

Grace Lutheran Church Council Meeting Minutes
Tuesday, April 25, 2017
6:00 pm



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

I. Dinner/Prayer Requests & Affirmations/Devotions

- a) Prayer Requests and Affirmations were shared.
- b) Christine McGraw gave her testimony.

II. Call to Order and Opening Prayer

- a) The meeting was called to order at 7:05 by Bob Vouga
- b) Bob Vouga led the opening prayer.

III. Council Consent Agenda

- a) March 28 minutes were previously approved via email.
- b) Written Ministry Team minutes and reports were presented.
 - Global Outreach – included recommendation that April 5th Sunday offering be shared among our Grace missionaries.
- c) Report of baptisms, weddings, memorial services and membership changes for April were presented.
- d) Pastoral Care report for April 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)
- b) School Advisory Committee is currently considering a team member to replace parent Michelle Leestma, whose children have graduated from Grace school.

Motion was made to approve the Principal's report

Motion was seconded.

Motion was approved.

V. Pastor's Report

- a) Currently finishing Lent and Holy Week preparations.
- b) After Easter we will return to "The Story"
- c) Summer series will be on the wisdom literature; Pastor Chris is currently prepping.
- d) Pastor Chris is preparing for the weekly class being offered prior the student trip to Israel in June.

- e) Serve Week is coming up the week after Easter. Our opportunity to join other churches to serve in our community of Huntington Beach.
- f) Preparing for Lindsey Trego/David Gill wedding in June and Jess Patstone/David Galli wedding in July. Pastor Chris is skyping the final premarital session for a couple who have relocated to Michigan.
- g) Three additional people have signed up for the Israel/Jordan trip in the fall.
- h) First communion class has been postponed. With Easter so late, there were a lot of conflicts for families who were interested in the class.
- i) Another time for beach baptisms is being planned for the beginning of fall, this will possibly be a time for the first communion class.
- j) Jan Stolzenburg is on vacation in Germany for 5 weeks. A team is being created to have weekly visitation for the 6 people he routinely visits.

VI. Associate Pastor's Report

- a) Pastor Jon has been doing more hospital visits. He visited Margaret Bass, prayed with her and gave her communion.
- b) The next Servant Leadership Summit is being planned. There is a conflict on the original date of 5/13 and Pastor Jon is looking into replacement dates. Elders are reminded to follow up with their ministry teams. The discussion at the next SLS will focus on how to recruit for your ministry teams – how to communicate why your ministry team matters.
- c) Pastor Jon is beginning the job search for a new High School coordinator. He currently has 4 prospects.
- d) Pastor Jon is planning a summer program which will replace “The Story” for those months. It will be something along the line of the Starbucks nights we had a couple of years ago.

VII. Treasurer's Report

- a) Chris Toland presented a written treasurer's report for March (attached).

Motion was made to approve the Treasurer's Report.

Motion was seconded.

Motion was approved.

VIII. Council Action

- **Helping Hands Ministry Proposal**

- a) Linda Apple presented a written proposal which was reviewed and discussed by council who had the following suggestions:
 1. Create a core team of 6 people for an immediate action plan. Suggest a 1-year commitment. During that time, determine the size of ministry that is needed.
 2. Create a vision of this ministry as an umbrella ministry for the various ways we help the needy.
 3. Give information to and/or partner with other ministries in the community.
 4. Define guidelines to discern those who say they want off of the street and those who will make an effort.
- b) Currently 4 people have expressed interest in serving on this ministry.

Motion was made to approve the Helping Hands Ministry document and to have Linda Apple oversee the ministry.

Motion was seconded.

Motion was approved.

- **Building Project update**

- a) Lender Meetings

- Christine McGraw, Chris Toland and Betty Wardle have met with both Thrivent Financial and Evangelical Christian Credit Union. Both lenders are interested in the project, both take different approaches to the loan.

- b) Meeting with Pastor Steve Perry

- Christine McGraw, Marlin Golnitz and Betty Wardle met with Pastor Steve Perry and his chief fundraiser Tara Anderson. They gave us a better understanding of how fundraising works with an outside fundraising company. They agreed that a feasibility study was important and recommended we interview Kairos Ministry to conduct the study to give us campaign council. Campaign council will help put in the financial infrastructure, prepare us to accept gifts of non-liquid assets and design the campaign. They do not do the actual fundraising, just coach us to do it.

