

**Grace Lutheran Church Council Meeting Minutes**  
**Tuesday, April 29, 2014**  
**6:00 pm**



Elders Present: Carole Ryan, Christine McGraw, Jon Finch, Kjersti Glesne, Tony Hunthausen, Bob Vouga. Linda Woodbury, Joyce Eggleston, Jill Nugent, Pastor Chris Tweitmann  
Elders Absent:  
Staff Present: Jennifer Petry, Betty Wardle

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**I. Dinner/Prayer Requests/Affirmations**

- a. Prayer Requests and Affirmations were shared.

**II. Call to Order**

- a. The meeting was called to order at 6:30pm by Carole Ryan.
- b. Jennifer Petry led the opening prayer.

**III. Council Consent Agenda**

- a. Minutes of the March Council Meeting were approved.
- b. Report of baptisms, weddings, memorial services and membership changes for March/April were presented. (attached).
- c. Reports and Minutes were received from Facilities, Orange County Care Connections board meeting and Orange County Care Connections special meeting.
- d. Care Connections has submitted the following names as their new Board of Directors. Joyce Eggleston, Pam Vouga, Gracia Sanchez, Dave Berg, Pastor Gil Moore, Linda Young and Dave Wagner (pending his acceptance when he is back in town)
- e. Care Connections wishes to pay \$8,000 for the partial cost of replacing the elevator at Redeemer Lutheran Church. Pastor Gil will use this as "seed money" and will obtain the balance of the money needed. Without a working elevator, the clients are required to walk up and down a ramp to the basement. This has created a safety hazard for the clients. Care Connections currently has approx. \$31,000.
- f. Nominating Team presented a written report.

**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 March 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. Pastor Chris asked for feedback on the Lenten season. There was high praise for the Palm Sunday breakfast and service. The Prayer Room was, again, fabulous. Maundy Thursday and Good Friday were described as incredible and an awesome message was given on Easter Sunday. Holy Saturday service had a good turnout – it grows every year. 75 people attended the beach baptism. The only negative comment anyone had received was the lack of parking during the Palm Sunday service – specifically handicapped parking was a problem.
- b. The art in the atrium is amazing.
- c. Jon Alexanian is continuing to teach Sunday School for Vietnamese Jr. High students. He has been working hard to gain their trust.
- d. We have two weddings scheduled this summer – Heidi Badertscher & Brett Logan, Drew Williams and Megan Atlakson.
- e. Confirmation will be held on Pentecost Sunday, June 8.
- f. Huddles are continuing to meet. Pastor Chris will begin a new huddle next week.
- g. Pastor Chris will be speaking at High School Beach Camp in June.
- h. Pastor Chris commended Joyce Eggleston for taking point with Orange County Care Connections during their transition.
- i. Homeschool update: Kim Frasset and Michelle Holiday had partnered on the homeschool campus at Grace. Kim is the holder of the non-profit and the dba. Kim and Michelle have parted ways. We will continue our relationship with Kim for homeschool classes on the Grace church campus.

**Motion presented to accept the Pastor's Report**

**Motion was seconded.**

**Motion was approved.**

## VII. **Council Action**

### a. **50<sup>th</sup> Anniversary Committee**

- Some people have said yes to be a part of the 50<sup>th</sup> anniversary committee. Others on the list from March will still be approached.

### b. **Usher update**

- After complaints spanning many years, Alan Webb, head usher, sent a letter to Lou Hungate removing him as an usher. Further discussion regarding Lou determined that Tony Hunthausen would contact him to discuss having his RV removed from Grace's property.

**IX. Closing Prayer**

- a. Betty Wardle closed the meeting in prayer.

**XX. Adjournment**

- a. Meeting was adjourned at 7:20 pm

Respectfully Submitted,  
Kjersti Glesne  
Council Secretary

**Next Regular Meeting will be May 27, 2014 at 6:00pm**

**Jill Nugent will provide dinner**

**Upcoming Events/Reminders:**

- |             |                                     |
|-------------|-------------------------------------|
| May 3       | Women's Spring Tea                  |
| May 6       | Family Diners                       |
| May 10      | Vietnamese Mother's Day Celebration |
| May 13 & 20 | Home School Testing                 |
| May 9       | HUB All-nighter                     |
| May 13      | Home School "Meet the Teachers"     |

**Council Pastoral Care Report**  
**Feb 17 – March 24- April 20, 2014**

**Pastoral Care Report, March 24-30, 2014**

Jan Stolzenburg

3/25 - Len McCallson at Crystal Cove, Newport Beach  
Carrter Wegrzyn at Hoag, Newport Beach  
Bill Bugey at the Heathers, Costa Mesa

3/27 - Carole Campbell at Carnelian Villas  
Cynthia Dubois at Anaheim Terrace – served communion  
Ron Dvorak at Shoreline Health Center, Long Beach – served communion

3/28 - Tom Savage at home – served communion  
Janet Moody at Huntington Beach Hospital

Pastor Dale Johnson

Prayed with Mary Jo Settles. Counseled with two homeless people. Talked with Sally Bates about Bob.

