

Grace Lutheran Church Council Meeting Minutes

Tuesday, February 25, 2014

6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Jon Finch, Kjersti Glesne, Tony Hunthausen; Bob Vouga. Linda Woodbury, Joyce Eggleston, Pastor Chris Tweitmann

Elders Absent: Jill Nugent

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 6:45pm by Carole Ryan.
- b. Christine McGraw led the opening prayer.

III. Council Consent Agenda

- a. Minutes of the January Council Meeting were approved.
- b. Report of baptisms, weddings, memorial services and membership changes for January/February were presented. (attached).
- c. Minutes were received from Orange County Care Connections board meeting.
- d. After the March event, our facility is no longer available to host the World Mission Prayer League dinner. There are too many conflicts to accommodate the dinner any longer. Since Karen Merkel has declined our invitation to use Saturday instead, we suggest the dinner be scheduled at Hope, where there is a standing invitation.
- e. Reaching Out team recommends that the 5th Sunday offering for March be taken for our missionaries.

Motion presented to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

IV. Financial Report and Acceptance

- a. Christine McGraw presented a written treasurer's report for January for the Church, School and Care Connections. (attached)

Motion presented to accept the Treasurer's Report

Motion was seconded.

Motion was approved.

V. Principal's Report

- a. Jennifer Petry presented a written principal's report. (attached)

Motion was presented to accept the Principal's Report.

Motion was seconded.

Motion was approved.

VI. Pastor's Report

- a. Several memorial services have been held recently.
- b. The staff is holding daily devotions at 8:30am Mon. – Thurs. These are recorded and are available on the website or iTunes. Everyone is invited to attend the devotions.
- c. Jon and Melissa Alexanian have launched a “puddle” – a pre-huddle for high school students.
- d. Pastor Chris is continuing his sermon series on the book of Mark.
- e. Ash Wednesday services are at 11am and 7pm on March 5.
- f. Lenten Wednesday series “Hearing God: Developing a conversational relationship with God”
- g. Council is asked to host soup suppers for the 5 Wednesdays.
- h. Jon A. will start a Sunday School class for the Vietnamese Jr. High students. It is intended to be a bridge to having those students attend HUB on Tuesdays and to attend the Sunday church service.
- i. OC Homeschool program is going well and is looking to expand in the fall.
- j. Pastor Chris met with Crystal Orr and the OCCCO Board to discuss the realignment of positions and her return. Crystal declined the offer of the position of Community Liason and with her former position of Program Director having been eliminated, Crystal's employment with OCCCO ended.
- k. Next year is Grace's 50th anniversary. Council is asked to pray about people to be a part of the committee. This would be people who share the vision of “Year of Jubilee”, be administratively gifted and can work well with a committee.
- l. Bishop Bradosky will be here in March. All are invited to join him for a conversation Saturday, March 15, 12:00pm at Reformation Lutheran Church.

Motion presented to accept the Pastor's Report

Motion was seconded.

Motion was approved.

VII. Council Action

a. **Expiring Council Terms**

- Linda Woodbury and Jill Nugent will not be returning to Council when their terms expire next year. Joyce Eggleston is praying about whether to stay on council for another term.

b. **Work day update**

- Tony Hunthausen reported on the status of the work day.
- The work day will be Saturday March 29, 9am – 3pm. Four people were emailed asking if they would commit to leading a team. Dave Nugent has committed. Pastor Tran will attend with a group from his ministry.

b. **Memorial service committee update**

- Kjersti Glesne reported on the status of the memorial service committee.
- Memorial service process is currently being reviewed.
- Pastor Chris will be meeting with families planning a memorial service.
- Eve Bauer, Kjersti and Pastor Chris will be meeting to discuss the process.
- This will be a team model with several coordinators available to be called for services.

- We will also be seeking reception coordinators.

c. **Women's Ministry update**

- Women's ministry had a great meeting.
- Planning began for a Spring Tea and a bunco night was discussed.
- Outreach projects were discussed – Horizon pregnancy clinic and supporting people in the military and their spouses.

