

# **IMMANUEL LUTHERAN CHURCH & SCHOOL**

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## **BOARD OF DIRECTORS**

## **MEETING MINUTES**

**DATE:** February 17, 2015

**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  
Kirk Neugebauer, Vicar  
Kris Schuldt, Board Member 2017  
Todd Liefer, Associate Pastor  
Allison Dolak, Principal

**ABSENT:** Jason Auringer, Senior Pastor  
Matt Peters, Board Member 2015  
Kelly Colbert, Board Member 2016

**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 7:06 p.m.

Pastor Liefer led a prayer.

The minutes from the 1/20/15 BOD meeting were approved by email.

Sharron Blalock gave an update on the Capital Campaign.

- "Inspire Phase" letter to the congregation ~Feb. 3
- "Inspire Phase" began Feb 7
- Devotional Booklet distribution started Feb. 7
- Initial Commitment Event: March 5
- Intital Commitments Announced: March 7/8
- Commitments from all Congregational Members: March 21/22
- Commitment Celebration Weekend: March 21/22
- First Gifts Weekend: April 11/12

Pastor Liefer gave an update on the church. See attached. There are new member pages available for members to add to their church directory book.

Kirk Neugebauer gave his update. See attached. There will be a banner going up in the gym with worship times.

Keith Pelster gave his update. See attached. Anna Brandt made a motion to move the money earmarked for other capital improvements that was received from a non-member, to the Narthex flooring improvement and any additional funds needed will be moved from the Schramm Estate Fund. Justin Hurayt seconded the motion and all approved.

Allison Dolak gave an update on the school. See attached. As of right now there are 35 tables sold for trivia night. There are 260 K-8 kids enrolled for the 2015-2016 school year as of right now.

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

Anna Brandt asked about the need to discuss staff raises. It was discussed that a staff salary policy needs to be written. The BOD will meet to do performance reviews of the MLT.

Mike Schumacher went over the draft for the Electronic Documents Policy.

Kris Schuldt gave an update on BOD nominations. He has only received one candidate. He needs to have any nominations and info by the end of April.

Pastor Liefer has requested a variance in his housing allowance. It was approved.

Kris Schuldt mentioned that David Agne will be going to the conference to represent the church.

A discussion was had about all the references to the Board of Deacons that is no longer in place, in several areas of the church. Pastor Liefer is working on revising all of this.

Kris Schuldt made a motion to adjourn, Mike Schumacher seconded and all approved.

## Principal's report

- 1) Trivia Night/Auction: We have @ 10 tables left. We will still accept round sponsors. We have great items. The classroom items and some select items are on an online bidding website called biddingowl.com. We have already made over \$2000. The money from the auction will go towards technology and curriculum again. We do make a donation to the PTL for their help in this effort (up to \$3000). This will consume all of my time until February 28<sup>th</sup>!
- 2) Grandparents Day: March 6<sup>th</sup>. We have a great day. I am somewhat concerned about space this year, but that is a good problem to have!!!
- 3) Tours for new applicants: I have been VERY busy with tours since I have returned from maternity leave. This is a GOOD THING! We had around 50 families come for our open house at the end of January (PS-8<sup>th</sup> grade).
- 4) Enrollment numbers: are looking very good. We are over 220 already for K-8 and we are looking at another year of a full preschool. Shirlee and I are working on a way to accept more 5 day a week 2 year olds, as we are already full and this is in high demand.



632 E. Hwy N  
Wentzville, Missouri 63385  
(636) 327-4416 www.ilcsw.net

**To: BOD**  
**From: Anna Brandt**  
**Date: 2/17/15**

#### GENERAL OPERATIONS OF CHURCH & SCHOOL

General Church Operations Giving is up 7% and School revenue is also up 7% in comparison to what was budgeted through 1/31/15.

Our expenses continue to stay in line with the budget.

#### UPLIFTING CAMPAIGN

The campaign officially ended in December 2014, but all donations to Mortgage Payment are still being applied to that campaign as unpledged offerings until the **Immeasurable More Campaign begins in April 2015.**

Giving to Uplifting in January 2015 totaled \$ 16,577 vs. January 2014 \$ 39,620 [January's payment to LCEF was \$ 27,704] We have reserve funds to meet this shortfall of giving vs. payments to LCEF but need to remind everybody that financial support is still needed to meet the current interest payment to LCEF.