**Pastoral Care Report, March 31-April 6, 2014**

Jan Stolzenburg

4/1 - Lyle Schmillen at Long Beach Memorial Hospital, Long Beach

4/3 - Carole Campbell at Carnelian Villas  
Cynthia Dubois at Anaheim Terrace  
Ron Dvorak at Shoreline Health Center, Long Beach – served communion

4/4 - Len McCallson at Crystal Cove, Newport Beach  
Bill Bugey at the Heathers, Costa Mesa

4/5 - Iris Schmillen – follow up call on Lyle's surgery

**Pastoral Care Report, April 7-13, 2014**

Jan Stolzenburg

4/8 - Carrter Wegrzyn at Fountain Care Center, Orange  
Carole Campbell at Carnelian Villas  
Cynthia Dubois at Anaheim Terrace – served communion  
Lyle Schmillen at Marlora Rehab., Long Beach  
Ron Dvorak at Shoreline Health Center, Long Beach  
Janet Moody at Huntington Valley – served communion

4/10 - Len McCallson at Crystal Cove, Newport Beach  
Bill Bugey at the Heathers, Costa Mesa

4/11 - Lanny Ryan at Orange Coast Memorial Hospital

Pastor Dale

I counseled with several of our homeless folks.

**Pastoral Care Report, April 14-20, 2014**

Jan Stolzenburg

4/14 - Tom Savage – phone call follow up

4/15 - Lou Hungate at Fountain Valley Hospital  
Carrter Wegrzyn at Fountain Care Center, Orange  
Carole Campbell at Carnelian Villas – served communion  
Cynthia Dubois at Anaheim Terrace  
Len McCallson at Crystal Cove, Newport Beach  
Bill Bugey at the Heathers, Costa Mesa  
Lanny Ryan – phone call follow up on his surgery

4/16 - Jean Stanton – served at the memorial service

4/17 - Lyle Schmillen at Marlora Rehab., Long Beach – served communion  
Cynthia Dubois at Anaheim Terrace  
Janet Moody at Huntington Valley – served communion  
Lou Hungate at Fountain Valley Hospital – served communion  
Olga Petras at Fountain Valley Hospital  
Tom Savage at home – served communion

4/18 - Ron Dvorak at Shoreline Health Center, Long Beach – served communion  
Lou Hungate at Fountain Valley Hospital

Pastor Dale Johnson

Counseled with several homeless folks.

Elizabeth San Filippo

I spoke with Crystal briefly last week. Mary Jane Anfinson is alive but her caregiver declined Communion

## 2014

### April

#### Births:

#### Baptisms: Ocean Baptism (4/19)

Lucier, Amy (Baptism) Member  
Day, John Charles III (Baptism) Member  
Gaston, Ty-Sean (Baptism) Non Member, Grace College group Attendee  
Woodbury, Linda (reaffirmation) Member  
Woodbury, Bill (reaffirmation) Member  
Galli, Cynthia (reaffirmation) Member  
Galli, John (reaffirmation) Member  
Wisser, Kathy (reaffirmation) Member  
Wisser, Rick (reaffirmation) Member  
Day, Samantha (Member)  
Lenz, Captain Jeffrey (Reaffirmation) Grace Attendee, Non Member  
Pollock, Heather (reaffirmation) Prospect, Grace Attendee

#### Communion Class: (4/12/14)

Meehan, Kelly (Member)  
Meehan, Kathryn (Member)  
Martyneec, Savannah (Member)  
Khoury, Anthony (Non-Member)  
Timmons, Caitlyn (Member)  
Stubbs, Lindsay (Member)  
McGraw, Maia (Member)  
Olmedo, Jazmin (Member)  
Martinez, Zachary (Prospect, Non-Member)

