

IMMANUEL LUTHERAN CHURCH & SCHOOL

BOARD OF DIRECTORS

MEETING MINUTES

DATE: June 23, 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
Matt Peters, Board Member 2015
Mike Schumacher, Board Member 2015
Kelly Colbert, Board Member 2016
Kirk Neugebauer, Vicar

GUEST: John Wadell, Upcoming Board Member
Roger Huslage, Upcoming Board Member

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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 7:03 p.m.

Pastor Auringer led a prayer.

The BOD adopted the consent agenda for its meetings. It includes Pastor Auringer, Allison Dolak, Vicar Kirk, and Keith Pelster's reports and the minutes from the 5/19/15 BOD meeting.

Congregation Health Dashboard discussed.

BOD communication was discussed and a new BOD list will be distributed. Mike Schumacher made a motion to add a revision to the "150428 Approved ILCSW Board Policies" document. Anna Brandt seconded the motion and all approved.

Anna Brandt gave a financial update. Her report is attached. Anna Brandt made a motion to send a \$5.00 contribution made to Missouri Synod and to add \$2,495 out of our mission account to the Missouri Synod District office. Kris Schuldt seconded the motion and all approved. Mike Schumacher made a motion to approve the May Treasurer's Report. Kris Schuldt seconded the motion and all approved.

Discussion was had on suggested Executive Committee changes. More discussion will be had at the BOD August retreat.

Campus security will be discussed during the BOD August retreat.

Abby Forgunson has agreed to continue as Immanuel's LHS Board of Directors Representative.

The 2015/2016 BOD Calendar and determination of meeting dates was discussed. Kris Schuldt is checking on possible locations for the August retreat.

The BOD needs to do the self-assessment document and bring it to the next meeting.

The July BOD will be the 21st.

Justin Hurayt was asking about the condition of the fields and the baseball infield. Keith Pelster will be dragging the infield but has not had a chance with the rain. A volunteer is doing the application of needed weed and feed on the fields.

Thank you so much to Dave Liefer, Mike Schumacher and Matt Peters for their service to the Board and to Immanuel.

Matt Peters made a motion to adjourn, Mike Schumacher seconded and all approved.

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

1. Review of Personnel Policy Manual scheduled for June 1st

Allison, Keith, and I met one time to review the beginnings of the new document; more meetings to follow, although none are currently scheduled. This is in part due to a more concerted effort on strategic planning.

2. MLT Strategic Planning scheduled for June 3rd (Review of Job Descriptions)

The MLT will have its 3rd meeting on strategic planning, Tuesday, June 24. Much progress is being made, and the target rollout is on schedule for early Fall. There have been fruitful discussions involving both staffing and property improvements.

3. District Convention in Springfield from June 15-17

The new Missouri District President is Lee Hagen. He graduated one year behind me. This is the first time in my ministry when my DP will be younger than me! Lee is a moderate and will make a fine president.

4. Upcoming events

*Using up final vacation days beginning this weekend and running through first of next week
Vacation time the last 2 weeks of July...*

Lutheran Church Mission of Uganda Conference in St. Charles County, August 25-26

Final PLI session in Phoenix from October 5-8

Preaching at 75th Anniversary of First Good Shepherd, Las Vegas, NV on October 18

**Worship Attendance
May & June Yearly Comparison**

	2008	2012	2013	2014	2015
Saturday	I.D.	85	79	90	79
8:00	151	158	193	186	174
9:30	N/A	N/A	N/A	N/A	92
11:00	181	213	266	272	201
Total	332	456	538	548	546

Any thoughts about these figures?

Principal's BOD report for June 23rd meeting

- 1) Enrollment for K-8 should be at 270 by Friday.
- 2) Looking forward: Alissa Naumann has accepted the 2nd grade position. Charissa Brown has accepted the 4th grade position. Anna Kasper has accepted the 4 year old position that Mrs. Brown did teach. Taylor Johnson is taking over Robin Fletcher's class (retired).
- 3) Installation/Staff dedication is scheduled for August 9th at the 11am service.
- 4) Looking forward, in the next few years. While the school COULD HOLD 360 (that would be 20 per class per double level), that would be too full. A reasonable amount in each class would be an average of 17 students per double class. This would mean that a really healthy school would be anywhere from 300-310 students. It is very exciting to think that we are almost there! I learned in my conference that we are in the top 10% in the nation for population in a Lutheran School. This means that we are witnessing to that many students and their families every day. Our current ratio including all school staff to students is 16:1
- 5) Our School year theme will be "LEAD" based on Psalm 25:5
- 6) I will be taking vacation on July 20th-23rd



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To: BOD
From: Keith Pelster
Date: 06/23/2015

LCEF Rebate

LCEF increased the number requirements to reflect the increase in membership numbers that we reported to the LCMS. As a result, we now need 16 additional investors to make the highest tier. Achieving this number will generate a loan rebate of nearly \$50,000 that will continue each year that we can maintain 35% congregational participation.

