

**Immanuel Lutheran Church
Executive Committee Meeting Minutes
November 6, 2012**

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

John called the meeting to order at 6:04 p.m.

Devotion: John Urbanski

Motions:

Motion made	Made by	Second	Outcome of vote
Motioned to approve minutes from October.	John U.	Rick H.	Motion carried
Motioned to approve Youth Rejoice proposal, as amended.	Lee P.	Brian N.	Motion carried

Action Items Assigned:

Action items	Assigned to	Target date	Status
Draft a policy for benefits provided to part time staff.	Lee P.	December 4	In process
Develop an inventory of current part time staff and the benefits they receive (to be included in budgeting process).	Brian N.	December 4	In process
Check with Synod on available resources and information.	Pastor Susan	December 4	In process
Provide an update to Bill on part time staff benefits.	Rick H.	December 4	In process

Other Business

Custodian salary and benefit discussion

- Rick followed up with Bill and also spoke with Kevin Johnson about a \$0.50/hour wage adjustment after 60 days. Salary is competitive for part time janitorial services.
- Janitorial positions don't typically pay for health care benefits for part time workers. Bill asked whether Immanuel could help contribute a certain amount to help cover the amount Darrell currently pays for coverage.
- Discussed the possibility of providing a choice (e.g., covering the cost only the part time employee, or provide taxable reimbursement should they choose their own plan).
- Agreed Immanuel needs a consistent policy for part time employee benefits. Discussed implications for other existing part time staff and what benefits they are receiving under ELCA. Lee will draft a policy for review, using ELCA as a benchmark.
- Need to do an inventory of this as part of the budgeting process before we can determine a policy. Brian will move forward with the inventory.

- Rick will provide an update to Bill, who will connect with Darrell to ensure he understands this process in no way reflects his performance.
- Pastor Susan will reach out to the Synod to determine whether resources are determined there that can help us in this process.

Reports:

Secretary's Report – Karen Travis

- John motioned to approve October meeting notes. Rick seconded. Motion carried.

Treasurer's Report – Brian Nichols

- Year to date, we continue to be in very good shape.
- Budgeting process: Brian has reached out to Council members to provide information and templates to be used for budget planning. Most budget requests are fairly consistent with the prior year. All budget proposals are due December 4.
- Salary budget discussion: Typically, raises have been provided in the 1-2 percent range. Brian, John, and Pastor Paul will lead this effort. A benchmarking exercise was done five years ago, revealing that three percent is standard. Need to also take other things into account, including years of experience, qualifications, etc.
- Health insurance discussion (e.g., staff contributing to the cost of health insurance): Full time staff has not had to contribute, however further discussion is needed relative to part time staff. Also need to understand in what ways increases in staff might impact incremental salary increases for existing staff. Discussed setting up a contingency fund for next year funded by any additional giving that might be received.
- At the next Executive meeting we'll go through budget requests and make determinations that will be shared with the Council on December 11. Budget numbers will be finalized at the Annual meeting in January.
- The Executive Committee will determine the 2013 financial goal.

Financial Secretary's Report – Rick Harrison

- October giving was less than 2011, and less than budget for October.
- Attendance continues to track down a bit, compared to weeks past.

Vice President's Report – Lee Prinkkila

- No report.

Pastor Updates:

Pastor Susan

- No report.

Pastor Paul

- Had a great visioning meeting two Wednesdays ago, and another tomorrow night. The next meeting will focus on the themes that have emerged from faith-to-faith conversations.
- Pastor Paul shared a proposal put together by Vibrant Faith, to help with the next step in the process of adopting a new visions and mission (e.g., training, education, etc.). Immanuel has worked with this group previously. Need a more detailed, refined proposal. Pastor Paul will follow up on this.

President Items:

- Facility Use Policy: John spoke with Bill this afternoon and he said the policy looks fine. Should encourage outside groups confirm there is some type of coverage in place.

