

**Immanuel Lutheran Church
Executive Committee Meeting Minutes
August 7, 2012**

Attendees: John Urbanski, Brian Nichols, Rick Harrison, Pastor Susan Weaver, Pastor Paul Nelson, Karen Travis, Lee Prinkkila. Guest: Deb Garvey

John called the meeting to order at 6 p.m.

Devotion: "Interview with God" (available online)

Motions:

Motion made	Made by	Second	Outcome of vote
Motioned to approve minutes from June	Brian N.	Lee P.	Motion carried
Motioned to sign the revised letter of intent for Redeemer (August 14, 2012)	Lee P.	Brian N.	Motion carried
Motioned to use money from the property improvement fund of up to \$4,485.81 to purchase computer equipment for Immanuel staff (August 14, 2012).	Lee P.	Karen T.	Motion carried
Motioned to approve use of the landscaping funds \$522.49 (August 14, 2012)	Rick H.	Brian N.	Motion carried

Action Items Assigned:

Action items	Assigned to	Target date	Status
Get further clarification of outstanding questions with regard to the letter of intent for Redeemer.	John U.	TBD	Complete
Get a copy of Immanuel's facility use policy	John U.	TBD	Complete

Other Business

Letter of Intent for Redeemer

- Redeemer is building housing for seminary students. They are trying to get a construction loan to get the funds they need. The lender is willing to give the loan, but wants some indication that there is someone else standing with Redeemer, so Pastor Paul has drafted a letter of intent (not a guarantee) for the lending institution.
- The group reviewed and discussed the letter. A suggestion was made to be more specific about our intended contribution to Redeemer. The letter does not name a time and is clearly intent, not a promise.
- The group agreed it is consistent with the objectives of the capital campaign.

- Next steps:
 - Need more information (e.g., total cost of the project, Redeemer’s financial position, whether other churches are involved, who the letter should be addressed to).
 - Run the letter by an attorney.
 - Gain better understanding of whether this letter will be sufficient for the lender.
 - John to call Pastor Kelly at Redeemer.

Visioning Process (working with the Isaiah Project)

- Had a training session last night with some of those who will be doing the interviews, which will take place in September.
- On October 17, October 24, November 7, and November 14, there will be sessions to share interview results and ministry goals coming out of these sessions as we continue to formulate a plan for the Annual Meeting.

Custodial Staff

- Bill has been sending out updates, and suggests we meet soon to look at the budget and form an interview committee.
- There are four applicants (two individuals and two from firms).
- Brian and Pastor Susan are willing to be involved in interviewing. Jerry Figg and Kevin Johnson will also be invited to participate.
- The group discussed the advantages of having someone on staff vs. an outsourced resource, suggesting we include questions for agencies to help address concerns (e.g., flexibility, consistency).
- Once interviews are done, the interview committee will submit recommendations to Bill.
- There will be a reception honoring Jim on August 19. Starting this Sunday and on August 19 there will be opportunities for people to write personal notes thanking Jim for his service.

Policy on Room Requests

- Groups often come to the office and talk with MaryKay about using the space. In the past, we’ve chosen to evaluate these requests on a case-by-case basis.
- Chorus Polaris (choir group) has asked to use a room for an event at which they will be selling tickets December 7-8. This may conflict with the Smorgasbord. Need to find out when is scheduled to take place.
- The group discussed whether certain criteria is needed to help us make decisions about using our facilities. In previous discussions we decided that as long as it’s a good cause we should make our space available. There was also general agreement that groups should provide compensation to cover our costs, and that any fees charged should benefit the non-profit and not an individual.
- Discussed the process and paperwork involved in room requests—John to check with Terry to get a copy of the facility use policy.

Benefit for Children’s Hospital

- The Figg family has asked Immanuel’s permission to publicize, gather funds and sell tickets at church for a fundraiser to be held at Turtles in Shakopee, raising funds to sponsor a room at Children’s Hospital in honor of Jessica Figg. This event will also be featured in the bulletin.

Reports:

Secretary’s Report – Karen Travis

- June meeting notes were approved.

Treasurer’s Report – Brian Nichols

- We are currently 20% over on giving for July.

- Expenses continue to be less than plan. As programming efforts pick up, expenses will likely start to get closer to plan.
- Building fund is consistently \$5,000-\$6,000 more than the mortgage payment. The Executive Committee recommended making a one-time contribution of \$20,000 now toward the mortgage, and adding \$5,000 to the principal each month.

Financial Secretary's Report – Rick Harrison

- July giving was 13% higher than last year.
- YTD we're at \$50,000, or 9.1% more than 2011.
- Actual giving against budget is nearly \$15,000 more than budget.
- We have now completed 58% of the budget year, with total giving is 56%.
- Attendance is dropping by about 100 parishioners every year. Rules for attending seem to be changing and fewer people attend in the summer, yet giving continues to grow.
- Requested using Rich as a sub for counting. Brian also offered to be a sub.
- Pastor Susan made a suggestion to spend social benevolence money on PROP.

Vice President's Report – Lee Prinkkila

- No report.