Facility Maintenance and Project Update

Tile has been ordered with an expected July 7 delivery date for the Narthex and continuing down both main hallways from the narthex. Paint has been purchased for the narthex. This project will be done in sections that can be started Monday and walkable by Saturday's service. The project area is 4,340 square feet, the expected project cost is \$28,700. We have \$11,465 in a dedicated fund for flooring and chairs. There will also be some work done to seal the cracks and level where the concrete slab under the floor has settled.

Single piece rubber stair treads have been selected for the main stairway to replace the carpeted stairs. This should fix the repeated problem of the rubber edge piece working loose on the stairway.

The summer janitorial projects of waxing all the classroom floors, repainting and touching up numerous areas in classrooms, hallways and the gym are under way.

An outdoor light fixture was reinstalled after being knocked off the gym.

The facility rental contract has been adjusted to add a cancellation penalty of 20% with more than two weeks' notice and 50% with less than two weeks' notice.

There are several areas needing attention that are higher than can be done with a ladder- changing the bulb in the back wall sanctuary projector, hanging banners and clocks in the gym, changing light bulbs in the sanctuary and gym. We are trying to coordinate these into one day and rent a lift to accomplish them.

There are 2 areas of the parking lot that will be torn out and replaced. The drive lane near the entrance and near where the sidewalk juts out near the covered drop off lane. The cost of the project would be approximately \$10,000 with \$7,785 paid out of the parking lot dedicated fund.

Staffing

Mr. Williams, the 2nd floor custodian is retiring this August. We intend to change the hours of this position from during the day to evening, with Mr. Schroeder remaining on days and taking over the during school 2nd floor and lunch commitments.

A candidate is in the reference and background check stage for a part time church secretary position to add Friday coverage. We expect to announce this soon.



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To: BOD
From: Anna Brandt
Date: 6/23/15

Immeasurably More / Capital Campaign Reserve

As of 5-15-15:

Current pledge total over the next 3 years is \$ 1,420,506 as pledge by 176 families.

As of 5/31/15 our reserve fund from both campaigns was \$ 257,250. On June 15th our first loan payment was made for \$ 34,766 reducing the reserve balance to \$ 222,484

Recap of Contributors to IM Pledge thru May 31, 2015 [2 months into the campaign]

Type of Pledger	No# of Pledgers	Met Pledge	%
Monthly Pledgers	79	59	75%
Weekly Pledgers	53	26	49%
Annual Pledgers	28	8	29%
Full Amt Pledgers	19	9	47%

We are into this campaign by 2 months and these percentages for the Monthly and Weekly are somewhat discouraging.

Capital Reserve Funds

- A) Capital Reserve Funds
 - Balcony Remodel \$ 14,832 [\$ 12,000 Sale of Organ]
 - Flooring \$ 11,465 [\$ 11,000 donation from a non-member]

ESTIMATED COST OF NEW FLOORING \$ 29,350 not including all hallways

Parking Lot Fund \$ 12,285

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BOD Limitations

While the BOD has wide ranging responsibility and authority to give direction to the ministry of the congregation, **it shall not:**

ii. Deviate substantially (more than 5%) from the congregation-approved budget.

5% Deviation	Church Budgeted Expenses	Excludes School & Mortgage Exp
\$ 18,427	Church Ministry	
\$ 13,568	Properties & Main	
\$ 4,814	Finance	
\$ 1,625	Lutheran High	
\$ 604	Other	
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\$ 39,038		

iii. Undertake capital expenditures of any amount greater than 5% of the previous year's unrestricted revenue.

- **Deviate more than 5% of the previous years unrestricted revenue**
[778,726* 5% = 38,936]

Current fiscal year operations vs. Budget

Current Y-T-D Profit as of May 31, 2015	\$ 152,125
Less: Budgeted Loss in June	(77,467)
Less: Accrued Capital Repairs Parking Lot	(4,500)
Less: Accrued Flooring Exp	<u>(30,000)</u>
Estimated Adjusted Income	\$ 40,158

Vicar Kirk BOD Report

June 23, 2015

Currently Working On

- Seminary Vicarage Reports
- Help with Global Leadership Summit
- Calling visitors
- Vicarage officially ends on August 23
- Visiting LINC to drop off Toys from VBS, hang out with kids
- Pastor Liefer dominated in Laser Tag last week (Auction item)