

**Grace Lutheran Church Council Meeting Minutes**  
**Tuesday, September 19, 2017**  
**6:00 pm**



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

---

**I. Dinner/Testimony/Prayer Requests**

- a) Bob Vouga shared his testimony.
- b) Prayer requests were shared

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

- a) The meeting was called to order at 7:10 by Christine McGraw
- b) Christine McGraw led the opening prayer.

**III. Council Consent Agenda**

- a) The August 29 minutes were previously approved via email.
- b) Written and verbal Ministry Team minutes and reports were presented.
  - OCCCO Board Meeting
  - Campus Consolidation Prayer circle
  - Local Outreach
  - Helping Hands Ministry
- c) Pastoral Care report for August/September was 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) Written report was presented (attached)
  - Spanish/Opportunities teacher gave 3-week notice.
  - STEAM program is going very well.
- b) School Advisory Committee discussed the recent staff changes and Bob Vouga gave a sampling of the feasibility study.

**Motion was made to approve the Principal's and SAC reports**

**Motion was seconded.**

**Motion was approved.**

**V. Pastor's Report**

- a) Finished the summer wisdom series with the book of Job. The series created a lot of conversation and good feedback.
- b) "The Story Part 5" began this past Sunday.

- c) Wednesday nights begin tomorrow night with “The Story Part 5 discussion”.
- d) Pastor Chris has had several counseling appointments and has been meeting with Boy Scouts getting their religion badge.
- e) School chapel has started off well.
- f) The Israel class will be starting this Thursday. Pastor Chris is discussing another trip in summer 2019, partially a trip for our school teachers.
- g) Pastor Chris spoke with Lee and Katie Humerian today via FaceTime. They are doing well. He recommends that everyone take a look at the Josiah Venture online prayer circle – extremely well thought out. Pastor Chris has been invited to the Josiah Venture conference in the Czech Republic.
- h) Pastor Chris has also been invited by Mark and Kathi Williams to visit China.
- i) Pastor Chris, Mary Taylor and Drew and Megan Williams attended the Orange Conference today. Pastor Jon, Drew Williams and Betty Wardle attended the Deep and Wide conference yesterday, both at Mariners Church.
- j) Pastor Jon will be coming back soon.

## **VI. Treasurer’s Report**

- a) Chris Toland presented a written treasurer’s report for August (attached).
  - a. The school PTL has requested to open their own checking account. The council agreed that they should not open a separate account. Instead, their funds will be shown as a separate line item in the school restricted account.
- b) Foundation account – Discussion of whether to liquidate \$16,000 in underperforming funds to cash or to reinvest into another fund.

**Motion was made to reinvest underperforming funds in Powershares QQQ Trust (symbol QQQ) ETF and the remainder in the Vanguard Total Stock Market (symbol VTI) ETF.**

**Motion was seconded.**

**Motion was approved.**

- c) Care Connections van - Chris Toland emailed Pastor Gil at Redeemer Lutheran and let him know that we would accept the care connections van with agreement from the Banzett family and proof of insurance. Pastor Gil has not yet responded.

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

**Motion was seconded.**

**Motion was approved.**

## **VII. Council Action**

- **Emergency Preparedness**

- a) Brian Hauptmann presented a written report from Joyce Eggleston. Joyce asked for approval to purchase defibrillators for both the church and school. Funds were approved in the 2017-18 budgets.

**Motion was made to purchase defibrillators for the church and school.**

**Motion was seconded.**

**Motion was approved.**

- **Building Project Update**

- a) A meeting was held with our architect last Tuesday. Survey and other necessary testing is being done now. The look of the exterior was discussed.
- b) Upper Room – Our architect had a final discussion with the city plan checker and they agreed that the upper room wall could be replaced as it was with no more requirements from the city.
- c) The campaign team has been meeting both in person and through email. They are in the process of inviting people to be a part of listening groups or one-on-one interviews. Jeff Kjellberg will be here October 4-8 to conduct the interviews.

**VIII. Adjournment**

- a) Christine McGraw adjourned the meeting at 8:30pm.

Respectfully submitted,  
Carole Ryan  
Council Secretary

**Next Meeting will be held on Tuesday, October 24, 6:00pm. Marlin Golnitz will provide dinner and Brian Hauptmann will share his testimony.**

**Upcoming Events/Reminders:**

September 20	Wednesdays at Grace begin
September 21	First Israel class in series (moves to Mondays 9/25)
September 30	Angel Game
October 3	New Member Class
October 4-8	Jeff Kjellberg here for listening phase
October 7	MOPS Rummage Sale
October 26	Holy Land Trip begins

*GLS Principal's Report to Council*

September 19, 2017

**GLS School Calendar**

- ♥ September 21 School Pictures
- ♥ September 27 ½ Day Teacher In-Service
- ♥ September 30 GLC Baseball Game
- ♥ October 23-27 Iowa Testing, Parent-Teacher Conferences

**Preschool Enrollment**

Preschool totals

Enrollment Sept 2017.

