



## Executive Committee Meeting Minutes

Date: 5-14-2024	Time: 5:52 P.M.	Location: Fellowship Hall
Attendees: Paul S., Pastor Paul, Connie C., Rick I., Kelly M., Kaye C, Julie M. (Zoom)		
Absent: N/A		
Call To Order: 6:00 p.m.		
Approval of April 2024 Meeting Minutes: Connie made a motion to approve the Executive Council minutes; Rick seconded the motion and all approved. Paul S. made the motion to approve the minutes, all in favor. Minutes approved.		

Action Item	Who	Status	Expected Completion date
Audit Report Review	Connie & Kelly	In progress	May 2024

### Devotions- Opening prayer (Paul S.)

### New Business:

### Revisiting Ministry Priorities: (Pastor Paul)

- Pastor Paul discussed long term Minister needs moving forward at ILC.

### Vote on Updated Columbarium Pricing. (Kelly)

- Current Pricing for columbarium unit is \$1990 double, \$1250 single.
- New unit pricing for the new columbarium is \$2500 for a double, \$1750 for a single.
- There are still two units available in the original columbarium.

**VOTE:** Paul S. motioned to vote for columbarium price increase. Rick I. seconded the motion to approve the price increase. All in favor carried. Motion carried.

### Parking Proposal Kelly M. & Paul S.

- Bombay Pizza Kitchen has approached the church to park their food truck in the parking lot at ILC. Email from the owner asked to park temporarily/short term for a few months. The Executive committee discussed and suggested that he could park through Labor Day.
- Discussed that we may use Bombay Pizza for the tent meeting.

- **VOTE:** The motion was put forward to approve the use of the parking space by Bombay Pizza through Labor Day by Connie C., Kaye C., seconded it. All in favor- passed.

## Financial Matters

(Rick I.)

### Attendance:

- Two first Sundays in April attendance was 50/50 in person and online.
- Weekly total attendance is around the same.
- The monthly total attendance was 2575.
- The attendance is good.

### Income:

- Up a little bit due to a larger donation.
- Envelope giving up 18%.
- Raise the roof \$8600 vs \$7800 from last year.
- Income YTD \$507K.
- Weekly envelope giving is \$27K more this year.
- Raise the Roof is consistent for giving.
- Rick stated that we are doing a good job in ministry 😊.
- A large gift of \$10,000 was given. Rick has suggested that we give that to the general fund. This should be voted on.

**VOTE: Connie C. motioned for shifting from Raise the Roof to general funds per the request of the donor. Pastor Paul seconded the motion. All in favor motion passed.**

## Income

(Connie)

- Overall financial just short of \$3K.
- Giving has been strong.
- Generous gift of \$30K by a member.
- Spending is around \$110,000 per month.
- YTD, expenses \$65k greater, due to insurance being paid all at once.
- Office supplies are over budget, but Kelly is watching closely.
- Musician position- there has been an offer given out and we are waiting for a response.
- Raise the Roof giving went down from previous month.

## Staff Update (Kelly)

- Kelly & Kirsten Stenoien are finalizing ledger corrections for 2022 & 2023.
- Most errors were due to the use of incorrect funds and discrepancies in payroll liabilities. All has been cleared up.
- Final difference in cash between ledger & bank was \$12,500. All corrective journal entries have been date 12/31/2023. Jan-Mar 2024 have been reconciled.
- A final report will be submitted to the Executive Committee before the June meeting to approve the adjustment to cash (was high in our favor).

## Dedicated account restructuring (Connie & Kelly)

- Kirsten and Kelly recommend setting up contra cash lines in the undesignated cash to keep track of income that offsets budget costs. This would include the trips (backpacking, etc.).
- Approx. twelve restricted accounts will remain for designated gifts. Most will be held in one account & Kelly will keep a spreadsheet of donations and designations (similar to how Memorials and Columbarium are tracked).
- Youth trip accounts – to be converted in September after 2024 trips.
- Connie stated that they could work with Paul E. and Grace on their accounts.
- Approx. \$29K used for programs & trips will be shifted from restricted accounts to Unrestricted Cash.

