

# **IMMANUEL LUTHERAN CHURCH & SCHOOL**

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## **BOARD OF DIRECTORS**

## **MEETING MINUTES**

**DATE:** October 28, 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  
Matt Peters, Board Member 2015  
Mike Schumacher, Board Member 2015  
Keith Pelster, Business Manager  
Jason Auringer, Senior Pastor  
Kirk Neugebauer, Vicar

**ABSENT:** Kelly Colbert, Board Member 2016  
Kris Schuldt, Board Member 2017  
Allison Dolak, Principal  
Todd Liefer, Associate Pastor

**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 7:07 p.m.

Pastor Auringer led a prayer.

Justin Hurayt made a motion to approve the minutes from the 9/23/14 BOD meeting. Anna Brandt seconded and all approved.

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

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

Keith Pelster gave a business manager update. See attached. Justin Hurayt made a motion to purchase employment practices liability coverage. He amended the motion to purchase a million dollar policy with a ten thousand deductible. Matt Peters seconded the motion and it was approved.

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

Pastor Auringer led the BOD in discussion on pages 7-15 of The Policy Governance Model and the Role of the Board Member. The BOD should read pages 16-22 for the November meeting.

Discussion was had about how to go forward with the policy manual, the consistency of policies and the identification/prioritization of needed policies. The BOD needs to review the policy manual for the November meeting.

Pastor Auringer signed the contract on 10/15/2014 with CFS to go forward with the capital campaign. Discussion was had regarding campaign leaders and going forward.

Discussion was had about the 140<sup>th</sup> anniversary. Dale Bauer said the bell will be here on a wagon.

Becky Pitman motioned to adjourn, Matt Peters seconded the motion and all approved.

Principal's Report 10/27/14

Enrollment at 261 K-4

Trunk or Treat event was a success, thank you PTL

K-8 Teachers will be at a conference in Tan Tar A on November 12-14

Starting food drive for LINC on Monday, November 3

Letters for Accreditation Exemplary process, paperwork due by November 15

Mrs. Brand had her baby on September 24, Jeanne Orf covering her leave, she will be returning at Thanksgiving

Trivia Night Auction is set for February 28, 2015

**October 2014**

**Senior Pastor Report**

**1. Capital Funding Services**

*Karl Galik* will be here tomorrow, October 29

He has told me that for the next 3 months I need to make this campaign  
Priority #1. Up to this point it has not been!

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

What's my role? How about our staff?

*PLI & Inside the Large Congregation*

**3. 9:30 Service... Is it making a difference?**

8 Weekends of Sept/Oct 2013 averaged 578

8 Weekends of Sept/Oct 2014 averaged 624

I think a larger sampling will be necessary... EXPLANATION

**4. How's the vicarage going?**

**5. 140<sup>th</sup> Anniversary Celebration on November 9**

Worship Celebrations at the normal times followed by an afternoon "party"

**6. Hearts & Hope for Uganda Update**

I will be making another trip in February with Matt & Ann Fessler and 12 others

I will be using some Mission funds to pay for my trip

It is my plan to NOT continue to do this

Doing it for now to get this ministry off the ground

**7. Updating the Personnel Policy Manual**

This is needed, but because of #1, it will be taking a backseat!



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**To: BOD Members**  
**From: Keith Pelster**  
**Date: 10/28/2014**

### **LCEF Shared Blessings**

As of September 30, we had 246 of our member participating in LCEF. We need 15 more to reach the \$2,118.17 / month or \$25,418.59 / year level. We need 118 more to reach the highest level of \$3,177 / month or \$38,127 / year. Thank you to those who have signed up.

### **Insurance**

We do not currently have employment practices liability coverage. I have talked to several people that have recommended purchasing this.

### **Electrical Repairs**

The main electrical breaker for the Church and School tripped last week twice. There was damage at the same time as the first event to the Phone server, several emergency lighting fixtures, the water heater and the rear parking lot lights. There were wires that had broken and shorted to ground under a previously undisturbed section of the parking lot. We had to dig into this area (near the light pole across from the main church entrance portico) to repair the damage. Water was found in the conduit. We pulled one of the old wires out and it appears to have been heated to a high temperature over an approximate 20 foot span that melted the plastic insulation.

### **Building and grounds**

Due to the persistence of leaks above the NW corner of the building, we looked above to the side of the raised HVAC parapet. Vacuum testing of the screws on the side of the parapet revealed that they are not air/water tight. The theory is that water running off the flat roof gets behind the wall and runs down the metal beams. We had the screws sealed Monday.

We replaced several exit signs with ones that have additional emergency lighting in the narthex and several hallways.

A new digital mixing board and several new microphones were installed. This sound board has the capability to be remotely controlled via an iPad, which was also purchased.

Trees were purchased and planted along the entrance drive and the North side of the building by volunteers this weekend.

The new fellowship hall chairs arrived last Thursday.

### **Storage**

Storage remains available but is limited. Storage should be considered as an integral part of our overall strategic planning. There is some forecasting involved with projecting future needs, and consideration of where future construction will be. We have been considering some combinations of five possible ways of increasing available space.

1. Building a storage building.
2. Using the space behind future balcony stadium seating for storage.
3. Optimizing existing areas by repacking and installing additional shelving. (in process)
4. A possible donated construction trailer.
5. Offsite options

There is a need for ongoing oversight to ensure that right items are stored. The goal is to balance the costs of storage to the future need for the items being stored. This way we hope to avoid disposing of expensive items that will be needed again, without storing unneeded items or rarely used, inexpensive bulky items.

### **Ongoing Building Improvement Projects**

1. Finishing the balcony to add stadium seating and music performance space. We also hope to gain usable space for a storage and possibly an office or meeting area under and behind the stadium seating area.
2. Improvements to the sound system in the church. The system sounds dramatically different in the balcony, in front of the balcony and under the balcony. Additions and upgrades of speakers and control equipment would improve the sound quality, especially in and under the balcony. Relocation of the audio visual control station to the main floor would also be helpful as the person running the board should be able to hear what the majority of the congregation are hearing to make proper adjustments. The new sound board is the first step in this project.
3. Replacement of the carpeting in the narthex, narthex to balcony stairway and some first floor hallways with porcelain tile or stone flooring.



**To: BOD**  
**From: Anna Brandt, Treasurer**  
**Date: 10/28/14**

**Mortgage Payments:**

The Quarterly Contribution statements were processed in October along with a letter. Those not picked up by members were mailed on Monday, October 27, 2014. My intention with the letter is to keep the congregation informed of our debt.

**Church & School Operations:**

School revenues continue to be above our budgeted revenues which lends to the overall profit to our operations as of September 30, 2014. No "3<sup>rd</sup> Party revenues and expenses" were recorded in September 2014.

Church revenues continue to cover operational expenses. Contributions to cover the mortgage payment continue to be short.

**Dedicated Funds:**

Capital Reserve Fund had an increase due to the donation by a non-member that discussed with Pastor his wishes for building improvements/or other needs of the church. His request was for the funds to not be put into general operating revenue.

**Capital Improvements:**

The new fellowship chairs are in. Total costs was \$ 8,500 [Partial payment of \$ 4,500 by an anonymous donor; \$ 1,300 by the Ladies Aid and the balance of \$ 2,700 will be paid from Thrivent Funds]