# Associate Pastor's Report

February 2015

## Updates

I'm "holding down the fort" while Pastor Auringer is gone for 11 days in Uganda. (No major issues would be appreciated!) But in all honesty, this would not be possible if we didn't have a vicar to help absorb the pastoral responsibilities. Having extra staff enables us to do so much more ...

## Confirmation

We will be confirming 16 students this Spring. Again this year, I'm inviting (and requesting!) the BOD to attend the Confirmation Reception on **Saturday, March 28 at 6:30pm**. This was one of Immanuel's finest events last year, and I believe the Board's presence truly makes a difference. Thank you!

## Lent

Lent is here, which means a lot of extra services and events. Make sure you have a "Easter Schedule" sheet that lists all important events, dates and times.

## Youth

We recently had our **Soup'er Bowl Fundraiser** and made over \$700. Awesome. We're gearing up for the **Easter Breakfast** in April.

We will be restarting **Grow Nights** for Sr. High next month, too

## **B.O.D Vicar Report**

**2/17/2015**

- Began phone calls to visitors
- Banner for gymnasium ordered, with display case for Pulse
- “Immanuel Bulletin Board” almost ready for launch
- Global Leadership Summit prep
- Chapel service at Lutheran High on 2/11
- Youth Night on 2/8



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**To: BOD**  
**From: Keith Pelster**  
**Date: 02/17/2015**

#### **LCEF**

As you may have seen in church Sunday, we received our \$11,266.69 June- December Shared Blessings rebate from LCEF. The Congregation can decide how these funds are to be spent, they are not designated by LCEF. My opinion is that people signed up for accounts assume that they will be put towards the loan in some way. The choices would be, paying down principal, covering some of the drop off in 'uplifting' mortgage payment contributions, or paying some of the costs of the capital campaign.

-Despite several large contributions, there has been a substantial drop in mortgage payment contributions since the Uplifting campaign ended in December.

We continue to add LCEF investors, but the number needed for the next level will also increase when we turn in our year end membership numbers later this month.

#### **Narthex Floor**

We have received quote of \$11,119.36 for materials and \$6,800 for installation of a porcelain tile floor in the narthex and rubber treads on the narthex stairs. The materials price may vary slightly as the final tile choice is TBD. This installation quote is from a school parent who is also a professional floor installer. The project is tentatively scheduled for the week after Easter, which is also ILS spring break.

#### **Sound and Lighting in Sanctuary**

The music / AV team have an extensive wish list of projects to improve the sound in the sanctuary. The priorities are: to build a platform for the band area and add of acoustic panels behind (\$5,547.77). Replacement of the Connection Band's drum set (\$4,068.89). Relocating the AV booth to the main floor (\$14,850). Replacement/ addition of sound and ear monitors (\$7,245) so the band can hear what the congregation is hearing. Changes in the wiring to make connections easier and more accessible.

Lighting – The lights in the sanctuary are not designed to be dimmable. Groups of them go off when dimmed. There are new LED lights that can be retro fitted in our existing fixtures that would prevent this (\$300x 100 fixtures- \$30,000). The chancel spot lighting is located above the balcony and this puts it a lower angle than optimum. Moving the spotlight racks between the cloud sections would address this. - My opinion is that the current lighting is serviceable and replacement should be a lower priority than other projects. Further, I expect that trend in LED technology improvements will continue and a better system will be available at a lower cost in the future.

#### **Facility Maintenance**

Mike Schumacher has identified a programmable and remotely / internet controllable thermostat for use in the Multi-Purpose Building. They cost around \$300 each and we would need 5. By allowing me to check

on and reduce heat and cooling overnight and when the gym is not in use we could achieve considerable energy savings. We can use some of the extra facility use income to pay for this upgrade.

The computer in another automatic faucet (LL Men's) has failed. As replacement parts are unavailable, we will replace the remaining 3 automatic faucets in the upstairs school boy's restroom with manual faucets to obtain parts to keep the main level restroom faucets working.