Student count at the time of running report 87 children enrolled. 2 children in this total are on the wait list will be starting in Oct-2017. Another family Waiting list just found out child has cancer. Please keep in prayers. (the wait list children are in enrollment total, not in billing total. Billing for the month of Sept is 46,585.28 at the time of running this report.

**Rec Club Enrollment**

Rec Club has had between 28 and 45 students in the afternoon so far during our first 7 days of school. In the morning Rec Club has had between 8 and 12 students each day. Rec Club is still receiving registration forms daily. They are starting up cooking club on September 18<sup>th</sup>. Chess, Mad Science and Skateboarding will all start in October.

**Elementary Enrollment:**

September Enrollment for 2017-2018:

JK-21

K-19

1<sup>st</sup>-23

2<sup>nd</sup>-18

3<sup>rd</sup>-17

4<sup>th</sup>-31

5<sup>th</sup>-20

6<sup>th</sup>-30 (2 kids dropped and 2 international students have not shown up yet)

7<sup>th</sup>-21

8<sup>th</sup>-20

**Total-220**

- We had **205** registered at this time last year.
- We have **54** new students registered.
- Picked up 3 new students this month and lost a couple which is typical for Sept.
- Touring a family on Monday with 2 kids

#### Office

Sent out and collecting required forms packet

Sending out teacher letters to families

Received and sorted uniform order Collecting curriculum fees

Applied Chrome book fees to families' accounts

Updating library and A/R accounts for new students

Keeping the families informed of upcoming school events and dates

Checking immunizations for Kindergarten and 7th grade students

#### Preschool

- Rodent treatment continues
- Pest Issues: termites by Lynn's desk. Ants seem to have responded to treatments. Gophers have appeared in the big yard. We've spent literally thousands of dollars on preschool related pest issues over the last year and issues seem to be continue and expand.
- Portable phone was installed and seems to be working for preschool.

#### Church

- Assisted with Pastor Chris' iMac set-up at church
- Reimaged Drew's laptop and installed new SSD hard drive

#### Technology

- Chromebooks and Google ID's are ready for students.
- iPads are being processed and nearly done. The cart is mostly set-up so we should be ready soon.
- Room 6 basically needed to be completely redone but is now complete: new projector, new vga transmitter, two new computer set-ups, new cables & 4 student computers (from Room 17).

#### Projects

- Technology Removal: I desperately need access to a truck or a van to assist with equipment removal.

- Gophers (or some sort of burrowing animal) has taken up residence near the play structures on the field and will need some sort of intervention. I will work with OVSD to develop a plan to remove them now that OVSD is handling mowing

#### Rain/Floods

The shade structure over the larger lunch eating area was damaged by the strong winds of that big storm that came through. It is currently structurally compromised, i.e. the entire structure is leaning to the north and many of the nuts that had been securing it to bolts in the blacktop have either popped off or the bolts have broken completely off; it definitely needs repairs and will not be safe for the next two years until we move. The initial estimate to right the structure (which is currently bent and leaning) and re-secure to new footings is approximately \$2,800.

#### Facility Rental

- God's House: All good
- OCCT: Billed for their Summer Program and Summer Camp. Payment received for Summer Camp but Summer Program, the larger check, is still outstanding.
- Chinese summer program integration seemed to be successful. We will probably limit enrollment a little bit more next year should they express interest again.

#### Fire Drills

- 9/12

#### I-20

We have 5 students currently here under an I-20 and 2 or 3 that may be joining us.

**Grace Lutheran Church and Schools**  
**Treasurer's Report - August-2017 -- Church**  
**9/14/2017**

	June-17	July-17	August-17	
<b>Church Balance Sheet</b>				
General Fund Balance	\$ 181,301.44	\$ 195,116.29	\$ 128,214.21	Church Council ministries payments are made
Payroll Fund Balance	\$ 7,440.02	\$ 3,491.13	\$ 22,535.13	from this account and don't go thru P&L
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00	for Kairos and Associates
Restricted Cash Balance	\$ 169,583.98	\$ 169,809.34	\$ 248,448.15	Increase mainly due to \$67,100 of
<b>Church Operating Cash</b>	<b>\$ 358,725.44</b>	<b>\$ 368,816.76</b>	<b>\$ 399,597.49</b>	donations to building fund

Foundation Balance	\$ 99,288.67	\$ 100,615.40	\$ 101,430.61
<b>Total - Church Cash</b>	<b>\$ 458,014.11</b>	<b>\$ 469,432.16</b>	<b>\$ 459,340.84</b>
Real Estate Loan Balance	\$ 450,867.82	\$ 449,704.25	\$ 448,586.19