VIII. Closed Session

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

IX. Closing Prayer

- a. Kjersti Glesne closed the meeting in prayer

XX. Adjournment

- a. Meeting was adjourned at 8:15 pm

Respectfully Submitted,
Kjersti Glesne
Council Secretary

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

Tony Hunthausen will provide dinner

Upcoming Events/Reminders:

March 2 WMPL Dinner and Program
March 5 Ash Wednesday services 11am and 7pm
March 8 Harry Smith Memorial 11am
March 11 Grace Family Dinners (moving to 2nd Tuesday of each month)
March 12, 19 & 26 Lent Services 7pm
March 29 Campus Work Day

Jan. 20 – Feb 19, 2014 Council Pastoral Care Report

Pastoral Care Report, Jan 20-26, 2014

Jan Stolzenburg

1/21 - Cynthia Dubois at Anaheim Terrace – served communion

1/23 - Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach – served communion

1/24 - Carol Campbell at Carnelian Village (learned that she was diagnosed with lung cancer)

Janet Moody at Huntington Valley – served communion

1/25 - Tom Savage at UCLA Medical Center, Westwood

Pastor Dale Johnson

Prayed with Mary Jo Settles. Pastor Dale

Elizabeth San Filippo

1/26 - Visited Harry Smith and prayed for Harry and Catherine, his caregiver.

Pastoral Care Report, Jan 27 - February 2, 2014

Jan Stolzenburg

1/30 - Carole Campbell at Carnelian Villas – served communion

Cynthia Dubois at Anaheim Terrace – served communion

Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach – served communion

1/31 - Tom Savage at UCLA Medical Center, Westwood

Moyra Weide at UCLA Medical Center, Westwood

Janet Moody at Huntington Valley – served communion

Pastor Dale

Prayed with Mary Jo Settles and talked with Valerie Harper whose father Harry Smith died.

Pastoral Care Report, Feb 3-9, 2014

Jan Stolzenburg

2/6 - Lori Felling at St. Joseph's Hospital, Orange

Carole Campbell at Carnelian Villas – served communion

Cynthia Dubois at Anaheim Terrace – served communion

Bill Bugey at the Heathers, Costa Mesa

Len McCallson at Crystal Cove, Newport Beach – served communion

Janet Moody at Huntington Valley – served communion

2/7 - Tom Savage at UCLA Medical Center, Westwood

2/9 - Kathy McDougall – at Hope Lutheran Church – prayed with her

Steve Otte – at home – visiting after his wife's passing

Pastoral Care Report, Feb. 10-16, 2014

Jan Stolzenburg

2/10 - Darlene Flory at Kaiser, Irvine (prior to her surgery)

2/11 - Bill Bugey at the Heathers, Costa Mesa
Len McCallson at Crystal Cove, Newport Beach

3/13 - Lori Felling at St. Joseph's Hospital, Orange
Carole Campbell at Carnelian Villas – served communion
Cynthia Dubois at Anaheim Terrace – served communion

2/14 - Janet Moody at Huntington Valley – served communion

2/16 - Vic Wenz at West Anaheim Memorial Center, Anaheim

January

Births:

Deaths:

Davis, Mary (01/01) Former Member
Lee, Marie (01/04) Member
Nelsen, Ruby (01/18) Member
Smith, Harry (1/27) Member

Members:

Baptisms: Taylor, Mary Day (1/04) Member – Reaffirmation of Baptism @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

Births:

Deaths:

Members:

Aldridge, Jimmy
Aldridge, Destiny
St. Cyr, Donna
Lucier, Kristopher Wray
Lucier, Beth Irene
Lucier, Kristopher I.
Lucier, Amy
Vu, Mr. Thuan Dinh & Chung
Le, Mr. Mike Chinh & Nhung
Bui, Tu Van
Thanh, Mr. Nguyen Thi-Huu & Xinh
Tran, Mr. Khuong Van & Lun
Luu, Hong T
Bui, Tracy Trinh
Han, Oba Hoang Huu
Van Dang, Mr. Khuc & Kim
Nguyen, Mr. Quan & Anna
Nguyen, Mr. Tao Van & Phuong
Dinh, Mr. Hien-Henry & Cindy
Huynh, Mr. Ngocly & Quang
Pham, Br. Bang C. & Kim
Nguyen, Mr. Hao & Chau
Pham, Mr. Hien Duy & Thu
Tammy, Mr. Ba & Dang
Tram, Rev. Van Than & Bai