#### Membership:

#### Weddings:

#### Member Deaths:

Anfinson, Mary Jane (4/27) Member-homebound

#### Funerals/Memorials:

Stanton, Jean (4/16) WOW Attendee, Non-Member

### May

#### Births:

#### Baptisms:

#### Membership:

#### Weddings:

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

#### Member Deaths:

#### Funerals/Memorials:

**Grace Lutheran Church and Schools**  
**Treasurer's Report - March 2014**

<b>Church Balance Sheet</b>	<u>January-14</u>	<u>February-14</u>	<u>March-14</u>
General Fund Balance	\$ 165,870.73	\$ 154,530.59	\$ 170,900.62
Payroll Fund Balance	\$ 4,105.31	\$ 3,005.52	\$ 3,005.54
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
<b>Church Operating Cash</b>	<b>\$ 170,376.04</b>	<b>\$ 157,936.11</b>	<b>\$ 174,306.16</b>
Campus Improvement Fund Balance	\$ 35,560.48	\$ 40,840.09	\$ 42,637.09
Foundation Balance (as of 3/31/2014)	\$ 81,457.48	\$ 84,672.42	\$ 84,728.11
<b>Total - Church Cash</b>	<b>\$ 287,394.00</b>	<b>\$ 125,512.51</b>	<b>\$ 127,365.20</b>
Real Estate Loan Balance	\$ (492,489.84)	\$ (491,633.46)	\$ (490,578.98)
<b>Church Income Statement</b>	<u>January-14</u>	<u>February-14</u>	<u>March-14</u>
Total Giving/Program Income	\$ 61,747.86	\$ 58,207.57	\$ 77,671.23
Total Expenses (incl loan prin pymt)	\$ (70,636.93)	\$ (68,097.98)	\$ (62,155.70)
Total Net Gain/(Loss)	\$ (8,889.07)	\$ (9,890.41)	\$ 15,515.53

-March income was up significantly over February. It was down significantly over March of last year, but Easter was March 30th in 2013, so it's not exactly an apples to apples comparison. Income for April was down over March and the income from Easter and Holy Week was significantly lower than last year. In looking at the preliminary I/E figures for April, it looks like the church will end April with Income behind Expense by about \$1000.

-There were no unusual or above average expenses for March, and again, expenses were down over February, which is excellent. Because the income for March was quite healthy, the church cleared over \$15,500 income over expense and despite a projected loss for April, the church cash position is currently quite good.

-Thru 3/31, the church is operating in the black, with income exceeding expenses by about \$35,300. Incomewise, the church ended Q3 about 7.5% below projections, but again, because expenses are being kept in check (& falling) we continue to operate to the positive. Barring any unforeseen major expenses, I anticipate that the church will finish in the black come June 30th.

-The loan payment to Grandpoint Bank was made during the month in the amount of \$2,870.00

-The Vietnamese ministry income was \$352 more than their expenses, the bulk of that income coming from Sunday offerings. The tutoring expenses were fully covered by the tutoring income.

-The Foundation Account made a very modest gain in March and is holding steady.

<b>Care Connections Inc/Exp Stmt</b>	<u>January-14</u>	<u>February-14</u>	<u>March-14</u>
Total Program Income	\$ 9,256.00	\$ 11,549.00	\$ 9,722.00
Total Program Expense	\$ (7,340.92)	\$ (8,981.00)	\$ (9,635.00)
Total Net Gain/(Loss)	\$ 1,915.08	\$ 2,568.00	\$ 87.00

-For March Income was still ahead of Expense. Prelim numbers for April have Income behind Expense by about (\$3,200) but they have cash in the bank to absorb. A few clients have passed recently so these ebbs and flows are not unexpected. To date, the ministry is operating in the black and doing far better than was projected at this point after the move to 5 days/week on the Grace campus.

**Grace Lutheran School  
Treasurer's Report - March 2014**

School Balance Sheet	January-14	February-14	March-14
General Fund Balance	\$ 191,209.46	\$ 198,829.11	\$ <b>217,527.32</b>
PTF Account Balance	\$ 43,291.24	\$ 44,694.11	\$ <b>45,485.70</b>
Total - School Operating Cash	\$ 234,500.70	\$ 243,523.22	\$ <b>263,013.02</b>

School I/E as of 3/31/2014	2013-2014 Approved Budget	2013-2014 Revised Budget	2013-2014 Budget YTD Performance
TOTAL INCOME	\$ 2,210,001.00	\$2,036,906.00	\$1,758,196.00
TOTAL EXPENSE	\$ (2,256,713.00)	(\$2,109,737.00)	(\$1,507,021.00)
Outstanding Debt on LoC		(\$55,000.00)	
NET GAIN/(LOSS)	\$ (46,712.00)	(\$127,831.00)	\$251,175.00

-The school's income and cash positions continue to grow as we move through the year which is a fantastic thing.

- The \$55,000 advance on the LoC was fully paid off in March which meets the obligation that we pay the advance off in full by the end of April.