Pastor updates:

Pastor Susan

- Starting year two of spiritual direction training in September (second and fourth Thursdays from 7 to 9 a.m.). It's a two-year program, so she's halfway through. Pastor Susan is looking for a spiritual directee to work with over the next year.
- September 20 to October 4, Pastor Susan will be at Celtic Christianity Pilgrimage, led by Pastor Mike Miller. The group will be spending time at holy sites in Scotland and Ireland.
- Pastor Susan hopes to have a formal proposal for sabbatical by the next meeting, and may be absent from senior recognition Sunday through the backpacking event (June-July). She would like to include retreat time, which involves a small charge. There will also be need for two honorariums, and another when Paul is out in August. The group discussed inviting lay people to do the assisting minister role.
- Welcome Sunday (formerly Tent Meeting), format will be the same. There will not be a Saturday tent event—standard Saturday worship. Theme will be Prayer.

Pastor Paul

- Not present.

President items:

- John Melchert as properties chair is having some struggles with his ministry and looking for help. Brian Heinzen will be invited to step in to help through the end of the year, when John's term is complete.
- Luther's Way deadline is August 17, 2012.

Next Meeting:

Next Executive Council meeting will be September 4, 2012, at 6:00 p.m.
Meeting adjourned at 7:25 p.m.

Prayerfully submitted,
Karen Travis
Church Council Secretary

Supplemental Executive Council Meeting, August 14, 2012

Letter of Intent letter for Redeemer

- Discussed modifications made to the letter—end of the second paragraph and addition of “while this is not a guarantee...”
- John spoke with two different attorneys today about the issue of a pledge. One said there may be an issue if it’s a bank and they’re relying on it. The other advised a pledge is a pledge and it is not a contract.
- Question raised:
 - How will the money be paid (e.g., lump sum)?
 - Why do we talk about how much money we at Immanuel plan to raise? To demonstrate our financial strength.
 - What is the status of the project? Some of the money has already been spent.
 - Is there any indication the project could cost more than anticipated? The money that was spent was for demolition of the old structure and the foundation for the new one, along with other work.
- Barry understands the money that he is owed will come from Redeemer, not Immanuel.
- Decision was made to sign the letter. Lee motioned to approve the letter and authorize the treasurer to sign it. Brian seconded. Motion carried.

Computer equipment:

- Looking to determine how to pay for investment in new computers from dedicated funds.
- Bill sent information to the executive committee on possible available funds.
- Group discussed funding options, and agreed to authorize money out of the kitchen remodel budget.
- Lee motioned to take money out of the property improvement fund of up to \$4,485.81 to purchase the equipment that’s needed. Will need to plan to replace computer on a regular basis, and build the cost into the budget. Karen seconded. Motion carried.

Custodial facility use:

- When someone comes to the office to look at using the space, the office staff needs a document to refer to that’s definitive.
- The use policy currently in place may need to be updated.
- Will continue to consider this. John and Lee will lead this.

Eagle Project request:

- Spencer Drach looking for an Eagle project, interested in redoing the landscaping by the East entrance (by the music room).
- Previous Eagle projects have been partially funded by the church. There is some money in the property/landscaping fund (approximately \$500).
- The group agreed it’s a good idea, but funding may be an issue. Will need to check to see if any memorial funds have been set aside for landscaping.
- The project involves working with landscaping professionals.
- Rick motioned to approve use of the landscaping funds \$522.49. Brian seconded. Motion carried.

Income Summary

July Income Analysis Summary

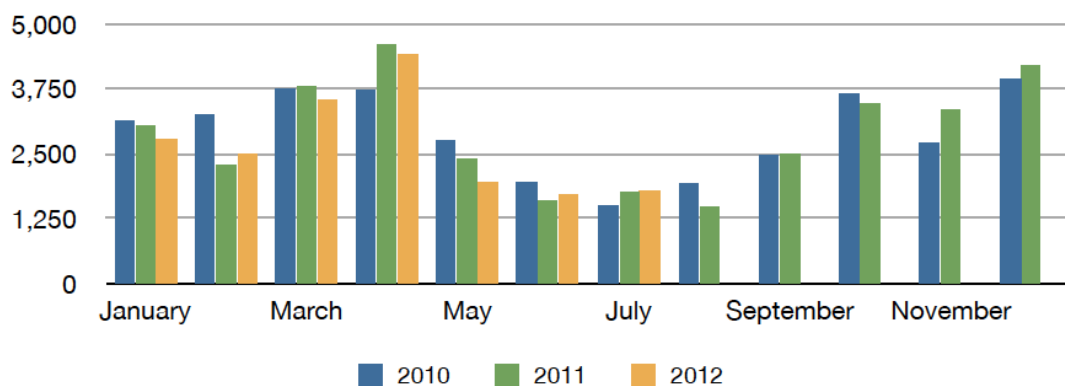
July 2012 giving was more than July 2011 and more than July 2012 budget.