Nguyen, Son
Thong, Dinh
Ho, Phong Dinh
Duong, Mr. Donald Thetinh & Han
Nguyen, Ms. Phuong
Nguyen, Xe
Tran, Mr. David Tien & Linda
Nguyen, Mr. David & Myhao
Nguyen, Mrs. Myhao Le
Nguyen, Tina
Loc, Ha Phu & Hu
Bui, Mr. Minh Tan & Thu
Nguyen, Mr. Hoang & Hoang

Baptisms:

Weddings:

Nosco, Jean/Michael Kucukarslan (2/08) Non-Member, Teacher at Grace Elementary School

Funerals:

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

Nelsen, Ruby (2/04) Member

Morales, Manny (2/06) Non Member, wife Josie works with Good News Ministry

March

Births:

Deaths:

Members:

Baptisms:

Klick, Nolan Kai (3/2) Non Member, Sheila Klick's grandson

Fellinger, Greyson (3/16) Non -Member

Weddings:

Funerals:

Jones, Phyllis (3/1) Non-member

Smith, Harry (3/8) Member

Upcoming Weddings

Woodbury, Linda & Bill (5/17) Members (Renewal of Vows) Linda & Bill Members

Weddings: Heidi Badertscher & Brett Logan (7/19) Heidi is Attendee. Off-site reception

Drew Williams & Megan Atlakson (8/9) Drew is Member.

Grace Lutheran Church and Schools Treasurer's Report - January 2014

Church Balance Sheet	November-13	December-13	January-14
General Fund Balance	\$ 125,644.23	\$ 162,978.08	\$ 165,870.73
Payroll Fund Balance	\$ 5,712.28	\$ 7,242.93	\$ 4,105.31
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Church Operating Cash	\$ 131,756.51	\$ 170,621.01	\$ 170,376.04
Campus Improvement Fund Balance	\$ 35,630.54	\$ 34,545.48	\$ 35,560.48
Foundation Balance (as of 1/31/2014)	\$ 80,865.30	\$ 82,696.39	\$ 81,457.48
Total - Church Cash	\$ 248,252.35	\$ 287,862.88	\$ 287,394.00

Real Estate Loan Balance \$ (494,256.86) \$ (493,342.49) \$ (492,489.84)

Church Income Statement	November-13	December-13	January-14
Total Giving/Program Income	\$ 67,499.00	\$ 125,143.83	\$ 61,747.86
Total Expenses (incl loan prin pymt)	\$ 69,707.03	\$ 62,595.74	\$ 70,636.93
Total Net Gain/(Loss)	\$ (2,208.03)	\$ 62,548.09	\$ (8,889.07)

-Naturally, January income was down from December. The church will continue to ride the December income wave until Easter in late April. The tithe figure for January was \$55,652 which is almost \$1,700 more than January 2013.

-Expenses for January were a bit higher than expected due to bills for computer repair from back in the Fall.

-In December, the Vietnamese ministry received a grant of \$5,000 from the NALC to help offset their relocation expenses. That grant has been almost entirely paid out as of 1/31. Since the beginning of our partnership their income exceeds their expenses by about \$1,660.00.

-The Foundation Account is still ahead at this point FYTD, but it did take a loss of about \$1,240 in January.

