

Grace Lutheran Church Council Meeting Minutes
Tuesday, March 24, 2015
6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Kjersti Glesne, Tony Hunthausen, Joyce Eggleston, Bob Vouga, Pastor Chris Tweitmann
Elders Absent: Jon Finch, Marlin Golnitz, Chris Toland
Staff Present: Jennifer Petry, Betty Wardle
Guest Present: Heather Papirio

I. Dinner/Prayer Requests/Affirmations

- a. Prayer Requests and Affirmations were shared.

II. Call to Order

- a. The meeting was called to order at 7:00pm by Carole Ryan.
- b. Bob Vouga led the opening prayer.

III. Nominating Team Report

- a. Heather Papirio, a member of the nominating team, gave an update.
 - o The team has received faith statements and completed questionnaires from 5 candidates.
 - o The team meets Tuesday and will begin setting up interviews with each candidate
 - o The nominees who have said yes to being considered are Dave Nugent, Sherry Toland, John Galli, Eric Johnsen and Linda Apple

IV. Council Consent Agenda

- a. Minutes of the February 24 council meeting were presented for approval.
- b. Report of baptisms, weddings, memorial services and membership changes for February/March were presented.
- c. Missions team recommends that the 5th Sunday mission offering be sent to our Grace missionaries.
- d. Jon Alexanian has arranged for a vendor to repair our vending machines and keep them stocked. Grace will receive 25% of the profits and Jon will no longer be responsible for keeping them filled and maintained.

Motion was made to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

V. Financial Report and Acceptance

- a. Christine McGraw presented a written financial report for February (attached)
- b. Budget worksheets for 2015-16 were given to the council. Completed worksheets should be returned to Christine McGraw prior to the next council meeting.

Motion presented to accept the Treasurer's Report.

Motion was seconded.

Motion was approved.

VI. Principal's Report

- a. Jennifer Petry presented a written Principal's Report (attached).
- b. Discussion regarding process of reviewing scholarship requests for the 2015-16 school year. An ad hoc committee will be formed. This committee will consist of members of the School Advisory Committee, Leslie Ivy and Elizabeth Lind.

Motion was presented to accept the Principal's Report.

Motion was seconded.

Motion was approved.

VII. Pastor's Report

- a. The Lord's Prayer sermon series will conclude on Easter Sunday.
- b. Palm Sunday will have a meditation. This combined service will also include our Vietnamese members and will incorporate Vietnamese elements.
- c. The choir will present "The Rose of Calvary" on Thursday of Holy Week. Friday will be a Tenebrae service and Holy Saturday will be a short meditative service.
- d. A communion information class will be held on Saturday, March 28. The students will take their first communion on Palm Sunday.
- e. Pastor Chris has had numerous appointments regarding baptism.
- f. After Easter, Pastor Chris will begin to firm up plans for a trip to Israel in 2016.
- g. The Lenten Wednesdays have been going well and have been very well received.
- h. Pastor Chris continues to have counseling appointments.
- i. Pastor Chris participated in Elizabeth San Filippo's ordination at Hope on March 8.
- j. There have been a lot of memorial services at Grace recently.

Motion presented to accept the Pastor's Report

Motion was seconded.

Motion was approved.

VII. Council Action

a. 50th Anniversary Committee update

- A postcard detailing the plans for the 50th anniversary celebration will be in the bulletin on Palm Sunday. Drafts of this postcard were given to the council.
- The conversations in Hope Hall and the services highlighting each decade will be filmed to be used in a DVD.
- Ways to give back to the community will be highlighted.

b. Recap of Work Day

- The work day went well.
- Many people show up to help and a number of projects were completed.
- Reverend Tran brought a large number of our Vietnamese members to participate.

c. Recap of conversation with Bishop Bradosky

- Lunch with Bishop Bradosky was a good conversation and inspired all to think about what was discussed.
- Discussion with the Bishop regarding Jon Alexanian being ordained in the NALC was encouraging.
- The Bishop appreciated the Elders being grounded in scripture and appreciated the depth of the conversation.

VIII. Closing Prayer

- a. Carole Ryan closed the meeting in prayer.

IX. Adjournment

- a. Meeting was adjourned at 8:20 pm.

Respectfully Submitted,
Kjersti Glesne
Council Secretary

Next Regular Meeting will be held on April 28. Tony Hunthausen will provide dinner.

