

# **IMMANUEL LUTHERAN CHURCH & SCHOOL**

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## **BOARD OF DIRECTORS**

## **MEETING MINUTES**

**DATE:** November 18, 2014

**BY:** Becky Pitman, Secretary 2016

**PRESENT:** Sharron Blalock, Board Member 2017  
Justin Hurayt, Board Member 2017  
Anna Brandt, Treasurer 2015  
Dave Liefer, Chairman 2015  
Mike Schumacher, Board Member 2015  
Keith Pelster, Business Manager  
Jason Auringer, Senior Pastor  
Kirk Neugebauer, Vicar  
Kelly Colbert, Board Member 2016  
Kris Schuldt, Board Member 2017  
Todd Liefer, Associate Pastor

**ABSENT:** Allison Dolak, Principal  
Matt Peters, Board Member 2015

**GUEST:** Tammy Brenningmeyer, Assistant Principal

**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.

Justin Hurayt made a motion to approve the minutes from the 10/28/14 BOD meeting. Anna Brandt seconded and all approved.

Pastor Auringer gave an update on the church. See attached.

Pastor Liefer gave an update on the church. See attached.

Vicar Neugebauer gave an update. See attached.

Tammy Brenningmeyer gave an update on the school. See attached.

Keith Pelster gave a business manager update. See attached.

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

Pastor Auringer led the BOD in discussion on pages 16-22 of The Policy Governance Model and the Role of the Board Member. The BOD should read pages 22-30 for the December meeting.

Pastor Auringer will be checking on getting an advisor to meet with the BOD about policy writing.

Pastor Auringer and Pastor Liefer will be meeting with Dave Dolak and be developing a vision statement for ILCSW.

Any further policy writing will be tabled until meeting with the advisor.

Pastor Auringer gave an update on the capital campaign.

Becky Pitman motioned to adjourn, Mike Schumacher seconded the motion and all approved.



# Associate Pastor's Report

November 2014

## The Global Leadership Summit

Immanuel is officially signed up as a host site for the 2015 Global Leadership Summit. This will be a great event for Immanuel and our community! **It's on August 6-7 (Thursday & Friday)**. We'll have as many staff members from both the church and school attend as possible.

The pastors are asking the BOD to, if at all possible, attend this event. Not only would this be excellent training for the BOD, but it would also help communicate the importance of The Summit to Immanuel.

## LINC

We are collecting non-perishables for LINC (Love In the Name of Christ), a non-profit right here in Wentzville. This is a well established ministry (been around for 23 years), and I believe we have a great partnership on the horizon in the coming months/years.

LINC has a lot of components that we can support such as (1) Food Pantry, (2) Daycare Ministry, (3) Rides for those without cars, (4) Tutoring Services

## Sunday School

The fall semester is coming to a close ... but we are preparing for the return of the Sunday School Christmas Program on Sunday, December 14

## Social Media

Immanuel is getting social! We are now on ...

Facebook (@Immanuel Lutheran– Wentzville)

**676 Likes**

Instagram (@immanuelwentzville)

**97 Followers**

Twitter (@ilcsw)

**72 Followers**

YouTube (Immanuel Lutheran Church and School - Wentzville)

**28 Subscribers**

## Youth

November: Butter Braids!

December: Pancake Breakfast!

**November 2014**

**Senior Pastor Report**

**1. Capital Funding Services**

*Karl Galik* will be here Tuesday, November 18

Meeting with the Leadership Team (The Boehmes, Dolaks, Kumms)

Some letters already being sent out

Other roles still to be filled

Starting to rev this process up

**2. Vision & Goals... What are they?**

I will be presenting my vision – particularly regarding staff – at our January meeting.

**3. Regarding the 11:00 Service...**

Meeting with Mike Schlipp Tuesday Morning, November 18

**4. Hearts & Hope for Uganda December**

We will be having a Ugandan Gift Tree this December to raise funds for the village of Butangala. Necessities and their cost will be written on ornaments which will in turn be hung from the tree. People will be encouraged to take an ornament, write a check for the cost of the chosen item and return it to us.

**5. Large donation will be forthcoming from the Zattarella estate.**

I have some ideas about the use of these funds...

