

Grace Lutheran Church Council Meeting Minutes
Tuesday, January 28, 2014
6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Jon Finch, Kjersti Glesne, Tony Hunthausen; Bob Vouga. Linda Woodbury, Jill Nugent, Joyce Eggleston, Pastor Chris Tweitmann
Elders Absent: none
Staff Present: Jennifer Petry, Betty Wardle

I. Dinner/Prayer Requests/Affirmations

a. Prayer Requests and Affirmations were shared.

II. Call to Order

a. The meeting was called to order at 6:55pm by Carole Ryan.
b. Kjersti Glesne led the opening prayer.

III. Council Consent Agenda

a. Minutes of the December Council Meeting were previously approved via email.
b. Report of baptisms, weddings, memorial services and membership changes for December/January were presented. (attached).
c. Minutes were received from Reaching Out Team.

Motion presented to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

IV. Financial Report and Acceptance

a. Written treasurer's reports for October, November and December for the Church, school and Care Connections were presented.
b. Balances need to be verified after server crash and the release of Elsa Bargas, former bookkeeper.
c. Suzanne Petry, a certified "Quickbooks Pro" is assisting with the transition from Peachtree to Quickbooks for the church accounts.
d. Discussion of school line of credit and whether it should have a balance or be paid off in full or paid down in larger increments.

Motion presented to approve the Treasurer's Reports

Motion was seconded.

Motion was approved.

V. Principal's Report

a. A written principal's report was presented (attached)
b. Bob Vouga presented draft #3 of the School Advisory Committee by-laws which incorporated the changes made at the previous council meeting.

Motion was presented to adopt the School Advisory Committee By-laws as amended.

Motion was seconded.
Motion was approved.

Principal's Report was accepted.

VI. Pastor's Report

- a. Pastor Chris is continuing his sermon series on the book of Mark.
- b. Christmas services had a good turn-out and people expressed that they had good experiences at the services.
- c. Vietnamese partnership is doing well.
- d. Memorial Service ministry is being revised – we are proposing that there be additional memorial coordinators and teams of reception hostesses. The congregation will have to be re-educated to call the church office to begin the process. Pastor Chris will begin meeting with the family in order to plan the services.
- e. The staff is now gathering in the sanctuary on Monday – Thursday mornings at 8:30am for a devotional. The devotional will be recorded and put up on the website daily.
- f. There is discussion of a Wednesday morning devotion time for the school staff.

Pastor's Report was accepted

VII. Council Action

a. Recommendations from Reaching Out Team

- After the World Mission Prayer League Dinner on March 2, Joyce Eggleston will inform Karen Merkel, in writing that this is the final year that Grace will be able to host the dinner on Sunday afternoon. Grace will offer Saturday evening in Hope Hall. Because of the growing number of guests at Good News Ministry, we are unable to move them to another location for their Sunday evening meal.
- Reaching Out would like to include our members and their family members who are in the military in the cards that the council writes monthly to shut-ins and college students. They hope to be able to prepare care packages for our military by Armistice Day.
- Reaching Out has had inquiries about ways to honor Pastor Paul Johnsen. The council will receive proposals to honor both Pastor Paul and Pastor Mel Bolleson to coincide with our 50th anniversary in 2015.

b. Facilities Report

• Termite Reports

- Three termite companies have presented bids. Upon review of those bids, the following is recommended:

Motion was presented to accept the bid of Center Termite to perform the work on subterranean termites and the work on Faith, Hope and modulars now; Joy and Grace during the 2014-15 budget year and the sanctuary during the 2015-2016 budget year.

Motion was seconded.

Motion was approved.

- **.Tree Trimming**

- A bid in the amount of \$2,800 was presented for tree trimming on the Grace campus.

