



GRACE LUTHERAN CHURCH COUNCIL MEETING MINUTES

Friday, February 24, 2012

5:30 pm

Members Present: Carole Ryan, Christine McGraw, Vicki Braddock, Joyce Eggleston, Rachel Zippwald, Bob Eggink, Jill Nugent, Jon Timmons, Ken Beaulieu, Pastor Chris Tweitmann

Staff Present: Janie Andrich, Betty Wardle

I. Call to Order

- a. Carole Ryan called the meeting to order at 5:45 pm

II. Opening Prayer

- a. Betty Wardle opened the meeting in prayer.

III. Prayer Requests and Affirmations

- a. Prayers for Mark & Betty Wardle and Kathy Martineck attending Cursillo
- b. Praise for Ken Beaulieu's daughter, Michele, who has entered boot camp.
- c. Prayers for protection for Carole Ryan's granddaughter, Corrine, who is now living in New Jersey
- d. Prayers for Jon Timmons' Grandmother in Oregon. Jon's mother is taking care of her while on hospice in her final days.
- e. Affirmation — the patience of the teachers at Grace School
- f. Prayers for the Tweitmann family for discernment, the use of resources and unity in the decision making process for Pastor Chris' grandparents

IV. Secretary's Report

- a. Minutes of the January Council Meeting were approved.

V. Acceptance of Ministry Team Minutes

- a. No ministry team minutes were received

VI. Treasurer's Report

- a. January Treasurer's Report was approved

VII. School Report & Acceptance

- a. Janie Andrich presented a written Superintendent's Report

VIII. Approval of Consent Agenda

- a. No consent agenda items were submitted.

IX. Business Administrator's Report

- a. John Heideman presented a written report (attached)

X. Old Business

a Decision regarding Crystal's request to expand Care Connections.

Care Connections has requested approval to operate five days a week rather than the current three days. We need to evaluate our relationship with Care Connections as a ministry of Grace and to determine how we need to interact with each other. Questions of liability, and operation need to be resolved. We would like to have an attorney review the operation.

- John Heideman will discuss specific requirements with Crystal On
- Rachel Zippwald to investigate the costs involved

b. Participation in 3DM

A motion was made for 5 people from Grace to participate in the 3DM program at a cost of \$100 per month per person.

The motion carried with 8 yes votes, 1 no vote and 1 abstention.

c. Update on Grace Diners

1. Jill and Dave Nugent have joined Grace Diners
2. Suggest that an effort be made to incorporate people who worship at **10:30** into Grace Diners

d. Outreach Cart

The information Center is not welcoming for visitors. A suggestion was made to create a welcome cart.

1. Dave Nugent is "brainstorming" plans for a welcome cart
2. EZ up used for the Welcome Center needs to be raised higher.

e. Wedding Ministry

1. New Wedding Ministry concept will be a team approach
2. Christine has held one meeting with people interested in being part of the ministry as wedding coordinators, working with the brides or working behind the scenes.
3. Christine is preparing new literature for both the team and the brides
4. Future plans include adding a reception hostess

XI. New Business

a. State of Grace

There was discussion regarding the following items

- o Questions or Concerns including the Communion conversation.
- o 8:30 Worship — addition of Eric Johnsen to lead music while choir communes
- o Robert's Rules of Order
- o Definition of service styles — 8:30 — contemplative, introverted; **10:30** — expressive, extroverted

b. Looking Forward for Grace

There was discussion regarding the following items

- o Visitation and Care — discussion of implementing a system to ensure that pastors are aware of care needs and that no one is missed.
- o Generational gap — evangelism and discipleship
- o Council's future role in evangelism, discipleship and missions
- o How we engage relationships

XII. Closing Prayer

- a. Ken Beaulieu closed the meeting in prayer

XV. Adjournment

- a. Meeting was adjourned at 9:30 pm

Next regular council meeting will be held Tuesday, March 27th 6:30 PM in Hope Hall

Respectfully Submitted,
Christine McGraw
Council Secretary

Apprc

Business Administrators Report

February 2012
John Heideman

Financial: (see Treasurers report)

As of January 31, 2012, our church income remained at just short of 90% of budget, while expenditures were at 90.7%. The operation of the school was running at a good pace; 98% of budgeted (revised) income, and 93% of budgeted expenses. Cash in the bank for the church accounts was down approximately \$35,000 from this time last year, while the School cash was up \$50,000. My guess is this is more a result of timing (payroll, payables, tuition receipts), than a true comparison with last year's totals.

