

# **IMMANUEL LUTHERAN CHURCH & SCHOOL**

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## **BOARD OF DIRECTORS**

## **MEETING MINUTES**

**DATE:** December 16, 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  
Kelly Colbert, Board Member 2016  
Kris Schuldt, Board Member 2017  
Todd Liefer, Associate Pastor

**ABSENT:** Allison Dolak, Principal  
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 7:06 p.m.

Pastor Liefer led a prayer.

Anna Brandt made a motion to approve the minutes from the 11/18/14 BOD meeting. Sharon Blaylock seconded and all approved.

Pastor Auringer gave an update on the church. See attached. An update on the capital campaign was given. Kris Schuldt made a motion to set a capital campaign target of \$1.5 million with \$1.3 million of this set for the mortgage and the remainder to go towards capital improvements. Mike Schumacher seconded and all approved.

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

Kirk Neugebauer needs to do an evangelism project for the seminary.

Tammy Brenningmeyer's update on the school is attached.

Keith Pelster gave a business manager update. See attached. He handed out a proposed Anti-Harassment Policy to be reviewed before next month and approved at the January BOD meeting.

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

Pastor Auringer led the BOD in discussion on pages 22-30 of The Policy Governance Model and the Role of the Board Member. The BOD should read pages 30-37 for the January meeting.

Mike Schumacher will follow up about the policy based governance consultant and get back with the BOD.

The MLT will present a clarification of the vision of Immanuel at the January Voter's Meeting.

Discussion was had on the agenda for the January Voter's Meeting.

Discussion was had on setting the tuition rate.

Discussion was had on putting something up to signify and give recognition to the Menscher Family for donating the land that Immanuel is on.

The BOD would like to thank Tammy Brenningmeyer for stepping into the principal position while Allison Dolak was out on maternity leave.

Mike Schumacher motioned to adjourn, Matt Peters seconded the motion and all approved.

The Executive Committee met for a closed session at 9:22pm.

## **December 16, 2015 Principal's Report**

1. Advent services are going very well. We have had full participation at both the 1-4 grade service and PreK-K service. Wednesday night will feature Alleluia Ringers, Concert Choir, and Concert Band.
2. Open house for preschool-8<sup>th</sup> grade is set for Sunday, January 25 from 1-3. This was advertised in the recent Ad Pages flier as well.
3. Registration for the 2015-2016 school year will be Thursday, January 29 for current families and Friday, January 30 for the public. These dates were also advertised in the Ad Pages.
4. Allison returns on January 5, 2015 from maternity leave.



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

**To: BOD**  
**From: Anna Brandt, Treasurer**  
**Date: 12/16/14**

**Mortgage Payments:**

Nothing has changed as of November's month end as we are short funded by \$ 22,340. Last year in December we were able to cover that month's interest payment and get caught up, so my prayer is that we repeat history. Decembers contributions to uplifting to date are \$ 21,603

**Church & School Operations:**

School revenues continue to be ahead of budget and expenses YTD are slightly under budget. The school has spent \$ 23,540 from 3<sup>rd</sup> Party Funding on the new reading program for grades K-6.

Church general operating revenues are up 10% above budget and expenses are slightly below budget mostly due to utilities not sky rocketing like last year due to the early cold snap.

**Dedicated Funds:**

The new chairs in the fellowship hall have now been paid for, with funds from an annoyomous donor, the ladies aid and Thrivent funds. All other dedicated funds have remained stable.



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**To: BOD Members**

**From: Keith Pelster**

**Date: 12/16/2014**

### **LCEF Shared Blessings**

As of November 30, we had 274 of our member participating in LCEF. We were able to achieve the \$2,118.17 / month or \$25,418.59 / year level. We need 104 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. Sharron Blalock and I met and drafted improvements to and additions to the policies we had in this area. The proposed policies are attached.

### **Building and grounds**

The hole dug in the parking lot to fix the lights has been patched.