Motion was presented to have the trees trimmed by 3D Landscaping and Tree Service in the amount of \$2,800.00

Motion was seconded

Motion was approved.

b. OC Home School Proposal

- OC Home School approached Grace with a proposal to offer classes on the Grace campus. They were previously in Costa Mesa and needed to move to Aliso Viejo. Since the move many parents have requested that they move back to north Orange County and the space at Grace would be perfect for their classes. They would like to test it in the spring with two teachers offering classes in the purple and orange rooms on Monday and Tuesday and hopefully expand their class offerings in the fall.

A motion was presented to begin a relationship with OC Home School on Mondays and Tuesdays for the spring semester beginning February 3 and continuing with the fall semester in September.

Motion was seconded

Motion was approved

A motion was presented to provide office/art studio space for Kim Frassett, director of OC Home School.

Motion was seconded.

Motion was accepted.

c. Nominating Team Slate will be voted on by the council via email.

VIII. Closed Session

- a. The council entered into closed session for personnel matters.

IX. Closing Prayer

- a. Linda Woodbury closed the meeting in prayer

XX. Adjournment

- a. Meeting was adjourned at 8:55 pm

Respectfully Submitted,
Kjersti Glesne
Council Secretary

Next Regular Meeting will be February 25, 2014 at 6:00pm

Christine McGraw will provide dinner

Upcoming Events/Reminders:

- Jan 31 – Feb 2 Jr/Sr High Winter Camp
- Feb. 1 Steven Short Memorial
- Feb. 2 Pastor Chris' Q & A including Cottage Meeting
- Feb. 3 O C Home School Begins
- Feb. 4 Ruby Nelson Memorial
- Feb. 9 Congregation Meeting and BBQ

Approved

Grace Lutheran Church and Schools Treasurer's Report - December 2013

Church Balance Sheet	<u>October-13</u>	<u>November-13</u>	<u>December-13</u>
General Fund Balance	\$ 121,546.92	\$ 125,644.23	\$ 128,897.03
Payroll Fund Balance	\$ 400.80	\$ 5,712.28	\$ 7,242.93
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Church Operating Cash	\$ 122,347.72	\$ 131,756.51	\$ 136,539.96
Campus Improvement Fund Balance	\$ 34,241.54	\$ 35,630.54	\$ 38,453.54
Foundation Balance	\$ 78,948.47	\$ 80,865.30	\$ 82,696.39
Total - Church Cash	\$ 235,537.73	\$ 248,252.35	\$ 257,689.89
Real Estate Loan Balance	\$ (494,194.63)	\$ (494,256.86)	\$ (493,342.49)
Church Income Statement	<u>October-13</u>	<u>November-13</u>	<u>December-13</u>
Total Giving/Program Income	\$ 58,924.99	\$ 67,499.00	\$ 125,143.83
Total Expenses (incl loan prin pymt)	\$ 89,125.20	\$ 69,707.03	\$ 62,595.74
Total Net Gain/(Loss)	\$ (30,200.21)	\$ (2,208.03)	\$ 62,548.09

-December income was up significantly, as expected. Income exceeded projections by about \$1000.00. Surprisingly, the income for 12/22, a combined service (8:30/10:30) was one of the highest plate giving Sundays thus far this year at \$18,761.00. Income for the month exceeded expenses by about \$62,500.

-At the six-month point in our fiscal year, the church is in pretty good shape. We started the year about \$31K ahead 7/1. July, Sept, Oct and Nov saw losses with only a modest gain in August. However, December income more than offset the losses from the summer and fall and at 12/31/13 the church has a gain YTD of \$59,844.00. The Foundation account has grown by about \$9,600 since 7/1 and the Campus Improvement Fund continues to grow as well.

Care Connections Inc/Exp Stmt	<u>October-13</u>	<u>November-13</u>	<u>December-13</u>
Total Program Income	\$ 10,837.04	\$ 12,485.00	\$ 13,662.00
Total Program Expense	\$ (12,243.29)	\$ (8,398.36)	\$ (8,849.34)
Total Net Gain/(Loss)	\$ (1,406.25)	\$ 4,086.64	\$ 4,812.66

-In November and December, the program income began to exceed expenses and the number of clients in the program continues to grow.