Budget Schedule and Strategy:

Up until now, I haven't had a formal group or audience to develop a strategy for the coming fiscal year. When faced with a realization of diminishing revenues, I believe we need to approach the coming year spending plan with a zero-based budget approach / philosophy. You may Google "zero-based" budgeting, for the definition. In our case, it would be beneficial to budget towards our mission, rather than **based on history**. What are our goals; to reach families in our neighborhood, or become more regional? Additional dollars in marketing may be needed. This is just an example. We obviously are about Word, Sacrament, and diversified Worship, to name a few. Do we need more resources to do these better? Or, do we really want to allocate 2/3rds of our revenues to staffing; is it necessary? Can staff functions be combined, re-deployed, or eliminated altogether? Where is our heart? That is where our resources should be allocated. The goal is to budget for our mission, not budget to make a select group, or individual happy.

A part of all of this self-examination includes the ministries of the schools. If they truly are such a huge part of our mission, as their size and budget would indicate, then I would suggest the schools be completely incorporated into our **ministry plan**. I would propose the Church and School budgets be combined. I see the current systems as working against each other, while leaving the congregation largely on the outside of the **school mission**. Combining cash resources, while eliminating tedious overhead allocations, would allow both sides of the Grace ministry to feed off of each other. I have worked within this type of framework for a number of years. This type of unified budget still allows for separate tracking of school income/expenses, as with all other cost centers. I also can see where a large number of repetitive line-items may be eliminated, which will further help us use the budget as a clear ministry spending plan. Several other ministries to be evaluated may be Care Connections, the Spanish church, and all of the outside groups using our facilities.

Basic Budget Schedule:

- *Early March Executive Committee meeting:*

Approve detailed budget schedule, and begin to strategize ministry and staffing priorities which will be discussed at March Council meeting.

- *March Ministry Team* meetings should allow time for prayer and planning of top priorities in team's area of ministry responsibility.
- *March Council meeting:*

Council develops mission and ministry goals; sets priorities.

Council is given direction for planning April ministry team meetings.

- *Early April:*

Ministry teams receive financials through March, with projections through the end of June. Ministry areas are asked to prioritize ministry/ mission objectives, and submit requests for funding top priority programs/projects. Every dollar requested must include a written detail of purpose, and connection to the overall Grace mission. No items are automatically renewed based on history.

- *April Council Meeting:* First look at proposed budget
- *May: Final Council approval on budget, and Cottage meetings.*

Facilities:

- Carried-over items include: sacristy painting / repairs, Cry Room, and deferred maintenance projects. The painting of the Sanctuary ceiling remains on the to-do list. The Executive Committee had recommended that we "wait and see" on most major projects, until a clear financial picture presented itself. With the anticipation of coming in near a break-even point within the church budget, and the line-of-credit approval, I would recommend we begin some minor work within the Campus Improvement fund plans.
- We (Admin team) are gathering data for repairs and re-sealing of second floor decking.

Admin. / HR

- I continue working closely with school administration in all areas of human resources, facility planning and management, financial management, and legal compliance. The school is also making good strides in analyzing the quality of the program, and ways to convey the value being received. I have spoken to Pastor Chris, and Dr. Andrich about a timetable for staff evaluations. The church evaluations will be complete by the end of May; the school shortly thereafter.

Projects still in various stages of completion:

- Organization Charts and Job Descriptions
- Policy and Procedures (Employee and Office)

I meet on a regular basis with Janie, Rick, Steve, Pastor Chris, Linda, and Elsa. I will continue with regular meeting times with the School Admin Team, Admin. Team, Exec. Comm., Council, and Treasurer.

Respectively submitted,

John Heideman
Business Administrator



GLS Superintendent's Report to Council
February 2012

GLS School Calendar

- ✓ Tuesday, February 28/29 Preschool Spring Pictures
- ✓ Wednesday, February 29 Professional Development Meeting
- ✓ Friday, March 2^{Jrks^{8th}} Spring Pictures
- ✓ Friday, March 2 WDC Pizza Fundraiser
- ✓ Saturday, March 3 Mr Johnson's Birthday
- ✓ Monday March 5 - 9 Lutheran Schools Week

✓ Friday March 9 Day-1/2 Day

Edinger Preschool

Classroom totals Site 1 Edinger Campus registration is a total of 102 individual students \$11,375 per week

Site 1 1/17/12

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	28	30	34	30	22	144
Full Time	36	40	42	39	35	192
Total Day	64	70	76	69	57	336

Licensed for 162- Maximum capacity per day are 121 (Blue 12, Yellow 13, Green 12, Purple 24, Orange 24, Red 24, Rainbow 12)

Classroom totals Site I Edinger Campus registration is a total of 107 individual students \$11,575 per week

Site 1 2/22/12

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
PartTime	29	33	33	31	23	149
Full Time	34	37	42	40	35	188
Total Day	63	70	75	71	58	337

Licensed for 162- Maximum capacity per day are 121 (Blue 12, Yellow 13, Green 12, Purple 24, Orange 24, Red 24, Rainbow 12)

