

IMMANUEL LUTHERAN CHURCH & SCHOOL

BOARD OF DIRECTORS

MEETING MINUTES

DATE: July 19, 2016

BY: Brandon Charter, Secretary 2018

PRESENT: Rich Craven, Board Member 2019
Jim Sandvick, Board Member 2019
Sharron Blalock, Board Member 2017
Justin Hurayt, Board Member 2017
Maureen Kuhlmann, Treasurer 2019
John Waddell, Vice Chairman 2018
Roger Huslage, Board Member 2018
Kris Schuldt, Chairman 2017
Anna Brandt, Business Manager

ABSENT: Jason Auringer, Senior Pastor
Allison Dolak, Principal

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 7:34 p.m.

Note – Pastor Auringer and Allison Dolak were absent due to their attendance at the National Youth Gathering.

Kris Schuldt led the prayer and devotion.

The BOD held elections were conducted during the July Board meeting per the newly revised constitution directions. Chairperson: Kris Schuldt, Vice-Chairperson: John Waddell, Secretary: Brandon Charter.

Anna Brandt presented a housing allowance for Troy Miller. John Wadell made a motion to accept the allowance. Sharron Blalock seconded the motion and all approved.

The BOD received an inquiry regarding South Linn Cemetery. Immanuel Lutheran Church of Wentzville is not involved in the operation of the cemetery and therefore has no records on file in our

office. Should anyone need any help in this matter please contact Dale Herzberg [\(636\) 463-1106](tel:6364631106) or Greg Theilmann [\(636\) 358-6948](tel:6363586948).

The Business Manager's and Treasurer's reports passed by consent agenda. Both reports are attached.

John Wadell provided an update on the Associate Pastor call committee. The committee met with a synod representative on Tuesday night. They received the Executive summary and results from the surveys. The next step is for the committee to meet and write a Ministry description for the proposed candidates.

An agenda for the BOD retreat to be held at John Waddell's home in August was reviewed.

Sharron Blalock presented a draft "performance review document" for BOD's use in review of Senior Pastor. Further discussion will occur at the retreat in August.

New BOD members were given *Carver's Policy Governance Guide* booklet which will be reviewed during the BOD retreat in August.

Kris Schuldt informed the BOD of the upcoming first aid training for Ushers and Usher Captains.

John Waddell made a motion to extend the meeting by another 15 minutes. Roger Huslage seconded and all approved.

The BOD did their self-review.

John Waddell made a motion to adjourn. Sharron Blalock seconded and all approved.



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

To: BOD
From: Anna Brandt, Business Manager
Date: 7/19/16

The following projects are currently keeping me busy:

1. All the classroom and furniture are being scrubbed top to bottom and floors waxed in preparation for 16/17 school year by the janitorial staff. They are on schedule and the completed classrooms look great.
2. Replacement of flooring in (3) Pre-school classrooms is complete. School hallways on the first floor are scheduled to be completed by 7-31-16 [removal of carpeting].
3. Electrical issues and fire alarm issues are being addressed in the All-purpose Building
4. Copier lease and telephone system are both being reviewed.
5. Fencing slats have been installed on the fencing around the septic tank. Thank you to the volunteers who assisted me in saving \$ 680 in labor.
6. Parking Lot needs repairs first and then re-sealing and striping. Currently in the bidding stage so this will not be completed for a couple of months.
7. Ball field and Soccer field to be worked on with the help of Justin Hurayt and Eric Pitman along with direction from a professional.
8. Landscaping MAT is working hard to keep the weeds out of the beds. Currently in the bidding stage for the tear out and replacement of bushes damaged with salt last year and distribution of mulch in all the beds. Salt cannot be used in or around bushes otherwise we will be replacing bushes yearly. Please do not trim any bushes or trees without prior discussion with the entire MAT team and myself.
9. Grass cutting MAT has had a busy time trying to get the grass cutting done in between the recent rains.

Capital Reserve Funds and Property Improvements

Capital Reserve Funds

- | | | |
|-----------------------|-----------|--|
| a) Balcony Remodel | \$ 11,138 | Balance of fund from prior year |
| b) Building Expansion | \$ 80,000 | 80% of current year surplus of funds as discussed at May voters meeting. |
| c) Flooring | \$ 10,556 | Will be exhausted when flooring project is completed |
| d) Special Donation | \$ 50,000 | 2 yrs of special donations by member not to be put in "General Fund." |

Property Improvements / Repairs:

- Landscaping \$ 5,273 Will be exhausted when landscaping project is completed
- General PI (**) \$ 58,623 [\$20,000 added from current year surplus, [as discussed at May voters meeting] plus unused "Facility use" funds.
- Parking Lot Fund \$ 15,000 Repairs, sealing & striping [bids in excess of 23,000]

(**) Numerous repairs taking place at this time as things were on hold for a period of time.



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

To: BOD
From: Maureen Kuhlmann - Treasurer
Date: 7/19/16

As of July 1, I officially became your new Treasurer. With the help of my very capable mentor, Anna Brandt, I am off and running and very honored to be here.

Immeasurably More / Capital Campaign Reserve

As of June 30, 2016 we added \$155,651 to our "capital campaign reserve fund" to meet our monthly mortgage payments over the next two years. This amount, combined with last year's overage of \$111,144 plus the prior campaign's overage leaves us with a balance of \$410,768 in reserve. (Pursuant to the IM campaign \$200,000 will be used for expansion/capital improvements).

Church and School Ministry

2015/16 General contribution revenues were \$34,031 below budget. It is generally assumed this was caused by the increase in Immeasurably More contributions. July 2016 contributions are starting out much like last year – below budget.

School ministry revenues and expenses were both above budget but their net position was in a positive state. Those funds were allocated toward the building expansion.

Church ministry expenses were well below budget due to staff changes. All overages were put toward building expansion and property improvements.

Church & School net surplus for 2015-2016 Fiscal Year	\$125,575
Less: Capital allocation building expansion	\$(80,000)
Less: Capital allocation property improvements	\$(20,000)
Less: Capital allocation parking Lot improvements	<u>\$(15,000)</u>
Net Surplus	\$ 10,575

OTHER NOTES:

- All Dedicated Funds for both the church and school are funded in savings accounts
- We are 100% current with Lutheran High School St. Charles on our assessments Thank you to a couple of member families that have donated their "Company" matching funds to help meet this financial obligation for the past 3 years.

Fiscal year 2014-2015 our assessment was	\$ 36,600
Fiscal year 2015-2016 our assessment was	\$ 35,438
Fiscal year 2016-2017 our assessment is	\$ 35,008