

# ***a*IMMANUEL LUTHERAN CHURCH & SCHOOL**

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## **BOARD OF DIRECTORS**

## **MEETING MINUTES**

**DATE:** July 22, 2014

**BY:** Becky Pitman, Secretary 2016

**PRESENT:** Sharron Blalock, Board Member 2017  
Justin Hurayt, Board Member 2017  
Kris Schuldt, Board Member 2017  
Anna Brandt, Treasurer 2015  
Dave Liefer, Chairman 2015  
Kelly Colbert, Board Member 2016  
Matt Peters, Board Member 2015  
Keith Pelster, Business Manager  
Jason Auringer, Senior Pastor  
Allison Dolak, Principal

**ABSENT:** Todd Liefer, Associate Pastor

**CC:** File - Dropbox  
Website

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The following minutes express my understanding of the items discussed. Please respond within five days of receipt if any changes are required.

If any action is required, the name indicates the responsible party and the date indicates the due date.

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Meeting called to order at 7:04 p.m.

Pastor Auringer led a prayer.

Minutes from the 6/24/14 BOD meeting were approved.

Pastor Auringer gave an update on the church. See attached. Discussion about Capital Campaign and how it will be handled. Meeting will be set up with LCEF, the BOD and the campaign committee to get information and make a decision where to go.

Allison Dolak gave an update on the school. See attached. It was discussed about the insurance changes. Kelly Colbert made a motion that if/when staff go over their deductible that they need to go to Keith Pelster, the business manager, for reimbursement direction. Matt Peters seconded the motion and all approved.

Keith Pelster gave a business manager update. See attached.

Anna Brandt gave her financial update. See attached. Becky Pitman motioned to approve the June Treasurer's report, Kris Schuldt seconded the motion and all approved.

Constitution changes were discussed and the committee will be meeting weekly to continue to rewrite the constitution and policy manual.

Any new policies or policy writing will be put on hold unless there is an emergency until the constitution changes are made and approved.

New BOD members have gotten their picture and info to Pastor Liefer (except Justin) for the website.

BOD Installation will take place at the end of the first service and the beginning of the second service on August 10<sup>th</sup>.

BOD Elections were held and Becky Pitman will continue as Secretary and Kris Schuldt and Justin Hurayt will both prayerfully consider the spot of the Vice-Chairman.

Becky Pitman made a motion to nominate Mike Schumacher to fill Scott Hays' vacancy on the BOD for his remaining one year term. Kris Schuldt seconded the motion and all approved.

The BOD calendar was reviewed and changes were made.

The constitution committee will rewrite the letter to the congregation that is posted on the website.

Storage and maintenance building has been tabled.

Abby Ferguson (ILS teacher) will be Immanuel's representative on the LHS board for the '14/'15 term.

Kelly Colbert motioned to adjourn, Sharron Blalock seconded the motion and all approved.

# Principals Report for July 22nd, 2014 BOD meeting

1. Enrollment update: 265 K-8 and we only have 18 spots left in preschool.
2. Update on benefits: I was unaware that there have been changes to our HDHP through CPS for 2014. Mark Borchert wanted to meet with me on Wednesday. When we met, it was confirmed that the out of pocket expense for workers was raised by \$350 for the individual. SO, instead of the cost of the deductible being \$2500, it is now \$2850. He said that there are more changes to HDHP's in 2015. I would like for CPS to come talk to the MLT and the Executive Committee of the BOD at the August BOD meeting. My suggestion is to have the Executive Session from 7pm-7:30, and then the regular BOD meeting starting at 7:30.
3. 1st day of teachers meetings are August 4th.
4. I will be at my MO Admin Meetings in Jeff City on the 28th and 29th.
5. Teacher installation/kick off to the school year will be August 10th at the 10:45 service.
6. We will start again with BOD Governance Training at the September BOD meeting.