McFadden Preschool

Classroom totals Site II McFadden Campus registration is a total of 105 individual students \$12,242 per week

Site II 1/17/12

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	30	29	35	34	22	155
Full Time	29	39	34	35	28	149
Total Day	59	68	69	69	50	304

Licensed for 120 - Maximum capacity per day is 120 (White 20, Ruby 20, Navy 20, Violet 30, Lime 3)

Classroom totals Site II McFadden Campus registration is a total of 106 individual students \$12,322 per week

Site II 2/22/2012

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	28	29	31	33	21	142
Full Time	31	41	38	37	29	176
Total Day	59	70	69	70	50	318

111C 8' Grade Enrollment

01/10/2012

Classroom totals Jk-8th McFadden Campus
Grade Students

Jr. K	18
K	23
1st	25
2nd	22
3rd	16
4th	27
5th	18
6th	28
7th	20
8th	22
Totals	214

2/22/2012

Classroom totals Jk-8th McFadden Campus
Grade Students

Jr. K	19
K	22
1st	25
2nd	22
3rd	16
4th	22
5th	18
6th	29
7th	20
8th	22
Totals	215

Fall 2012-13 Re-Enrollment

Site 1 has 39 student registered for the 2012-13 school year and Site 11 has 34- we started tracking numbers in April of last year, so no current comparative history available. Preschool families are historically late in re-enrolling.

J K-8 shows a total of 179 to date, this is right on target for the number re-enrolled in February of last year. On March 2 acceptance letters go home to parents, and on March 11 letters of intent go to Preschool — m7th grade families that have not re-enrolled. After that date we begin calling families.

Of the 33 students enrolled for JK- 1 student came from the Edinger campus, 24 from the McFadden campus and 8 are new to the school.

Grade Students

Jr. K	33
K	15
1st	19
2nd	22
3rd	16
4th	15
5th	19
6th	9
7th	20
8th	11
Totals	179

*Recreation Club Enrollment***January 2012**

Full Time	15
Morning 5 days	2
Afternoon 1 hr.	8
Afternoon full time	12
Afternoon 3 days	13
Half Days	10
Staff/Scholarship	4
Occasional Care	43
Science Club \$120.00	21
Art Club \$120.00	1
Cooking Club \$100.00	13
January 27 th half day. \$25.00	4

Recreation Club Enrollment**February 23 2012**

Full Time	15
Morning 5 days	2
Afternoon 1 hr.	8
Afternoon full time	9
Afternoon 3 days	12
Half Days	10
Occasional Care	38
Art Club	5
Cooking Club	13

FACILITY UPDATE

- **Rodent Problem:** We seem to have taken care of the issue in the middle school wing. If we have no further evidence of the unwanted visitors we will have the damage to the rooms repaired.
- **Server Update:** New server has arrived, initial set up completed and transition of services under way along with updating to Windows 7 and Office 2010 on all 150 computers (teachers and students) on site 11. We have slowed implementation of the new server because of budgetary concerns.
- **E-Rate:** We had an issue with late c-rate funding that has been resolved and we will receive retroactive payments, \$3,000 for the year. Budget VT!) is a bit high for utilities because of the phone grant issues, we should be reimbursed to compensated retroactively.

FINANCIAL UPDATE

January *FINANCIALS*/ Year to Date Summary

	December Actuals	December Budgeted	July-December Actuals	July-December Budgeted
Income	\$183,151	\$233,974	1,227,942	1,301,612
Expenses	\$157,657	185,473	1,223,534	1,325,753
Net Income	\$25,493	\$48,500	\$4,407	-\$24,141

	January Actuals	January Budgeted	July-January Actuals	July-January Budgeted
Income	\$256,248	\$213,904	1,484,190	1,515,516
Expenses	\$242,832	253,152	1,466,367	1,578,906
Net Income	13,416	\$39,248	\$17,823	-\$63,389

Outstanding Tuition

Preschool Sites I & II

30 Days	60 Days	90 Days	Total
\$4,256	\$1,685	\$677	\$6,618

All these numbers are made up of sixteen families-with the lowest owed at \$22.00 to the highest owed at \$1,937

30 Days: Nine families in this grouping, largest outstanding amount \$350 with majority under \$100

60 Days: Three families in this grouping \$285 largest amount

90 Days: Two families in this grouping

Lynn is in contact with all the families and all are making payments

JK-8

30 Days	60 Days	90 Days	Total
\$4,514	\$2,391	\$984	\$7,889

All these numbers are made up of seven families-with the lowest owed at \$12.00 to the highest owed at \$1,766

Only one family of any real concern, father lost his job in October. John H to follow up with the family.

Please check out my blog at JanieAndrich.com