Grace Lutheran School
Treasurer's Report - December 2013

School Balance Sheet	October-13	November-13	December-13
General Fund Balance	\$ 143,470.27	\$ 162,692.35	\$ 182,212.02
PTF Account Balance	\$ 39,580.67	\$ 53,321.31	\$ 43,554.39
Total - School Operating Cash	\$ 183,050.94	\$ 216,013.66	\$ 225,766.41

School I/E as of 12/31/2013	2013-2014 Approved Budget	2013-2014 Revised Budget	2013-2014 Budget YTD Performance
TOTAL INCOME	\$ 2,210,001.00	\$ 2,036,906.00	\$ 1,160,884.77
TOTAL EXPENSE	\$ 2,256,713.00	\$ 2,109,737.00	\$ 1,186,905.32
<i>Outstanding Debt on LoC</i>		\$ (55,000.00)	\$ (55,000.00)
NET GAIN/(LOSS)	\$ (46,712.00)	\$ (127,831.00)	\$ (81,020.55)
PRESCHOOL 2013-14			
TOTAL INCOME Sept-Dec	\$ 768,451.60	\$ 762,920.00	\$ 378,194.15
TOTAL EXPENSE Sept-Dec	\$ 706,057.13	\$ 606,907.27	\$ 372,561.88
NET GAIN/(LOSS)	\$ 62,394.47	\$ 156,012.73	\$ 5,632.27
PRESCHOOL Sept-Dec			
TOTAL INCOME Sept-Dec			\$ 286,276.39
TOTAL EXPENSE Sept-Dec			\$ 329,977.32
NET GAIN/(LOSS)			\$ (43,700.93)
SUMMER PRESCHOOL			
TOTAL SUMMER INCOME	\$ 131,353.94	\$ 122,420.00	\$ 91,917.76
TOTAL SUMMER EXPENSE	\$ 92,568.73	\$ 58,293.57	\$ 42,584.56
NET GAIN/(LOSS)	\$ 38,785.21	\$ 64,126.43	\$ 49,333.20

-The school's income position continues to grow as we move through the year. The increased enrollment, care with expenses and success in the summer programs have enabled the school to pull itself out of the hole by nearly \$47K since the end of August when the budget was revised.

-The debt on the line of credit needs to be paid off before the end of April. I am proposing that the debt be divided into three equal payments and paid in Jan, Feb and Mar. The LoC will renew in late May but it has to be paid off for 30 days prior to then.

-There is a lease out for signature with a church that would like to use the MPR for it's worship services beginning in February. They will pay us \$2000/mo, possibly beginning this coming Sunday. The income from that will at the very least help to offset the unanticipated cost of the sewer use fee of approx \$11,500. We will continue to work with the school to mitigate those costs to us as the tenant on the site.

-Of particular concern, however, is the income/expense position for the preschool. The preschool had a successful summer program, doing nearly \$50K in profit. However, since September the preschool has lost money, largely in its salary costs and YTD the preschool is only showing a \$5,632 profit. I will sit down with the school and preschool admin teams to figure out what the issues are and how to improve the income performance for the preschool in the next 5 months.



GLS Principal's Report to Council
January 28, 2013

GLS School Calendar

- ♥ Jan. 29-31 | 5th grade goes to Astro Camp
- ♥ Jan 31 Half Day/PBIS Assembly/Teacher In-Service
- ♥ Feb 10 No School
- ♥ Feb 17 No School
- ♥ Feb 23 Half Day/PBIS Assembly/Teacher In-Service

Preschool

Enrollment January, 2013-2014

Student count at the time of running report 123 children Total: \$66,220 billed monthly

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	33	38	43	36	35	185
Full Time	52	54	58	44	39	247
Total Day	85	92	101	80	74	432

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

Enrollment December, 2013-2014

Student count at the time of running report 116 children Total: \$64,419 billed monthly