## July 2014 BOD

Senior Pastor

1. I've begun personally speaking to those who received an invitation to join the capital campaign committee. Where do we go from here? What is our timeline? When should we have LCEF out to present their case?
2. The new 9:30 service will be added **beginning September 8** rather than August 17<sup>th</sup> to allow Vicar Kirk to get settled.
3. I will be meeting with Kirk in the very near future to lay out his responsibility. I offer the simple reminder that this is an "internship" and he is still a student. He will be getting some supervised experience in many different ministry areas including visitation, teaching, preaching and the like.
4. The Reformation Series in October will include a "Serve Saint Louis" weekend. **However, instead of cancelling or altering the services for that weekend we will follow our regular schedule.**
5. On **August 10** I will be officially introducing Hearts & Hope for Uganda as a mission partner with Immanuel. We will be "adopting" a village in which we can begin providing financial support to them, beginning with assistance to the children who are students in their school. I will be encouraging anyone wanting to experience firsthand a trip to our adopted village in February 2015.
6. The second meeting of my Pastoral Leadership Institute will be held in Chicago from September 29-October 2 and will focus on staff development and management. One of the books to be discussed is entitled *First, Break All the Rules* by Buckingham & Coffman. If you are involved in management I highly recommend you read it.
7. I haven't "crunched" the numbers, but summer attendance has been pretty good, staying above 500 for the most part; Bible class has held steady in the low 100s.
8. Tuesday morning Bible classes resume August 5.
9. "We" need to rework the personnel policy manual so that it coincides with our new governance model. Things like vacation time and how it is tracked needs clarification.
10. Speaking of vacation time... I very much enjoyed my time away with family in South Carolina. I appreciate having a co-pastor who seamlessly handles – and may even enjoy - my absence!
11. Speaking of appreciation... Would it be appropriate to honor Dan & Rod for their time on the board, and in particular, their time as chairman? These two gentlemen have been on the board basically my entire tenure, steering us through some challenging times.

*Questions or Comments*



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**To: BOD**  
**From: Anna Brandt, Treasurer**  
**Date: 07/22/14**

**Mortgage Payments Fiscal Year End Summary:**

**Contributions to Uplifting were \$ 341,494 and payments to LCEF were \$ 329,127.**

**Church Operations Fiscal Year End Summary**

**Church revenues were \$ 60,000 over budget.**

**Ministry expenses; Finance expenses and Spiritual Growth expenses were all under budget for a combined \$ 15,000 [mostly due to delayed start of the business manager position]**

**Property & Maintenance was \$ 87,000 over budget. Utilities \$ 42,000; Snow removal \$ 6,000; Capital Reserve for parking lot \$ 40,000; then a little under budget on Janitorial Supplies.**

**School Operations Fiscal Year End Summary**

**School revenues [netting out 3<sup>rd</sup> Party Revenues] were \$ 3,900 over budget and expenses were \$ 5,400 under budget [netting out 3<sup>rd</sup> Party Expenses].**

**COMBINED OPERATIONS:**

**Net Ordinary Income shows a profit of \$ 13,509. Since our contributions for the Mortgage Payment was \$ 12,367 in excess of our payments, and these funds go directly into our LCEF Stewardship account for future mortgage payments our actual NET PROFIT FOR OPERATIONS FOR THE YEAR IS \$ 1,142. Our budget was a profit of \$ 361.**



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**To: BOD**  
**From: Keith Pelster**  
**Date: 07/22/2014**

#### **LCEF**

We have been promoting participation in LCEF by the congregation and school families as a way to take advantage of the "Shared Blessings" program. (See past reports for more details) We signed up 69 new investors in June, achieving the \$1,059 per month rebate level and were 33 investors short of the second tier rebate as of July 1. I anticipate reaching that \$1588 /month rebate level soon. LCEF also recently improved the Y.I. program, making kids as young as 7 eligible for \$25 community service rewards. Thank you to those who have signed up.

#### **Parking Lot Repairs**

The sub surface drainage has been installed and is working. - It was still dripping regularly Friday 7/18 as I write this. A construction meeting is scheduled for (this morning) Tuesday 7/22 with paving scheduled to begin Tuesday 7/29/2014.

#### **Septic Tank**

We have cancelled our previous service agreement and switched to All-Star. Since the June repairs All-Star made, the swampy areas of the grass field between the tanks and drain field have dried up.

#### **Building and Storage Space**

We have cleared out some unneeded items (on tables with a basket for donations) and repacked other storage areas to clear out the Fellowship Hall storage room for conversion to a vicar's office.

#### **Mower**

The Dennis and the other volunteers who cut the grass love the new mower. We also had several gullies filled in after doing the parking lot drainage project. (Thank you to Demien Construction.) Those two events have reduced the time to cut the grass each week by four hours. They will be using some that saved time to mow additional areas to reduce or eliminate the portions we pay to have cut.

#### **Extra Organ Sold**

We now have more space in the balcony and an additional \$12,000 for future facility improvement.