Upcoming Events/Reminders:

March 28	Communion Information Class
March 29	Palm Sunday Combined service with Vietnamese and Breakfast and Q&A
April 2	Maundy Thursday service – "The Rose of Calvary"
April 3	Good Friday service
April 4	Holy Saturday service, Beach Baptisms, decorate and hang lily cross
April 5	Easter – 3 services
April 11	Men's breakfast
April 12	50 th Anniversary combined service
April 19	Blood Drive, LePoidevins speaking at both services



GLS Principal's Report to Council

March 24, 2015

GLS School Calendar

- ♥ March 30 Spring Sports Banquet
- ♥ April 3 Good Friday – School Closed
- ♥ April 6 Easter Break Begins
- ♥ April 13 School back in session
- ♥ April 26 8th grade leaves for Washington DC
- ♥ April 27 4th, 6th, 7th grade Overnight fieldtrips begin

Preschool

Enrollment - February 2014-2015

Student count at the time of running report 120 children Total Billed: \$62,679.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	34	39	32	36	33	174
Full Time	54	50	51	45	43	243
Total Day	88	89	83	81	76	417

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

Enrollment - March 2014-2015

Student count at the time of running report 122 children Total Billed: \$63,591.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	35	40	33	39	34	181
Full Time	55	51	51	46	44	247
Total Day	90	91	84	85	78	428

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

JK - 8th Grade Enrollment

Total billed monthly is approximately \$110,000

March 24, 2015
Classroom totals Jk-8th

February 24, 2015
Classroom totals Jk-8th

JK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	TOTAL
9	20	39	19	28	21	25	13	25	17	216

JK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	TOTAL
9	20	39	19	28	21	25	13	25	17	216

Rec Club Enrollment

Total billed monthly is approximately \$10,000

March 24, 2014 Jk-8th

February 24, 2014 JrK-8th

Regular	Occasional	TOTAL
39	66	105

Regular	Occasional	TOTAL
37	68	105

This and That.

- **Preschool**
 - **2015-2016 Fall Enrollment** – currently there are 61 students enrolled for September, which is slightly ahead of enrollment numbers this time last year.
 - **Summer Enrollment** – currently there are 28 students enrolled.
 - Lynn continues to work with five families who are behind in tuition payments.
- **Elementary**
 - **Fall Enrollment** – Applications received for the 2015-2016 school year is 184. Kindergarten is low but JrK is looking good.
 - Leslie is sending out acceptance letters this week. She is also sending out letters of intent to those who have not re-registered.
 - Tours have been slow. Leslie has tours scheduled on Wednesday for Kindergarten, and a 2nd grade tour this Wednesday.
 - It has been a very busy month.
 - VIP Day was a huge success and went off without a hitch. Our VIPs were very generous, donating \$1,800, which will be used to spruce up the MPR.
 - Spirit Week went well. The students and staff had a great time wearing different outfits each day, culminating with the pajama day and the Pancake Breakfast on Thursday, and dress like your favorite super hero and the PBIS assembly on Friday.
 - The Pancake Breakfast was a great success and grossed \$855. Pastor Chris and Jon did a great job flipping flapjacks, and the reviews were unanimous, “It was the best Pancake Breakfast ever!” The Admin Team did a great job planning and preparing.
- **Rec Club** - Things are going smoothly in Rec Club
 - Christine has finished her long-term sub position in fourth grade, and returned to her Rec Club duties.
 - Two students who switched from occasional care to PM-Full Time care and one who went from PM 3 days a week to occasional care because of baseball practice.
 - Two of our clubs are wrapping up this week. There may be additional short sessions for those clubs to end the school year. Sharon will be doing a cooking club starting on April 13.
 - Summer camp planning is coming along. Jake is in the (lengthy) process of scheduling the field trips.
- **Operations - Steve:**
 - Is in the process of replacing and/or installing computers and printers in throughout the school.
 - Monitoring of the school server is ongoing because it continues to crash without explanation. During the summer, plans are in place for Steve to work with and be trained by Norm to upgrade, maintain and troubleshoot the server.
 - Held eWaste event on March 21. Unusable printers, computers as well as other electronics were discarded.
 - Chapel Livestreaming is ongoing. Should be able to “Go Live” in April as hoped.
 - OCCT: Met with President and discussed issues. Gave them invoice for winter production.
- **Plans for continued work on the multi-purpose room (MPR).**
 - Three parents have volunteered to lead the team that will build a sound booth in the back of the MPR to house the computers and soundboards. The front wall will be painted and decorated, hopefully in time for the GLS Talent Show. The next large expense will be new carpet for the MPR.
 - Drew is in the process of purchasing a new soundboard for the school, similar to the one the church uses.
 -
- **The School Advisory Committee (SAC)** met at 4:00 this afternoon (Bob will give report)