We replaced 2 more problematic faucets in the Pre-School. Mixing valves were re-installed to make the faucets produce always warm water.

Several more non-working light fixtures have been repaired or replaced.

The right (from outside) Narthex vestibule door floor latch had been falling down soon after a key is used in it. It has been repaired. The original installer had told us they had ordered parts to repair it. When the parts came in, they told us they were going to have to replace all the parts in the door and that the cost would be \$2,500 plus labor. We cancelled that and called another company, whose technician incorrectly thought they he it fixed several times. Following calls to the manufacturer, we determined that the locking pin on the door frame had been installed the wrong direction. After we turned it, the door worked.

Gateway Janitorial Services was contracted to provide 8 hours of janitorial work each Saturday, beginning Saturday 12/6/14. Their objective will be keeping the areas used for church and Sunday school in better condition. This will be a supplement to our staff janitors. Gateway was able to make excellent progress on the bathrooms, narthex and halls during their first day.

### **Cash Handling**

In response to last month's BOD discussions, cash handling procedures have been strengthened. The new procedures ensure that offering funds kept secure in tamperproof sealed bags when not in the presence of at least two worship or finance MAT members.



**December 2014**  
**Senior Pastor Report**

**1. Immeasurably More**

**Leadership Team**

<b>Prayer Directors:</b>	Barb & Vern Boehme
<b>Campaign Directors:</b>	Grace Ann & E. David Dolak
<b>Campaign Coordinator:</b>	Elaine Kumm
<b>Communications Director:</b>	David Dolak
<b>Follow Up Director:</b>	Keith Pelster
<b>Inform Director:</b>	Todd Liefer
<b>RSVP Director:</b>	Amy Schuldt
<b>Initial Gifts Directors:</b>	Sharron & Les Blalock
<b>Impact Gift Directors:</b>	Rod Kumm & Jason Auringer
<b>Commitment Celebration Directors:</b>	Kelly Colbert & Jennifer Ritter
<b>Children &amp; Youth Director:</b>	Kirk Neugebauer
<b>School Emphasis Director:</b>	Christina Boehme

**Campaign Goal...**

**Campaign Purpose...**

**Campaign Schedule... Roll out beginning January 11 & complete by April 12**

**2. New Contemporary Worship Leader Mike Schlipp has agreed... He begins January 1**

**3. REMINDER: Vision & Goals... What are they?**

I will be presenting my vision – particularly regarding staff – at our January meeting.  
I have some ideas about the use of these funds...

**4. "Visitor" Gift... We received another substantial undesignated gift...**

**5. Christmas!**

3:00, 5:00, & 7:00 PM Christmas Eve  
9:30 AM Christmas Day

**6. I will be on vacation from Monday, December 29 – Friday, January 2**



# Associate Pastor's Report

December 2014

## The Global Leadership Summit

BOD Members: Please mark your calendar for **August 6-7, 2015 (Thursday & Friday)**. We want all of our BOD members to attend the Global Leadership Summit at Immanuel on those dates! This will be a huge event!

## LINC

The food drive for LINC (Love in the Name of Christ) was huge! LINC told us this was the largest donation of items they have ever received from a single organization. Plus, we were able to pass along \$6,000 in donations from the Immanuel community ... which was the largest monetary donation LINC has ever received from a single source. God is good.

We want to continue fostering a relationship between LINC and Immanuel ... possibly doing other collections or assist with volunteer opportunities in the near future.

## Sunday School

The Sunday School Christmas Program was resurrected this year ... and had a great turnout. A big thanks to the parents/volunteers who made this happen!

## Outreach / Marketing

We will be doing another large **postcard mailer** in early January, which will coincide with both the Capital Campaign and the expansion of the 11:00 service. (Reach is estimated 10,000 homes.)

## Youth

The Butter Braid fundraiser raised **\$2,332.00**

The "Holiday Pancake Breakfast" is this **Sunday, December 21, 9:00-11:00am**.

## VBS

Scheduled for **June 8-12, 2015**