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	32	35	43	32	33	175
Full Time	50	51	57	42	39	239
Total Day	82	86	100	74	72	414

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 is approximately 102,000 per month

12/10/2013

Classroom totals Jk-8th

Grade	Students
Jr. K	11
K	39
1st	20
2nd	26
3rd	21
4th	25
5th	11
6th	24
7th	18
<u>8th</u>	<u>23</u>
Totals	218

01/28/14

Classroom totals Jk-8th

Grade	Students
Jr. K	12
K	39
1st	20
2nd	26
3rd	21
4th	25
5th	12
6th	23
7th	18
<u>8th</u>	<u>25</u>
Totals	221

This and That

- Preschool continues to tour prospective parents and enroll students on an ongoing basis for this year as well as the 2014-2015 school year. Lynn has enrolled about seven more students who will begin attending preschool in February, and expects to bill approximately \$70,000 for the month.
- Touring for the elementary and middle schools continues:
 - Three new students started during the month of January
 - Leslie is touring several new families each week for 2014-2015 school year and has enrolled about 149 students for next fall.
 - The two families from the FISH have registered for the 2014-2015 school year and plan to stay through 8th grade
 - The final add for the FISH radio station ran the last two weeks of Dec. to promote Community Preview Day. The Admin team feels this has been a successful campaign for getting our name out to the community. Leslie has contacted FISH advertisers, and we plan on doing it again in 2014/15, with the stipulation that we are allowed to use our advertising time allotment in January before Community Preview Day. Leslie has also contacted KRLA to make advertising arrangements with them - they offer a similar “no out of pocket” plan.
 - The family immigrating from Australia arrived last week; the children started on Monday, Jan 27th, one in JrK and one in Kindergarten.
- Community Preview Day went very well. Many new families who toured the school expressed strong interest (mostly in the primary grades). The Admin team had a debriefing meeting on Monday to determine what worked and future changes, (i.e. the time will be changed to 12:20-3:00, moving bounce house, etc.)
- Elizabeth, Leslie and Betty have worked together diligently to make certain all employees have been paid, accounting is managed and HR guidelines followed.
- ProCare billing issues are completely resolved and we have one shared license for Rec Club and Preschool
- Preschool and Rec Club were closed for the Christmas holiday season due to lack of sign-ups
- Our WASC accreditation self-study process continues. The report is 90% complete. Bob Vouga and Carol Ryan spent last Friday at the school assisting with the editing process, checking for grammar, congruency and areas that require further attention. Cathy Stoll and I will be spending the first week of February finalizing the report. I am in contact with our WASC chairperson to begin working out details of the visit. Our three day visit will be March 23-26, 2014.
- Steve Chase is working to resolve a few serious issues
 - Migrated geese have decided to use our field as their home, which has rendered it unusable for students due to waste. We use a bullhorn during the week and a school family comes to the campus several times during the weekend with their dog to chase the geese away.
 - Some (many) outbound emails are not being received by the intended recipient because our IP address has been found to be infected by a virus or bot (software application that runs automated tasks over the Internet). As a result, we have been listed by an outside agency as a source of spam, resulting in us being black listed and preventing emails from being delivered. Norm and Steve have been struggling to identify the source within our network. They think the issue has been resolved in part by using the firewall to further restrict activities. We recently discovered our anti-virus program was deactivated in October. This may be the source of the problem and is in the process of being resolved.
- SAC met on January 28, 2014 at 4:00 PM.

Dec 2013 & Jan 2014 Pastoral Care Report

Dec. 9-15, 2013

Pastor Dale (Dec 2-8)

Prayed with Mary Jo Settles.

Prayed with Mary Pond.

Pastor Dale (Dec 9-15)

I met with Connie Randall & prayed with Mary Pond.

