

**Minutes of Congregation Council Meeting**  
**12/20/22**  
**7:00**

- I. Call to Order 7:00p
  - A. Attendance: Mike Berkheimer, Dean Black, Faye Casciano, Pastor Mark Wimmer, Pastor Cindy Camp, Mike Epperly, Kristin Ervin, Hayden Fermier, Amy Grubb, Nina McNally, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, Bob Stevens
  - B. Excused: Sue Mathieu, Chris Pirrotta
  - C. Chris Pirrotta submitted resignation from council.
  - D. Devotions – Denise Rohrbach.
  
- II. Adoption of previous month’s Meeting Minutes. **Motion:** To approve minutes from the November 2022 monthly council meeting with corrections by Faye Casciano with a second by Kristin Ervin. **APPROVED.**
  
- III. Staff Reports
  - A. Bob Mueller has accepted position of Finance Manager, to start in February. Bob Schuchart will help with his training and transition.
  - B. The Staff Handbook is now completed. Faye Casciano still needs to set up a date to meet with Staff to distribute, review and have Staff sign acceptance of the handbook.
  - C. Karin Kahler notes in her report that she has been struggling with Congregation Members requesting access to rooms that are located between the locked doors during nursery school hours. It has been a longstanding policy that this is not allowed. Pr Wimmer asking council to help advocate this. Nursery School hours are posted on the website.
  - D. Wilbur Kemp will be retiring from his volunteer position of Assistant Treasurer processing LCHS Staff Payroll. He has held this position for 40 years. Mike Epperly suggested that as Council we should recognize his contributions and years of service.
  
- IV. Finance
  - A. NOVEMBER 2022 Report
    1. OPERATING INCOME IN NOVEMBER = \$66,667 which is \$11.5K higher than November budget.
      - a) Operating Pledged Income in November = \$1.8K lower than November budget
      - b) Operating Unpledged Income in November = \$15.5K higher than November budget
      - c) Loose plate and non-member contributions in November = \$0.5K lower than November budget.
    2. OPERATING INCOME YTD = \$732,783, which is \$12.0K higher than YTD budget.
      - a) Operating pledged income YTD = \$3.3K lower than YTD budget

- b) Operating Unpledged Income YTD = \$19.7K higher than YTD budget
  - c) Loose plate and non-member contributions YTD = \$1.3K lower than YTD budget
  - d) Thrivent Income YTD = \$3.3K lower than expected.
3. OPERATING EXPENSES IN NOVEMBER = \$77,935, which is \$12.6K higher than November budget.
    - a) Total People: Salaries over budget due to unbudgeted salaries for Interim Senior Pastor Mark Wimmer and Associate Interim Pastor Cindy Camp, with an offset due to open Finance Manager position and retirement of Pastor Ric.
    - b) Resources for Ministry: \$8.5K over budget due to expense timing differences between October and November in Building Maintenance account (over \$4.6K).
  4. OPERATING EXPENSES YTD = \$771,951, which is \$9.5K lower than YTD budget.
    - c) Total People YTD = \$550,672 which is \$22.4K lower than YTD budget.
    - d) Resources of Ministry YTD = \$23.0K over YTD budget, mainly due to four higher expenses – Paper \$1,4K, Technology \$5.5K, Electric \$1.0K, and Service Contracts \$23.5K.
    - e) Building Maintenance under budget YTD by \$9.1K.
  5. Accrual reversals of \$2,750 occurred in November.
  6. NET INCOME IN NOVEMBER was deficit of \$11,268 which is \$1.1K higher than expected Net Income deficit bringing YTD Net Income to a deficit of \$39,168 which is \$21.5K lower than YTD budget deficit of \$60,673.
  7. OPERATING CASH BALANCE decreased from \$105,139 on 10/31/22 to \$96,621 on 11/30/22.
  8. SPIRIT LED / SPIRIT ALIVE CAMPAIGN - Account cash balance is \$226,852. November donations = \$13,231 and \$1,877 transfer from Memorials. November expenses were: retainage balance of \$10,000 to Arthur Funk & Sons on Building Project and for 1/3 cost of handicap ramp concrete rework to Arthur Funk & Sons (\$891). The project is now 100% complete with payouts.
  9. BUILDING PROJECT LOAN - Balance on Mission Investment Fund Building Project Loan at end of November= \$704,744. Eight monthly payments of \$3,754 have been made towards Principal/Interest. Year end total will be \$33,786. Plan to reduce outstanding Principal loan balance utilizing donations through year end 2022 and early January 2023 to SPIRIT LED / SPIRIT ALIVE CAMPAIGN, which will then establish a new monthly payment of Principal / Interest starting in February 2023.
  10. LOWER LEVEL RENOVATION PROJECT – Account cash balance is \$62,333. No November donations received. No November expenses.
    - a) Discussion: The bill for Arthur Funk & Sons of \$84,462.80 has been paid even though the account only had \$62.3K in cash. However LCHS will be receiving \$12,702.54 balance from Margaret Legenhausen’s estate, and \$20K in donations for the cabinets is pending. There is an anticipated \$11.6K in change order items to come, which will be funded with the Building Maintenance account or

the Building Fund. The bottom line is that the project will be fully funded and the goal is to close out the account by the end of 2022.