- Discussed the role of the pastors and principal as the “rudders of the ship”. Their function is not to raise funds. People in the community who can speak and inspire should be identified for that purpose.

- c) The council reviewed the most current drawing of the proposed site plan.

- **Budget Review**

- a) Care Connections proposed 2016-17 budget was reviewed. No changes were recommended.

- b) The church proposed 2016-17 budget was reviewed. Changes in giving estimates were suggested. Revised budget will be presented to council at the May meeting.

IX. Adjournment

- a) Bob Vouga adjourned the meeting at 10:35pm.

Respectfully submitted,
Carole Ryan
Council Secretary

Next Meeting will be held on Tuesday, May 23, 6:00pm. Joyce Eggleston will provide dinner and Eric Johnsen will share his testimony.

Upcoming Events/Reminders:

April 28	Parent Night Out – Jhub babysitting for mission trip
April 29	SBC (Summer Bible Camp) team meeting
May 4	National Day of Prayer
May 13	Servant Leadership Summit
May 21	Combined Service

GLS Principal's Report to Council

April 25, 2017

GLS School Calendar

- ♥ April 26 ½ day Teacher In-Service
- ♥ April 30 8th Graders to Washington DC
- ♥ May 1-5 6th and 7th graders to camp\
- ♥ May 8 Teacher Appreciation Week
- ♥ May 12 Gala
- ♥ May 19 3rd Grade Musical
- ♥ May 25 Open House
- ♥ May 29 No School

Preschool Enrollment

Preschool totals

Enrollment April 2017.

Student count at the time of running report 110 children. One child dropped down from 5 days to 2 days due to speech class. Another child cut back from 5 full days to 3 1/2day, mom is off for the month of April. They will go back to 5 full days in May. We have had 2 NEW babies so a couple families have cut back on their child's days attending preschool.

Billing for the month of March 59,948.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	20	24	24	24	24	116
Full Time	45	55	60	59	50	269
Total Day	65	79	84	83	74	385

LAST YEAR Enrollment April 2016.

Student count at the time of running report 117 children

Billing for the month of APRIL \$63,534.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	26	29	23	31	29	138
Full Time	64	54	65	60	56	301
Total Day	90	83	86	91	85	437

New enrollment 2017-18 we have 53 enrolled (last year we had 70 applications at this time)

Summer we have 43 enrolled still early.

Preschool is down this month \$3586.00 from last year and 7 children.

Totals always change as the schedule can be changed at the parents requested along as the teacher/ratio is in line.

JK - 8th Grade Enrollment

Enrollment: April 2017

JK-10

K-23+1

1st-13

2nd-13

3rd-34

4th-16

5th-33

6th-23

7th-21

8th-14+1

Total-206

- Registration is in full swing; Leslie has sent out acceptance letters and curriculum fees are starting to come in.
- There is a waiting list for 6th grade. There may be a 6th grade student from the homeschool that will start after Easter.
- We have 186 students registered for 2017-2018 school year.

Rec Club Enrollment

Rec Club has 38 students signed up for regular morning or afternoon care and 52 students signed up for occasional care. Chess and Titan Tutoring clubs are both going strong. Ms Sharon will also be offering another session of cooking club and we will be starting an after school dance club, led by one of our Grace parents after break. Jake is currently ordering busses and registering students for Summer Camp. Rec Club is also preparing for our April half day on the Wednesday we return from Easter Break.

This & That

Elementary:

Chapel

The 1st grade class chose **our church missionaries** for our April chapel offering.

Fruit of the Spirit

We learned about “Kindness” in March, and our Chapel lessons and memory verses for April were focused on “Goodness.”

PTL

The Next PTL meeting will be May 23rd at 7:00pm in Rm 6.

Employee of the Month

Kelly Gundersen is the March Employee of the Month.