**6. Thanksgiving Eve, Advent, Christmas!**

7:00 PM Thanksgiving Eve

7:00 PM Wednesdays, December 3, 10, 17

3:00, 5:00, & 7:00 PM Christmas Eve

9:30 AM Christmas Day

Ongoing Projects:

- 7<sup>th</sup> Grade Religion
- Chapel Services
- Open Gym (Nov. 23)
- Youth Devo Nights (Next is Dec. 7)
- Adult Bible Studies
- Preaching

Upcoming Projects:

- New Visitor Packets Design
- Vicar Reports for Concordia

As I continue to learn and gain experience, I welcome any feedback or suggestions of how I might be a better Vicar for Immanuel. I will continue to make myself available to assist in any way I can.

Vicar Kirk

Principal BOD report for 11/19/14 meeting:

1. Trivia Night kick off meeting will be held on Thursday, November 20. Looking for any parents interested in helping out in any way. Linda Busselman has volunteered to be a point person for this event.
2. Paperwork for exemplary consideration has been submitted. Thank you for your letters of support! Now we wait to see if we move on to the next step.
3. Open House for 15-16 school year for Preschool-8<sup>th</sup> grade will be held Sunday, January 25 from 1-3 pm.
4. Registration for 15-16 school year will be Thursday, January 29 (current families and church members) and Friday, January 30 (public).
5. Advent services: December 3 grades 1-4, December 10 PreK and K, December 17 grades 5-8



632 E. Hwy N  
Wentzville, Missouri 63385  
(636) 327-4416 [www.ilcsw.net](http://www.ilcsw.net)

**To: BOD Members**  
**From: Keith Pelster**  
**Date: 11/18/2014**

### **LCEF Shared Blessings**

As of October 31, we had 258 of our member participating in LCEF. We need 3 more to reach the \$2,118.17 / month or \$25,418.59 / year level. We need 106 more to reach the highest level of \$3,177 / month or \$38,127 / year. Thank you to those who have signed up.

### **Insurance**

In order to obtain EPP insurance, we need to commit to having written anti-discrimination, anti-harassment and email/ internet policies in place in place within 60 days of obtaining coverage. I have listed the policies in the ILC and ILS personnel policies and obtained the policies the LCMS uses as for comparison purposes.

### **Building and grounds**

Three roof leaks were repaired, we thought we had it fixed, until the next storm, when a different area started leaking.

We replaced several exit signs with ones that have additional emergency lighting in hallways and repaired 11 non-working or incorrectly wired fluorescent fixtures. There are three more fixtures that will be replaced soon. This project also entailed mapping lighting circuits and labeling breakers. These improvements will make the system safer and enable some future repairs to be made while the building is occupied.

The parking lot lights were repaired. Fixing that has also stopped the main breaker from periodically tripping. We still need a warm dry day to patch the hole that was dug in one parking space right in front of the church entrance.

Another of the problematic touch free faucets failed in a pre-school bathroom. I purchased a manually operated, but more reliable faucet to replace it. This will be installed when the building is not in use because the water throughout the building must be turned off to work on it. We have been adding local shut-off valves as we go to make this a less problematic in the future.

The Gym building's fire alarm has a circuit board that has been intermittently causing the local trouble alert to sound. The technician is scheduled to fix it Wednesday.

The right (from outside) Narthex vestibule door floor latch falls down soon after a key is used in it, which can cause the door to jam open. Parts have been ordered but have not arrived to repair it.

An 'A' key lock was installed on the closet door in the chapel.



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**To: BOD**  
**From: Anna Brandt, Treasurer**  
**Date: 11/18/14**

#### **Mortgage Payments:**

In the first 4 months of this fiscal year our payments to LCEF have been short funded by 18,676. At our current shortfall and with our projected monthly increase to our mortgage payment to LCEF in 2015 we will need additional monthly donations of slightly more than \$ 13,000 just to cover the mortgage.

#### **Church & School Operations:**

School revenues are \$ 77,500 YTD above budget due to prepayments to receive a discount. School expenses YTD are slightly under budget. Making the school \$ 90,000 ahead of budget.

Church revenues YTD are 8% above budget and expenses are 8% below budget. **NOTE: These percentages do not include the shortfall on the mortgage payment. If you included both income and expenses associated with our mortgage payment we are spot on income and 6% under budget on total church expenses.**

#### **Dedicated Funds:**

New account set up "Be Well Serve Well" [is a rebate within the insurance plan where employees partake in healthy lifestyle steps, like exercise and record it on line] In the past these funds were sent to LHSSC for our assessment. I have temporarily stopped that and set this account up in case we do not need the funds for this fiscal year due to a donation to LHSSC for our benefit by a member through the Boeing Matching Fund program.

#### **Capital Improvements:**

Approximately \$ 7,450 has been used from dedicated funds to complete some upgrades to the sound system and repair the underground electrical lines running under the parking lot.