Care Connections Inc/Exp Stmt	November-13	December-13	January-14
Total Program Income	\$ 12,485.00	\$ 13,662.00	\$ 9,256.00
Total Program Expense	\$ (8,398.36)	\$ (8,849.34)	\$ (7,340.92)
Total Net Gain/(Loss)	\$ 4,086.64	\$ 4,812.66	\$ 1,915.08

-Income is still exceeding the expenses and the expenses seem to have normalized with the new 5 days/week schedule. Client hours for January were down over the preceding two months and they are also less than the amount that was budgeted, but income for the month was still in excess of projected by about \$1,800.00.

Grace Lutheran School
Treasurer's Report - January 2014

School Balance Sheet	November-13	December-13	January-14
General Fund Balance	\$162,692.35	\$182,212.02	\$ 191,209.46
PTF Account Balance	\$53,321.31	\$43,554.39	\$ 43,291.24
Total - School Operating Cash	\$216,013.66	\$225,766.41	\$ 234,500.70

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	\$1,402,061.72
TOTAL EXPENSE	\$ (2,256,713.00)	\$2,109,737.00	(\$1,442,286.38)
Outstanding Debt on LoC		(\$55,000.00)	(\$37,000.00)
NET GAIN/(LOSS)	\$ (46,712.00)	(\$127,831.00)	(\$77,224.66)

-The school's income position continues to grow as we move through the year. The enrollment continues to grow which is a huge help to the bottom line.

- The first payment of \$18,000 towards paying down the \$55,000 advance on the LoC was sent in late January but it was not yet reflected on the January statement. The check has since been paid by the bank.

-The church that is subleasing space from the school has begun to have services in the MPR and generating income there.

met with the school and preschool admin staff to discuss the concerns with the preschool budget and what seemed in January like a significant loss in preschool income. As it happens, the loss is not quite as severe as I thought it was. The preschool has changed how they bill and collect tuition by spreading it over a 10-month period from Sept-June, not 9 months from Sept to May. I did not know that so my YTD calculations were incorrect. As a result of this change, they increased the projected school-year income for the preschool by about 7% without raising the weekly tuition rate. Which is to say, by the end of the school year, the preschool is on track to hit its projected income. They are seeing the projected increases in enrollment and income is actually ahead of projections. We discussed how to control payroll costs moving forward.



GLS Principal's Report to Council

February 25, 2014

GLS School Calendar

- ♥ March 7 VIP Day/Half Day
- ♥ March 17-21 Spirit Week
- ♥ March 20 Pancake Breakfast
- ♥ March 21 Survivor Games and PBIS assembly
- ♥ March 23-26 WASC Visit

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 February, 2013-2014

Student count at the time of running report 131 children Total: \$69,340 billed monthly

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	34	43	43	41	38	199
Full Time	54	56	59	47	39	254
Total Day	88	99	102	87	77	453

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

2/24/2014

Classroom totals Jk-8th

Grade	Students
Jr. K	13
K	40
1st	20
2nd	26
3rd	22
4th	25
5th	13
6th	23
7th	19
8th	24
Totals	225

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
8th	25
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 one student so far, who will begin attending preschool in March. She expects to bill approximately \$70,000 for the month.
- Touring for the elementary and middle schools continues:
 - Five new students started during the month of February – Dr. Andrich’s twin grandsons returned, 2 students from Norway, and a 5th grade girl from Eastwood.
 - Leslie Ivy is touring several new families each week for 2014-2015 school year and has enrolled ~~175~~¹⁸⁷ for next year. 50 new students enrolled for the 2013/2014 school year
- WASC accreditation self-study report is complete and has been sent to the four visiting team members. I am in contact with our WASC chairperson to work out details of the visit. The three day visit will be March 23-26, 2014, beginning around 3 PM Sunday with a meet and greet, and a tour of the campus.
- We will be working diligently for the next three weeks, preparing the campus to make certain the school is presented in the best possible light.
- Steve Chase has resolved the geese issues for the most part - a school family continues to bring their dogs to the campus several times during the weekend to chase the geese away.
- Steve has resolved the issue with outbound email
- Each day during Spirit Week, students will be asked to bring specific items for the GLC food pantry. Betty is coordinating with the school to determine essential items needed.
- SAC will meet Thursday, Feb 27.