Office Administration:

- Labeled all the fiction and classroom books with A/R Quiz Label Information
- Ordered graduation gowns for the 8th graders and had graduation pictures taken
- Working on the 2017/2018 budget
- Working with Patty to finish the yearbook dedication pages
- Finalizing the camp counts and payments

Operations:

**Grace Lutheran Church and Schools
Treasurer's Report -March 2017 -- Church
4/17/2017**

	<u>January-17</u>	<u>February-17</u>	<u>March-17</u>	
Church Balance Sheet				
General Fund Balance	\$ 190,078.03	\$ 179,119.70	\$ 182,910.18	
Payroll Fund Balance	\$ 2,962.37	\$ 3,490.13	\$ 3,490.13	
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00	
Restricted Cash Balance	\$ 145,601.72	\$ 151,240.72	\$ 134,146.23	
Church Operating Cash	<u>\$ 339,042.12</u>	<u>\$ 334,250.55</u>	<u>\$ 320,946.54</u>	
Foundation Balance	\$ 93,297.00	\$ 95,852.84	\$ 95,992.78	
Total - Church Cash	<u>\$ 432,339.12</u>	<u>\$ 430,103.39</u>	<u>\$ 416,939.32</u>	
Real Estate Loan Balance	\$ 456,579.55	\$ 455,485.11	\$ 454,236.78	
Church Income Statement				
Total Giving/Program Income	\$ 81,444.57	\$ 56,457.29	\$ 67,768.84	
Total Expenses (incl loan prin pymt)	\$ (75,310.85)	\$ (64,551.85)	\$ (66,887.80)	
Total Net Gain/(Loss)	\$ 6,133.72	\$ (8,094.56)	\$ 881.04	<u>Jan. to Mar. Summary</u>
				\$ 205,670.70
				\$ (206,750.50)
				<u>\$ (1,079.80)</u>
Church Income Statement (YTD)				
GLC Total Giving/Program Income	\$ 618,813.24	\$ 632,762.34	\$ (13,949.10)	
GLC Total Expenses	\$ (617,010.53)	\$ (634,131.98)	\$ 17,121.45	
YTD Profit/(Loss)	<u>\$ 1,802.71</u>	<u>\$ (1,369.64)</u>	<u>\$ 3,172.35</u>	

Restricted cash includes benevolences (missions, world relief, disaster relief), OCCCO funds, campus improvement funds and miscellaneous reserves.

	<u>January-17</u>	<u>February-17</u>	<u>March-17</u>	<u>Jan. to Mar. Summary</u>
Care Connections Inc/Exp Stmt				
Total Program Income (prior mo)	\$ 10,784.00	\$ 11,931.00	\$ 11,183.00	\$ 33,898.00
Total Program Expense (current mo)	\$ (15,689.65)	\$ (11,489.07)	\$ (11,272.67)	\$ (38,451.39)
Total Net Gain/(Loss)	\$ (4,905.65)	\$ 441.93	\$ (89.67)	\$ (4,553.39)
OCCCO Income Statement (YTD)				
OCCCO Total Program Income	\$ 117,599.96	\$ 104,327.36	\$ 156,800.00	
OCCCO Total Program Expenses	\$ (118,269.07)	\$ (111,662.99)	\$ (154,080.00)	
YTD Profit/(Loss)	<u>\$ (669.11)</u>	<u>\$ (7,335.63)</u>	<u>\$ 2,720.00</u>	

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.

Year to date revenues continue to be below budget due to a shortfall in client income of about \$13,000 when compared to the budget for 2016-2017.

January expenses were negatively impacted by 3 payrolls.

**TREASURER'S REPORT -- MARCH 2017 -- School
4/17/2017**

	<u>January-17</u>	<u>February-17</u>	<u>March-17</u>		<u>Year to Date</u>
School Operating Cash					
General Fund Balance	\$ 109,615.00	\$ 153,084.02	\$ 167,189.95		<u>Budget 2016-17</u>
PTF Account Balance	\$ 120,716.03	\$ 154,266.78	\$ 164,567.96		\$ 1,782,046.59
Total - School Operating Cash	\$ 230,331.03	\$ 307,350.80	\$ 331,757.91		\$ (1,710,565.47)
					<u>\$ 71,481.12</u>
School Income Statement					
TOTAL INCOME	<u>Budget 2016-17</u>			<u>Income and</u>	
TOTAL EXPENSE	\$ 2,265,492.00	<u>Expense March</u>	<u>Expense YTD</u>		
NET GAIN/(LOSS)	\$ (2,265,492.00)	\$ 198,665.99	\$ 1,765,220.00		
	<u>\$</u>	\$ (153,016.36)	\$ (1,720,372.02)		
	\$ -	\$ 45,649.63	\$ 44,847.98		

We received a proposal from the district which increased the lease payment by 2.5% for this school year 2016-2017. The new lease payment is \$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.. The lease extension signed by the district has been returned to us.

The school budget for 2016-17 contains a contingency reserve that if necessary accesses up to \$32,000 of PTF funds if needed.