Jan Stolzenburg

12/10 - Cynthia Dubois at Anaheim Terrace

Sharon Gardner at Kaiser, Anaheim

Carole Campbell at Carnelian Villas – served communion

12/14 - Janet Moody at Huntington Valley

12/15 - Bill Bugey at Orange Coast Memorial Hospital

Dec. 16-22, 2013

Jan Stolzenburg

12/16 - Marie Lee at home

12/10 - Cynthia Dubois at Anaheim Terrace – served communion

Sharon Gardner at Royale Health Care Center, Santa Ana – served communion

Carole Campbell at Carnelian Villas – served communion

12/19 - Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach

Janet Moody at Huntington Valley – served c communion

12/21 - Tom Savage, follow up by phone with prayer

12/22 - Judy Burrows – prayers after church

Elizabeth San Filippo

12/16 - went to see Ruby tonight.

12/22 - I visited Harry Smith. He was resting. I prayed for him and gave Communion

to Catherine. I will visit again later this week in the evening to give Communion to Harry.

December 23, 2013 to Jan 5, 2014 (Grace Office Closed 12/24-1/5)

Jan Stolzenburg

12/23 -Marie Lee follow up phone call

Karen Zaptiff at home – served communion

12/26 - Sharon Gardner at Kaiser, Irvine

Sarah Flaherty at Kaiser, Irvine

12/27 - Cynthia Dubois at Anaheim Terrace – served communion

Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach

12/28 - Sharon Gardner at Kaiser, Irvine

Sarah Flaherty at Kaiser, Irvine

Janet Moody at Huntington Valley – served communion

12/30 - Marie Lee follow up phone call

01/04 - Marie Lee at Hoag, Newport Beach

Elizabeth San Filippo

12/22 - I visited Harry Smith and gave Communion to Harry and Catherine, his caregiver.

12/30 - I visited Ruby Nelson and gave her Communion.

1/5 - I visited Harry Smith and gave Communion to Harry and Catherine, his caregiver.

Jan 6-12, 2014

Jan Stolzenburg

1/7 - Carole Campbell at Carnelian Villas

Cynthia Dubois at Anaheim Terrace – served communion

Len McCallson at Crystal Cove, Newport Beach

Janet Moody at Huntington Valley – served communion

1/9 - Ruby Nelsen at Huntington Valley

Jan 13-19, 2014

Jan Stolzenburg

1/16 - Tom Savage at UCLA Medical Center, Westwood

Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach

1/17 - Norma White – phone call follow up

Mary Savage – phone call follow up on Tom's condition

Council List of Births, Deaths, Baptisms, Weddings, Funerals

2013

December

Births:

Deaths:

Ovaskainen, Viljo (12/23) Member
Gardner, Sharon (12/28) Member
Hough, Larry (12/28) Former Member
Short, Stephen (12/26) Inactive Member, grandson of Evelyn Dirksen (28yr.)

Baptisms:

Clark, Cannon Watson (12/15) Non-members (Crystal Orr's family)
Rawlins, Brooklyn Ann (12/15) Members (Crystal Orr's family)
Spratt, Mary Grace (12/15) Non-members (Crystal Orr's family)

Weddings:

Funerals:

Kniss, Ronald (12/6) Member (Inactive)
Tor, Nadine (12/13) Member
Clinard, Thelma (12/13) Member

2014

January

Births:

Deaths:

Davis, Mary (01/01) Former Member
Lee, Marie (01/04) Member
Nelsen, Ruby (01/18) Member

Members:

Baptisms: Taylor, Mary Day (1/04) Member – Reaffirmation @Mother's Beach, HB
Williams, Harper Rose (1/26) Non Member attendees

Weddings:

Funerals:

Lee, Marie (1/25) Member
Gardner, Sharon (1/26) Member

February

Members:

Baptisms:

Klick, Nolan Kai (2/09) Non Member (Sheila Klick's grandson)

Weddings:

Funerals:

Short, Stephen (2/01) Member (Inactive) grandson of Evelyn Dirksen
Nelsen, Ruby (2/02) Member