolled still early.

Preschool is down \$1751.12 for the month and 4 children. Totals always change as the schedule can be changed any time at the parents requested along as the teacher/ratio is in line.

**REC CLUB billing for Jan 2017**

\$4779.00

REC CLUB billing for Jan 2016

\$5821.00

Down from last year \$1042.00

(These totals do not have Half day charges included )

**JK - 8<sup>th</sup> Grade Enrollment**

Enrollment:

JK-10

K-23

1<sup>st</sup>-132<sup>nd</sup>-133<sup>rd</sup>-344<sup>th</sup>-16 (added one new student)5<sup>th</sup>-336<sup>th</sup>-237<sup>th</sup>-218<sup>th</sup>-14**Total-204**

Registration is in full swing. Leslie has been touring at least 3x a week. We have 159 student registered for next year and Leslie will be sending out letters of intent to those students who have not re-registered.

We are preparing for the Open House for Preschool-1<sup>st</sup> grade on March 5<sup>th</sup>.

**Rec Club Enrollment**

Rec Club has 38 students signed up for regular morning or afternoon care and 52 students signed up for occasional care. Mad Science, Chess and Titan Tutoring clubs are all going strong, while Cooking Club is wrapping up their second session. Spring Cooking Club will resume in March. Jake is working on summer camp planning, including some new field trips and assemblies. Rec Club is also preparing for our February half day as well as VIP Day and Open House at the beginning of March.

**This & That****Elementary:**

## **Chapel**

The 2<sup>nd</sup> and 4th grade classes chose World Vision for our February chapel offering.

## **Fruit of the Spirit**

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

## **PTL**

The Next PTL meeting will be March 21st at 7:00pm in Rm 6.

## **Employee of the Month**

**Miss Sharon in Rec Club** is the February Employee of the Month.

## **Office Administration:**

- Modifying the new website and adding in content
- Inputting the new books from the Scholastic book fair into the library and adding the A/R labels to each book
- Contacted Renaissance to rent the book labeling system for the classrooms and library
- Order placed for second batch of new Grace jackets
- Replenished the nurse’s supplies

## **Operations:**

Grace Lutheran Church and Schools  
 Treasurer's Report -January 2017 -- Church  
 2/18/2017

	November-16	December-16	January-17
<b>Church Balance Sheet</b>			
General Fund Balance	\$ 156,846.69	\$ 187,053.55	\$ 190,078.03
Payroll Fund Balance	\$ 3,226.25	\$ 3,226.25	\$ 2,962.37
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Restricted Cash Balance	\$ 157,988.82	\$ 152,378.83	\$ 145,601.72
<b>Church Operating Cash</b>	\$ 318,461.76	\$ 343,058.63	\$ 339,042.12
Foundation Balance	\$ 90,986.03	\$ 91,877.38	\$ 93,297.00
<b>Total - Church Cash</b>	\$ 409,447.79	\$ 434,936.01	\$ 432,339.12
Real Estate Loan Balance	\$ 461,021.51	\$ 457,670.51	\$ 456,579.55

	November-16	December-16	January-17	Nov. to Jan. Summary
<b>Church Income Statement</b>				
Total Giving/Program Income	\$ 68,344.54	\$ 97,516.85	81444.57	\$ 247,305.96
Total Expenses (incl loan prin pymt)	\$ (68,774.12)	\$ (66,276.05)	-75310.85	\$ (210,361.02)
Total Net Gain/(Loss)	\$ (429.58)	\$ 31,240.80	6133.72	\$ 36,944.94
	<b>2016-2017</b>	<b>2016-17 YTD</b>	<b>2016-17 YTD</b>	
	YTD	Budget	Budget vs. Actual	
<b>Church Income Statement (YTD)</b>	Performance	Budget	Summ P&L	
GLC Total Giving/Program Income	\$ 494,563.40	\$ 505,857.90	\$ (11,294.50)	
GLC Total Expenses	\$ (485,832.94)	\$ (505,288.30)	\$ 19,455.36	
<b>YTD Profit/(Loss)</b>	\$ 8,730.46	\$ 569.60	\$ 8,160.86	

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.

	November-16	December-16	January-17	Nov. to Jan. Totals
<b>Care Connections Inc/Exp Stmt</b>				
Total Program Income (prior mo)	\$ 11,133.00	\$ 11,570.00	\$ 10,784.00	\$ 33,487.00
Total Program Expense (current mo)	\$ (11,457.04)	\$ (10,732.21)	\$ (15,689.65)	\$ (37,878.90)
Total Net Gain/(Loss)	\$ (324.04)	\$ 837.79	\$ (4,905.65)	\$ (4,391.90)
	<b>2016-2017</b>	<b>2016-2017</b>	<b>2016-2017</b>	
	Approved	YTD	Annual Budget	
<b>OCCCO Income Statement (YTD)</b>	Budget YTD	Performance	\$ 156,800.00	
OCCCO Total Program Income	\$ 91,466.60	\$ 81,213.38	\$ (154,080.00)	
OCCCO Total Program Expenses	\$ (94,328.45)	\$ (88,901.25)	\$ 2,720.00	
<b>YTD Profit/(Loss)</b>	\$ (2,861.85)	\$ (7,687.87)		

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.

January visits were modestly higher than December. 3 visits with potential client families for Redeemer are scheduled. Year to date revenues continue to be below budget due to a shortfall in client income of about \$10,000 when compared to the budget for 2016-2017. January expenses were negatively impacted by 3 payrolls.



**TREASURER'S REPORT -- JANUARY 2016 -- School  
2/21/2017**

School Operating Cash	<u>November-16</u>	<u>February-17</u>
General Fund Balance	\$ 193,547.32	\$ 109,615.00
PTF Account Balance	\$ 120,716.03	\$ 120,716.03
Total - School Operating Cash	\$ 314,263.35	\$ 230,331.03

<b>School Income Statement</b>	<u>Income and</u>	<u>Year to Date</u>
TOTAL INCOME	<u>Expense January</u>	<u>Budget 2016-17</u>
TOTAL EXPENSE	\$ 206,775.39	\$ 1,382,739.65
NET GAIN/(LOSS)	\$ (281,852.22)	\$ (1,369,410.65)
	\$ (75,076.83)	\$ 13,329.00

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.

Salary expense was approximately \$42,000 over budget because of 3 payrolls in January