**VOTE: Rick made A motion to approve the restructuring of dedicated assets as presented. Pastor Paul seconded. All in favor. Motion approved.**

## Update Staff Budget authority and oversight

**(Connie & Kelly)**

- Kelly presented a proposal created by her, Connie & Kirsten S., to shift some budget line items to more appropriate categories, and then renumber them using an industry standard designation.
- Pastor Paul recommended that each category show the Council Committee oversight along with staff. This is a lay-led congregation.
- Recommend splitting out Communications from Evangelism.
- Recommend shifting all sound & tech out of Worship, Music, and Arts and into a Technology category. Oversight by Executive, Kelly & John Retterath.
- New budget line items will be created for electronic payment fee offset income, funeral income, Men's Ministry, Wednesday Cafe & Backpacking.
- Discussion about getting back to having council reps sign off on larger expenses.

**VOTE:** Kelly wants to make all these changes effective June 1, 2024. Approval to restructure account of accounts, effective June 1, 2024. Kaye C, moved, Connie seconded the motion to approve. All in favor, pending final approval of the document by email.

Paul S. discussed that a member has given a memorial of a Zimbelstern, for the organ. Request to have memorial gifts given for a specific memorial funds to be discussed through the Executive Committee to make sure the need is there so that monies do not sit in accounts unused.

**Immanuel Lutheran Church  
Apr-24  
Financial Summary**

	Current Month					Year to Date					Progress to Budget		
	Prior Year	Budget	Actual	Variance	% Var	Prior Year	Budget	Actual	Variance	% Var	YTD Giving / Expense	Annual Budget	% Budget YTD
Giving	\$ 78,648	\$ 91,461	\$ 88,252	\$ (3,209)		\$ 430,906	\$ 435,955	\$ 470,289	\$ 34,334		\$ 470,289	\$ 1,243,700	
Misc. Income	\$ 2,447	\$ 51,934	\$ 32,746	\$ (19,188)		\$ 6,375	\$ 59,220	\$ 37,696	\$ (21,524)		\$ 37,696	\$ 76,300	
<b>Total Income</b>	<b>\$ 81,095</b>	<b>\$ 143,395</b>	<b>\$ 120,999</b>	<b>\$ (22,396)</b>	<b>-15.6%</b>	<b>\$ 437,281</b>	<b>\$ 495,175</b>	<b>\$ 507,985</b>	<b>\$ 12,810</b>	<b>2.6%</b>	<b>\$ 507,985</b>	<b>\$ 1,320,000</b>	<b>38.48%</b>
Benevolence - ELCA (9%)	\$ 7,078	\$ 8,231	\$ 7,943	\$ (289)		\$ 38,782	\$ 39,236	\$ 42,326	\$ 3,090		\$ 42,326	\$ 111,933	
Benevolence - Other (8%)	\$ 6,292	\$ 7,317	\$ 7,060	\$ (257)		\$ 34,473	\$ 34,876	\$ 37,623	\$ 2,747		\$ 37,623	\$ 99,496	
<b>Church Expenses</b>	<b>\$ 81,698</b>	<b>\$ 89,780</b>	<b>\$ 87,312</b>	<b>\$ (2,467)</b>	<b>-2.7%</b>	<b>\$ 327,015</b>	<b>\$ 359,118</b>	<b>\$ 424,254</b>	<b>\$ 65,135</b>	<b>18.1%</b>	<b>\$ 424,254</b>	<b>\$ 1,077,354</b>	<b>39.38%</b>
<b>Program Expenses</b>	<b>\$ 2,461</b>	<b>\$ 5,204</b>	<b>\$ 3,471</b>	<b>\$ (1,733)</b>	<b>-33.3%</b>	<b>\$ 18,232</b>	<b>\$ 20,941</b>	<b>\$ 14,314</b>	<b>\$ (6,627)</b>	<b>-31.6%</b>	<b>\$ 14,314</b>	<b>\$ 62,948</b>	<b>22.74%</b>
<b>Total Expenses</b>	<b>\$ 97,529</b>	<b>\$ 110,532</b>	<b>\$ 105,787</b>	<b>\$ (4,745)</b>	<b>-4.3%</b>	<b>\$ 418,501</b>	<b>\$ 454,172</b>	<b>\$ 518,517</b>	<b>\$ 64,345</b>	<b>14.2%</b>	<b>\$ 518,517</b>	<b>\$ 1,351,731</b>	<b>38.36%</b>
<b>Giving less Expenses</b>	<b>\$ (16,434)</b>	<b>\$ 32,863</b>	<b>\$ 15,212</b>	<b>\$ (17,651)</b>		<b>\$ 18,780</b>	<b>\$ 41,003</b>	<b>\$ (10,531)</b>	<b>\$ (51,534)</b>		<b>\$ (10,531)</b>	<b>\$ (31,731)</b>	