-Now that the Line of Credit advance is paid off, in this month's report I changed the way I've presented the income/expense. In the past, I've deducted from the school numbers the amount paid in pre-paid registration and deferred tuition as those figures throw off the cash figure. However, especially given that the debt obligation is fully paid off, carrying all those deferred amounts forward makes for a confusing report. In an effort to simplify and clarify, I put in the school's numbers in as I received them. YTD the school has cleared just over \$250K income over expenses and the current cash in the bank accounts bears that out.

-We will stop collecting significant tuition income after 5/20/2014 - the majority of the school tuition is collected from August to May each year. Summer income doesn't really begin to flow until mid-July so the school has to be in a cash position in late May such that salary and operations expenses for June and July can be covered by the cash on hand. The school was not in that kind of cash position at this time last year which necessitated that we take out the LoC advance to cover school payroll in July. At this point I do not anticipate that we will need to do that again this year.





GLS Principal's Report to Council  
April 29, 2014

**GLS School Calendar**

- ♥ April 27 8<sup>th</sup> Grade Washington DC
- ♥ May 1 National Day of Prayer
- ♥ April 28 7<sup>th</sup> Grade Catalina
- ♥ May 5 Teacher Appreciation Week
- ♥ April 29 6<sup>th</sup> Grade Mountain Adventures
- ♥ May 16 Talent Show
- ♥ April 30 4<sup>th</sup> El Camino Pines
- ♥ May 22 Open House

**Preschool**

Enrollment March 2013-2014

Student count at the time of running report 131 children Total: \$69,867 billed monthly

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	35	44	43	41	39	202
Full Time	53	55	58	47	39	252
Total Day	88	99	101	88	78	454

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

Enrollment April 2013-2014

Student count at the time of running report 132 children Total: \$70.569 billed monthly

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	34	43	43	41	38	199
Full Time	54	56	60	48	40	258
Total Day	88	99	103	89	78	457

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

**JK - 8<sup>th</sup> Grade Enrollment**

**Total billed is approximately \$102,000 per month**

- Total-225 ( 51 new students enrolled for the 2013/2014 school year)

**4/11/2014**

Classroom totals Jk-8<sup>th</sup>

Grade	Students
Jr. K	13
K	40
1st	20
2nd	26
3rd	23
4th	25
5th	13
6th	23
7th	18
<u>8th</u>	<u>24</u>
<b>Totals</b>	<b>225</b>

**03/25/14**

Classroom totals Jk-8<sup>th</sup>

Grade	Students
Jr. K	13
K	40
1st	20
2nd	26
3rd	22
4th	25
5th	13
6th	23
7th	18
8th	<u>24</u>
<b>Totals</b>	<b>224</b>

## This and That

- Preschool continues to tour prospective parents and enroll students on an ongoing basis for this year as well as for summer and the 2014-2015 school year. Lynn has billed \$70,500 for the month of April. There are 39 students enrolled for summer and 51 enrolled in fall.
- A new student is starting in 1<sup>st</sup> Grade on Thursday, May 1<sup>st</sup>.
- The school currently has 202 students enrolled in the 2014-2015 school year. Leslie is touring new families several times a week and predicts we will have about 215 students enrolled in the fall. Acceptance letters and letters of intent have gone home.
- WASC accreditation visit went extremely well. Both the Grace Lutheran School Self-Study Report and the WASC Visiting Committee Report are posted on the school's website. In addition to our proposed Action Plan, the Visiting Team recommended two items.
- The school will hold a small silent auction fundraiser during Open House on May 22.
- The Admin team has begun the planning and preparations for kindergarten promotion and 8<sup>th</sup> grade graduation. The leads for this event are Leslie and Steve.
- Bob Vouga, Christine McGraw, and Jennifer Petry had a very successful meeting with the Superintendent of Oceanview School District, Gustavo Balderas. Gustavo recognizes what valuable tenants we are and reiterated his desire to partner with us to the benefit of all. The sub-lease we submitted to the school district was returned to the school, approved and signed by Mr. Balderas.
- The teachers have begun the review process by completing the self-evaluation and creating a growth plan.
- The refrigerator in the school's kitchen died, the cost to repair it is around \$1,500-2,000. Steve sent an email to our parents asking if anyone had an extra refrigerator, they would be willing to donate to the school. Many responses were received and the school is now the proud owner of a brand new industrial refrigerator donated by a parent who works for Starbucks. They delivered and unloaded it free of charge and hauled off the old one. We also are expecting a 2nd similar refrigerator to be delivered sometime this week by a 2<sup>nd</sup> donator.