	June-17	July-17	August-17	June to Aug. Summary
<b>Church Income Statement</b>				
Total Giving/Program Income	\$ 63,534.33	\$ 68,491.90	\$ 59,064.17	\$ 191,090.40
Total Expenses (Incl loan prin pymt)	\$ (72,234.01)	\$ (64,777.15)	\$ (79,518.87)	\$ (216,530.03)
Total Net Gain/(Loss)	\$ (8,699.68)	\$ 3,714.75	\$ (20,454.70)	\$ (25,439.63)
Less payments from Church Council Ministries		\$ (20,548.15)		
Revised Net Gain/(Loss)		\$ (16,833.40)		

	2017-2018 YTD	2017-18 YTD	2017-18 YTD
	Performance	Budget	Budget vs. Actual
<b>Church Income Statement (YTD)</b>			
GLC Total Giving/Program Income	\$ 127,556.07	\$ 129,438.10	\$ (1,882.03)
GLC Total Expenses	\$ (144,344.53)	\$ (157,137.49)	\$ 12,792.96
<b>YTD Profit/(Loss)</b>	<b>\$ (16,788.46)</b>	<b>\$ (27,699.39)</b>	<b>\$ 10,910.93</b>

Restricted cash includes benevolences (missions, world relief, disaster relief), OCCCO funds, campus improvement & building funds and miscellaneous reserves. July expenses include \$20,548 spent under church council ministries which went Kairos for feasibility study. Because these funds are transfers from our cash balances we are showing them below the line of our operating income and expenses.

3 payrolls in August is the reason for the net loss for the month.

Payments to Kairos and Associates are now being accounted for separately. They will not longer be shown as income and expense items and have been removed from the annual budget and budget comparison analysis. Payments come from the general account and are reflected in the cash balance.

	June-17	July-17	August-17	June to Aug. Summary
<b>Care Connections Inc/Exp Stmt</b>				
Total Program Income (prior mo)	\$ 9,497.00	\$ 11,933.00	\$ 11,142.00	\$ 32,572.00
Total Program Expense (current mo)	\$ (10,145.96)	\$ (10,808.93)	\$ (15,914.56)	\$ (36,869.45)
Total Net Gain/(Loss)	\$ (648.96)	\$ 1,124.07	\$ (4,772.56)	\$ (4,297.45)

	2017-2018	2017-2018 YTD	2016-2017
	Approved	Performance	Annual Budget
<b>OCCCO Income Statement (YTD)</b>			
OCCCO Total Program Income	\$ 25,256.00	\$ 23,075.00	\$ 151,536.00
OCCCO Total Program Expenses	\$ (28,889.22)	\$ (26,723.49)	\$ (151,536.00)
<b>YTD Profit/(Loss)</b>	<b>\$ (3,633.22)</b>	<b>\$ (3,648.49)</b>	<b>\$ -</b>

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. 3 payrolls in August caused the reported loss for the month.

**TREASURER'S REPORT -- August 2017 -- School  
9/14/2017**

	<u>June-17</u>	<u>July-17</u>	<u>August-17</u>
School Operating Cash			
General Fund Balance	\$ 128,293.10	\$ 152,786.00	\$ 245,981.53
Restricted Funds Balance	\$ 173,571.20	\$ 173,571.24	\$ 77,534.07
Total - School Operating Cash	\$ 301,864.30	\$ 326,357.24	\$ 323,515.60

Reduction due to transfers to church building fund,  
STEAM teacher laptops and STEAM Program.

	<u>Income and Expense August</u>	<u>Income and Expense YTD</u>	<u>Year to Date Budget 2017-18</u>
School Income Statement			
TOTAL INCOME	\$ 2,266,580.00	\$ 175,050.17	\$ 360,492.90
TOTAL EXPENSE	\$ (2,265,681.00)	\$ (262,764.33)	\$ (411,080.51)
NET GAIN/(LOSS)	\$ 899.00	\$ (87,714.16)	\$ (50,587.61)

(1) We have entered the 2nd year of our 3 year lease with Ocean View School District. Our rent has been increase 2.5% to \$248,256 annually (\$62,064 each quarter)

(2) The PTL account has been renamed because \$7,386.78 in PTL funds have now been put into a new account not included on the school balance sheet. Marlin Golnitz has suggested that Jean Kucukarsian be the signer on the account.

**The account designated as Restricted Funds contains the following:**

Steam Program	\$ 20,324.38
Washington DC misc. funds	\$ 1,906.38
Booklyn's Garden Fund	\$ 17,785.69
Durbin Donations	\$ 12,631.75
School and preschool funds for misc. projects funded by donations	\$ 24,885.87
Total Restricted Funds	\$ 77,534.07

**(3) 3 Payrolls in August inflated expenses**