11. BUILDING FUND – November month end balance was \$12,444. Donations = \$2,084. No November expenses.

a) Discussion: There will be an expense to replace the heat pump in Room 116 (estimate \$4K). Additional expenses incurred in December 2022 include replacement of HVAC system in Room 110 (\$4K) and expense to install the two new replacement Lower Level vestibule heaters (\$2.6K).

B. Resolution from Finance Committee: Finance committee recommends execution of a new 2023 contract with payroll company, NCR (currently in merger process becoming Isolved Inc.) before year end 2022 at an annual 2023 additional cost of \$3,942. This payroll company will continue to perform LCHS payroll related requirements such as payroll checks, W-2's and starting in 2023 will handle all tax report fillings plus provide month end reports for journal entry into General Ledger. New 2023 contract will be executed by Finance Manager – Robert M. Mueller. This payroll company additional 2023 contract cost of \$3,942 will be included in the 2023 LCHS Annual Budget as Professional Services expense item. **Motion:** from Mike Epperly on behalf of Finance Committee to approve the 2023 contract described above. Second by Bob Stevens. **APPROVED.**

#### V. Lower Level Building Project Update

A. LULA now has key and useable. It will remain locked during Nursery School hours. Karin Kahler is in possession of the key.

#### VI. Mission Team Reports

- A. **Motion:** To designate the Senior Pastor as the File Caretaker by Faye Casciano on behalf of Staff Support. Second by Amy Grubb. **APPROVED.**
- B. Staff Support arranged for a holiday brunch for Staff which was enjoyed and appreciated.
- C. Pr Tami Reichley reports that the Blue Christmas service was well attended and well received. Communion was offered in the traditional manner, and with individual prepared cups at seats. Pr Tami reports that about 98% of attendees came forward to receive. Worship Mission Team and Staff are hoping to resume Communion by distribution before end of January.

#### VII. Old Business

- A. An update of the Call Committee process was presented at CFL. Bob Mueller, the Chairperson summarized the steps that have been taken. The members of the Committee have been confirmed and first meeting has been scheduled for January.
- B. The MSP Task force has already started meeting. Jen Day Roth, the Taskforce Leader, expects to have the MSP completed by mid-February.
- C. Still await reimbursement from grant funds for security cameras.

## VIII. New Business

- A. Bob Stevens presented a draft of the 2023 budget with a comparison to the 2022 budget. Revenue estimates are based on the pledges that have been received thus far. Teri Hinderliter emailed the 25 giving units that pledged in 2022 that have not pledged yet. An email was also sent to the Simply Giving members who did not change their giving amount. Typically a follow up phone call is made to those who have not pledged by the Stewardship Chairperson, which is currently vacant.
- B. Confirm council roster for upcoming year:
  - 1. 2 more years in their term: Mike Berkheimer (1st term), Dean Black (1st term), Sue Mathieu (2<sup>nd</sup> term), Denise Rohrbach (2<sup>nd</sup> term)
  - 2. 1 more year in their term: Mike Epperly (1st term), Amy Grubb (1st term), Nina McNally (2<sup>nd</sup> term), Mark Stanziola (2<sup>nd</sup> term), Hayden Fermier (2<sup>nd</sup> term of 1 year as Youth Representative).
  - 3. End of 1st term : Faye Casciano, Kristin Ervin, Chris Pirrotta (resigned)
  - 4. End of 2nd term: Bob Stevens (ineligible to continue)
- C. Executive Committee will meet to read the constitution regarding the correct process for nominating new council members and provide recommendations.
- D. Executive Committee will meet to also determine a date for the Staff / Council Retreat.
- E. **Motion:** To approve a Widow's Might sale of leftover merchandise from the Tanzania Mission Trip. This will be set up on January 22, 2023, in the Narthex. Motion by Dean Black. 2nd by Pastor Tami Reichley. **APPROVED.**

## IX. Next Meeting

- A. Next Council Meeting will be January 17, 2023 at 7:00 PM.
- B. Executive Committee to meet prior to next Council meeting.
- C. Annual Congregational Meeting will be held February 5, 2023.
- D. Assignment of devotions to Bob Stevens.

- X. Adjourned at 8:17 pm with prayer by Pr Tami Reichley.