

IMMANUEL LUTHERAN CHURCH & SCHOOL

BOARD OF DIRECTORS

MEETING MINUTES

DATE: May 19, 2015
BY: Becky Pitman, Secretary 2016
PRESENT: Sharron Blalock, Board Member 2017
Anna Brandt, Treasurer 2015
Dave Liefer, Chairman 2015
Keith Pelster, Business Manager
Kris Schuldt, Board Member 2017
Allison Dolak, Principal
Jason Auringer, Senior Pastor
Justin Hurayt, Board Member 2017

ABSENT: Matt Peters, Board Member 2015
Mike Schumacher, Board Member 2015
Kelly Colbert, Board Member 2016
Kirk Neugebauer, Vicar

GUEST: John Wadell, Upcoming Board Member

CC: File - Dropbox
Website

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.

Meeting called to order at 7:05 p.m.

Pastor Auringer led a prayer.

The BOD adopted the consent agenda for its meetings. It includes Pastor Auringer, Vicar Kirk, Anna Brandt and Keith Pelster's reports, the minutes from the 4/28/15 BOD meeting and the April Treasurer's Report. Becky Pitman made a motion to accept the consent agenda. Justin Hurayt seconded and all approved.

Allison Dolak's report was removed from the consent agenda and moved to new business. See attached.

Strategic Planning was discussed with Pastor Auringer. He will begin drafting it June 3rd. He will meet with the MLT quarterly to review it and will meet with the BOD yearly to review it.

A Congregation Health Dashboard was discussed. Dave Liefer will be putting together a dashboard with the information he is given.

New Board Member Orientation was discussed. They will be invited to sit in on the June BOD meeting. New members will be given the Policy Governance Model and the Role of Board Members book. Kris Schuldt will put together other information for the orientation that will be done during the July BOD meeting.

Mike Schumacher will reorganize the Dropbox and add the new BOD members.

For the June BOD meeting the 2015/2016 BOD calendar will be reviewed and an annual BOD self-assessment will be done.

Kris Schuldt made a motion to adjourn, Becky Pitman seconded and all approved.



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To: BOD
From: Keith Pelster
Date: 05/19/2015

Updates to my report to the voter's meeting:

Tile Project: We are unable to obtain enough of the selected tile to cover the Narthex floor. Additional Samples have been ordered that are similar, but available in larger quantities.

The replacement parts for the panic bar on the exterior narthex vestibule door arrived. The door is working.

In case you missed it, here is my Report to the Voters Meeting:

LCEF Loans and Rebates

The church had (2) "interest only" building loans that will be refinanced on May 15, 2015 into (1) \$6,664,641 ten year loan on a thirty year payback schedule. This means we will still owe \$5,414,733 in ten years when we will need to refinance again. This leaves the church vulnerable to an increase in interest rates. To lessen the risk, we should strive to pay down the debt as much as possible.

Due to our large amount of debt, we are unable to borrow additional money. Therefore, we must rely on contributions and fundraising for facility improvements, repairs and current operational needs. Immanuel has been blessed by God to have generous members that have met the needs and covered our obligations as they have arisen. The most recent capital campaign continues this trend. The \$1.4 million in pledges, if received on a timely basis, are slightly more than what will be needed to cover the (larger) monthly payment of the new loan. However, the campaign's goal of surpassing the needed payment, to build up a reserve fund for property improvements, was not met.

Because of our high debt load, we are eligible for a large LCEF rebate. The rebate percentage is determined by the percentage of congregation who have an account with LCEF. Our rebate will go up with the refinance, as they calculate it on our largest single loan balance. We still need 13 more members to open a LCEF account to reach the 35% of the congregation participating tier. This is the ultimate goal of the program. We will receive an annual rebate of about \$50,000 or .0075% of the loan balance, if our goal is met. If you have been considering opening an account, please do so. You must keep a minimum balance of \$100 for adults and \$25 for children under 18. We will vote during this meeting to determine how to use the money we have received from the rebate program. We received \$11,266.69 in February, and expect a larger amount this July. We hope to receive around \$25,000 next January. As of April, ILCSW claimed nearly half of the sum of all LCEF rebate dollars earned so far this year by all congregations in Missouri! Thank you to all who have helped with this.

Facility Maintenance and Project Update

Several areas of the parking lot that were not repaired last year need repair. We are planning this repair work for summer.