Grace Lutheran Church and Schools

Treasurer's Report -Jan 2015

3/24/2015

Church Balance Sheet	December-14	January-15	February-15
General Fund Balance	\$ 210,144.93	\$ 190,271.19	\$ 199,631.28
Payroll Fund Balance	\$ -	\$ 2,753.39	\$ 3,053.91
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Campus Improvement Fund Balance	\$ 118,259.81	\$ 119,525.73	\$ 120,817.65
Church Operating Cash	\$ 328,804.74	\$ 312,950.31	\$ 323,902.84
Foundation Balance (as of 2/28/2015)	\$ 90,592.48	\$ 88,456.68	\$ 92,304.43
Total - Church Cash	\$ 419,397.22	\$ 401,406.99	\$ 416,207.27

Real Estate Loan Balance \$ (482,412.58) \$ (481,515.10) \$ (480,613.83)

Church Income Statement (2/2015)	December-14	January-15	February-15
Total Giving/Program Income	\$ 106,287.06	\$ 52,694.53	\$ 66,343.00
Total Expenses (incl loan prin pymt)	\$ (61,490.13)	\$ (69,800.40)	\$ (58,597.65)
Total Net Gain/(Loss)	\$ 44,796.93	\$ (17,105.87)	\$ 7,745.35

Church Income Statement (YTD)	2014-2015 Approved Budget	2014-2015 YTD Performance	2014-15 YTD Budget vs. Actual
GLC Total Giving/Program Income	\$ 560,060.32	\$ 558,295.08	\$ (1,765.24)
GLC Total Expenses	\$ (530,826.85)	\$ (516,911.44)	\$ (13,915.41)
YTD Profit/(Loss)	\$ 29,233.47	\$ 41,383.64	

-February giving was up over January, exceeding the \$50K mark easily. February giving for this fiscal also exceeded the giving for Feb 2014 which is also a good thing.

-The Foundation (Investment) account recovered from January's losses and then some, finishing February with the highest balance it's had all year long.

-The monthly debt service payment was made during the month in the amount of \$2,870.80.

-The only unusual activity for the month was the reimbursement from the school (\$6,000) for the January medical insurance premium that was paid in error by the church.

-The Vietnamese Church financials are steady and their programs continue to remain modestly in the black as the fiscal year progresses. Barring any unforeseen circumstances, I imagine they will finish ahead for the year.

Care Connections Inc/Exp Stmt	December-14	January-15	February-15
Total Program Income (prior mo)	\$ 12,935.00	\$ 11,667.00	\$ 11,909.00
Total Program Expense (current mo)	\$ (11,523.43)	\$ (9,202.43)	\$ (10,530.86)
Total Net Gain/(Loss)	\$ 143.57	\$ 2,706.57	

-As has been mentioned in past reports, Care Connections bills in arrears, so a monthly income/expense snapshot is not possible for the current month; we have to wait a month to see actuals. The OCCCO report reflects the actual gain/(loss) for each month by reporting the difference between the expense for the current month and the income for the next month. The Net Gain for February was \$2,706.57. February income is collected in March.

OCCCO Income Statement (YTD)	2014-2015 Approved Budget	2014-2015 YTD Performance
OCCCO Total Program Income	\$ 108,452.72	\$ 91,416.00
OCCCO Total Program Expenses	\$ (107,693.48)	\$ (89,824.56)
YTD Profit/(Loss)	\$ 759.24	\$ 1,591.44

-As of the end of March, Care Connections continues to see a profit this year. Their client volume has increase significantly over the course of the year so it is anticipated that their totals for revenue and expense will be up considerably by year end.

Grace Lutheran School
Treasurer's Report - February 2015
3/24/2015

School Operating Cash 2/2015	<u>December-14</u>	<u>January-15</u>	<u>February-15</u>
General Fund Balance	\$ 183,907.02	\$ 235,847.71	\$ 254,759.19 (as of 2/28)
PTF Account Balance	\$ 62,273.50	\$ 62,112.32	\$ 78,849.32
Total - School Operating Cash	\$ 246,180.52	\$ 297,960.03	\$ 333,608.51

School Income Stmt YTD 2/28/15	2014-2015 Approved Budget	2/28/2015 Budget Performance	2014-2015 Budget Performance YTD
TOTAL INCOME	\$2,392,095.00	\$201,852.23	\$1,621,924.00
TOTAL EXPENSE	\$2,356,516.00	(\$159,826.59)	(\$1,526,261.57)
NET GAIN/(LOSS)	\$35,579.00	\$42,025.64	\$95,662.43

-The school remains in very good financial standing. The months of February, March, April and May are the months when the school can begin to bank the cash to carry us the rough the summer months. The last month of significant tuition income will be May and then the school will run in June and July primarily on monies banked in these Winter/Spring months.

-There were no unusual expenses in February. The PTF account continues to grow due to monies coming in for class trips that will occur in late April/early May.

-There is one lease payment remaining in this fiscal year (April), although it will be income from this fiscal year that will pay for the first lease payment in the 2015-2016 fiscal year on July 1.

-It is anticipated that in the next month we will get the new lease agreement from the OVSD.