Cash Reserves used to balance budget  
months elapsed 33%

	Prior Month	This Month	Inc / (Dec)
General Fund Balance	\$ 521,864	\$ 555,034	\$ 33,170
Unrestricted Fund Balance	\$ 401,493	\$ 432,166	\$ 30,673
Raise the Roof	\$ (67,365)	\$ (57,581)	\$ 9,784
All Other Restricted Funds	\$ 187,736	\$ 180,449	\$ (7,287)

driven by benevolence & Apr Income greater than expense  
paid for heating unit - funds over the life of the campaign should cover this expense  
spending down funds!

Highlights
* Giving was close to forecast for the month (-3K) and \$34K greater than YTD budget
* Misc Income down by \$20K for the month - generous gift (\$30K) from member's employer, but \$20K smaller than last 2 years.
** YTD Total expenses are \$65K greater than budget
Drivers:
50 K unfavorable due to insurance costs (Budget Timing accounts for the difference)
5 K unfavorable office supplies
\$2.6K favorability Personnel - Servant Song Leader timing

Months To Go
Benevolence and Exp Ave \$100-110K / month
May - Sept \$70 - 96K
Oct - Nov \$118K
Dec \$169 K



## Raise the Roof Campaign Tracking

April 2022 - April 2025

3 Year Pledge TOTAL: \$

421,214

Year	Month	Received	Total	Actual %	Expected %
2022	Apr	\$ 11,998	\$ 11,998	3%	3%
2022	May	\$ 22,030	\$ 34,028	8%	6%
2022	June	\$ 50,788	\$ 84,815	20%	8%
2022	July	\$ 14,044	\$ 98,859	23%	11%
2022	Aug	\$ 8,530	\$ 107,389	25%	14%
2022	Sept	\$ 12,384	\$ 119,773	28%	17%
2022	Oct	\$ 13,013	\$ 132,786	32%	19%
2022	Nov	\$ 9,893	\$ 142,679	34%	22%
2022	Dec	\$ 17,214	\$ 159,893	38%	25%
2023	Jan	\$ 12,461	\$ 172,354	41%	28%
2023	Feb	\$ 13,342	\$ 185,696	44%	31%
2023	Mar	\$ 12,876	\$ 198,572	47%	33%
2023	Apr	\$ 7,802	\$ 206,374	49%	36%
2023	May	\$ 7,825	\$ 214,199	51%	39%
2023	June	\$ 9,619	\$ 223,818	53%	42%
2023	July	\$ 6,969	\$ 230,787	55%	44%
2023	Aug	\$ 12,338	\$ 243,125	58%	47%
2023	Sept	\$ 7,622	\$ 250,747	60%	50%
2023	Oct	\$ 13,103	\$ 263,850	63%	53%
2023	Nov	\$ 23,162	\$ 287,012	68%	56%
2023	Dec	\$ 17,302	\$ 304,314	72%	58%
2024	Jan	\$ 10,569	\$ 314,883	75%	61%
2024	Feb	\$ 12,505	\$ 327,388	78%	64%
2024	Mar	\$ 12,119	\$ 339,507	81%	67%
2024	Apr	\$ 8,604	\$ 348,110	83%	69%
2024	May		\$ 348,110	83%	72%
2024	June		\$ 348,110	83%	73%
2024	July		\$ 348,110	83%	78%
2024	Aug		\$ 348,110	83%	81%
2024	Sept		\$ 348,110	83%	83%
2024	Oct		\$ 348,110	83%	86%
2024	Nov		\$ 348,110	83%	89%
2024	Dec		\$ 348,110	83%	92%
2025	Jan		\$ 348,110	83%	94%
2025	Feb		\$ 348,110	83%	97%
2025	Mar		\$ 348,110	83%	100%

Meeting adjourned at 6:58 pm