We have contracted a company to provide weekend janitorial coverage. This has assisted greatly in getting the church and gym ready for Sunday school and Church following weekend events on campus.

The carpet in the main floor excluding the Narthex and church offices was cleaned over the school's spring break week. They also did extra cleaning on the second floor.

A water supply line in a preschool bathroom developed a leak that was repaired. The water did not cause any known damage as the vanity is stainless and there is a floor drain.

A sports field size area was cleared of brush and is now being cut by our lawn care Ministry Action Team (MAT). This area is west of the soccer field.

Volunteers have been found to take over the fertilization of the grass on the sports fields and dragging the dirt infield. Other volunteers help with mowing. We have paid several companies to handle much of this in the past. We thank the volunteers who are anticipated to save the church and school thousands of dollars each year.

The Narthex Tile project is now planned for early summer. This will also include replacing the carpeted stairs in the Narthex with rubber treads. If or when additional funds become available, we would like to also replace the carpet in the first floor hallways as well. It is not known if matching tiles will be available if we wait too long to do this.

We have had a variety of problems with the building doors. All are now functional; however parts are on order for permanent repairs to one. Thank you to Demien Construction for sending a carpenter to assist with this.

Several shade trees have been planted around the playgrounds. A bench will be installed south of the church soon. There are several MATs that do a variety of landscaping work around campus and we are looking for additional volunteers. Please contact me if interested.

The fire alarm system trouble beeper that had been going off regularly has not gone off since we found and replaced some concealed batteries that were original to the building.

Several of the battery operated faucets have expensive and obsolete computers that operate them are failing. We have been replacing them with lower cost, but more reliable manual ones. We have added temperature control in restrooms where preschool children do not regularly use them and mixing valves to control temperature on the first floor.

**Senior Pastor's Report
BOD May 2015**

1. Review of Personnel Policy Manual scheduled for June 1st
2. MLT Strategic Planning scheduled for June 3rd (Review of Job Descriptions)
3. District Convention in Springfield from June 15-17

Strategic Plan & Staffing

How many? What kind?

<u>Average Worship</u>	<u>Clergy FTE</u>	<u>Program Staff FTE</u>	<u>Admin Support FTE</u>
200-399	2.2	1.9	2.3
400-599	2.5	3.0	3.4
600-799	3.0	5.6	3.7

Where are we now? Where should we be? Needs?

Averaging 620 worshippers

Pastors

Senior Job Description:

Primary visionary; Guidance/Direction of all ministries; Oversee daily operation
Worship, Adult Education, Visitation, Global Missions

Associate Job Description:

Communications, Youth Education, Youth Ministry, School Liaison, Local outreach

Shared responsibility: Preaching, Sunday morning teaching, counseling, weddings

Business/Property Manager

Music Director(s)

Office administrator

Possible solutions?

Principal's Report for the BOD

5-19-15

- 1) Contracts for teachers: when will those be done? Have the official salary amounts been communicated with Sue Ebert?
- 2) Do we have an update on insurance quotes?
- 3) We are at 263 or K-8. Again I am anticipating 270-275
- 4) Reminder to all BOD members about Graduation on Thursday. Please be in the Fellowship Hall by 6:45.
- 5) Dismissal is Friday at 11:30am



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To: BOD
From: Anna Brandt
Date: 5/19/15

Immeasurably More / Capital Campaign Reserve

As of 5-15-15:

Current pledge total over the next 3 years is \$ 1,411,000 as pledge by 174 families.

As of 4/30/15 our reserve fund from both campaigns was \$ 232,795 less interest of \$ 32,295 paid to LCEF through the date of the close of the new loan brings our reserve down to \$ 200,500.

Current fiscal year operations vs. Budget

School Revenues are above budget by \$ 88,500 and the expenses are \$ 26,340 over budget for a net \$62,160 above budget operation to date.

Church Revenues are above budget by \$ 38,564 and all church administration, property & maintenance, and other areas of operations are at or below budget at this time.

Our budget for the next 2 months was estimated for a loss of \$ 92,615. During the months of May & June of 2014 we had a combined deficit of \$ 115,649; during the months of May & June of 2013 our deficit was \$ 49,931. The reason for the losses during the months of May and June each year is due to the decrease in tuition revenue during the last 2 months of the school year.