- Actual giving 2012 vs 2011:
 - July giving: \$9,878 (13.2%) more than 2011 (\$84,562 vs \$74,684)
 - YTD giving: \$50,127 (9.1%) more than 2011 (\$602,223 vs \$552,096)
- Actual giving vs budget:
 - July: \$14,596 (20.9%) more than budget (\$84,562 vs \$69,966)
 - YTD: \$45,499 (8.2%) more than budget (\$602,223 vs \$556,724)
- Completed 58% of 2012 budget year with total giving at 56% of budget.
- Attendance:
 - Number of Sundays in July: 5 Sundays 2012 and 5 Sundays 2011.
 - Number of Sundays YTD: 31 Sundays 2012 and 31 Sundays 2011.

Immanuel Attendance: 2011 vs. 2012

Date	2010	2011	2012	2012 Cum	Variance	Cum Variance
January	3,151	3,054	2,784	2,784	(270)	(270)
February	3,254	2,300	2,502	5,286	202	(68)
March	3,764	3,793	3,553	8,839	(240)	(308)
April	3,722	4,616	4,415	13,254	(201)	(509)
May	2,757	2,417	1,948	15,202	(469)	(978)
June	1,957	1,595	1,724	16,926	129	(849)
July	1,505	1,772	1,782	18,708	10	(839)
YTD Avg	2,873	2,792	2,673			

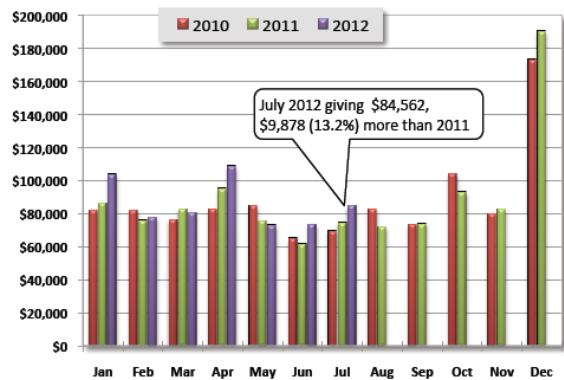
Immanuel Lutheran 3 Year Attendance Comparison



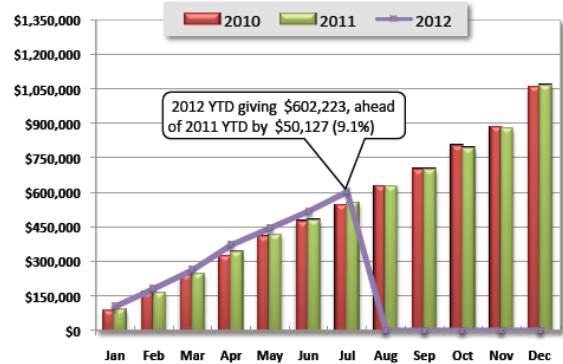
Income Report

Immanuel Lutheran Church Income Report for June July 2012

Monthly Giving						
Month	2009	2010	2011	2012	Var \$	Var %
January	69,088	81,681	86,230	103,744	17,514	20.3%
February	62,631	81,946	76,078	78,018	1,940	2.5%
March	102,801	76,533	83,025	80,694	(2,331)	-2.8%
April	96,532	82,488	94,959	108,798	13,839	14.6%
May	77,469	84,582	75,593	73,058	(2,535)	-3.4%
June	65,109	65,110	61,527	73,349	11,822	19.2%
July	62,889	69,531	74,684	84,562	9,878	13.2%
August	82,315	82,890	72,215			
September	73,270	73,435	73,812			
October	76,167	103,989	92,878			
November	101,925	80,006	82,900			
December	171,577	173,149	190,460			
YTD	1,041,772	1,055,340	1,064,363	602,223	50,127	9.1%



Cumulative Giving by Month						
Month	2009	2010	2011	2012	Var \$	Var %
January	69,088	81,681	86,230	103,744	17,514	20.3%
February	131,718	163,627	162,308	181,762	19,453	12.0%
March	234,520	240,160	245,333	262,456	17,122	7.0%
April	331,052	322,648	340,293	371,254	30,961	9.1%
May	408,521	407,230	415,885	444,312	28,427	6.8%
June	473,630	472,340	477,412	517,661	40,249	8.4%
July	536,519	541,871	552,096	602,223	50,127	9.1%
August	618,834	624,761	624,312			
September	692,104	698,196	698,124			
October	768,271	802,185	791,002			
November	870,195	882,191	873,903			
December	1,041,772	1,055,340	1,064,363			



2012 Monthly Budget vs. Actual						
Month	Budget	Actual	Mo Var	Mo %	YTD Var	YTD %
January	81,485	103,744	22,259	27.3%	22,259	27.3%
February	76,681	78,018	1,337	1.7%	23,596	14.9%
March	93,918	80,694	(13,224)	-14.1%	10,372	4.1%
April	92,580	108,798	16,218	17.5%	26,590	7.7%
May	74,121	73,058	(1,063)	-1.4%	25,527	6.1%
June	67,973	73,349	5,376	7.9%	30,903	6.3%
July	69,966	84,562	14,596	20.9%	45,499	8.2%
August	73,948					
September	80,875					
October	96,878					
November	91,309					
December	175,266					
Annual	1,075,000	602,223	-- NA --	-- NA --	(472,777)	56.0%