- Youth Rejoice format: Proposal from the Youth Group to change Youth Rejoice from a silent auction to one Sunday morning with a special offering. Focus would be more on a freewill offering rather than selling things.
 - Suggestion: Offering money would go to support youth programs in one of two ways—to reduce the cost across the board for participation. Pancake breakfast profits can go to the kids that are doing the work.
 - Lee motioned to approve the proposal with Pastor Paul's modification, with the caveat that clarification is needed on the "five big ticket options" and they need to be refined. Brian seconded. Motion carried.
 - Pastor Paul will follow up with Paul Erdman about this.
- Immanuel Council Positions: John provided an update, and will be providing this to the nominating committee.
- Soundboard staffing proposal: May not be quite ready to staff another part time person for five hours on Sunday mornings. Instead, Pastor Paul will talk with Music and Arts about incorporating this into Randy's responsibilities.
- Healing ministry staffing: No further action required.
- Thrivent Choice Dollars: Bill sent an update on this recently, and wanted to make sure the Executive Committee is aware of a change in the process. Various groups have depended on these matching funds in the past, but now it will be going into the operating budget. We may need to allocate more to some of the other committees, so it can be managed by those committees. Need to be aware it's not a constant source of income, and that we need to be clear about who may be relying on Thrivent Choice Dollars in the past. Thrivent Choice Dollars is a new model and will require a communication plan. Lee will prepare something to bring the Council up to date on this next week. Any matching requests need to go through the committees.

Next Meetings:

- Next Church Council meeting will be November 13, 2012, at 7 p.m.
- Next Executive Council meeting will be December 4, 2012, at 6:00 p.m.

Meeting adjourned at 7:56 p.m.

Prayerfully submitted,
 Karen Travis
 Church Council Secretary

Income Summary

2012 October Analysis Summary

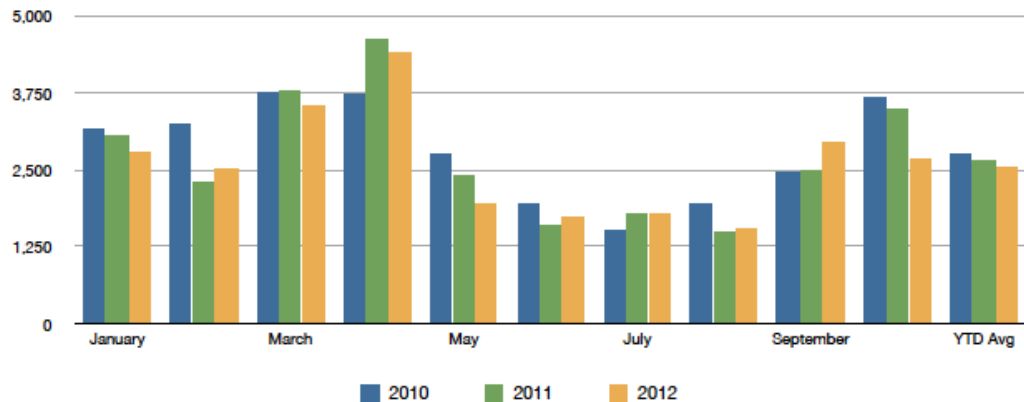
October 2012 giving was less than October 2011 and less than October 2012 budget.

- Actual giving 2012 vs 2011:
 - October giving: \$6,300 (6.3%) less than 2011 (\$86,578 vs \$92,878)
 - YTD giving: \$56,291 (7.1%) more than 2011 (\$847,294 vs \$791,002)
- Actual giving vs budget:
 - October: \$86,578 (10.6%) less than budget (\$86,578 vs \$96,878)
 - YTD: \$38,869 (4.8%) more than budget (\$847,294 vs \$808,425)
- Completed 83% of 2012 budget year with total giving at 79% of budget.
- Attendance:
 - Sundays in October 2012: 4 (YTD 44) 2011: 5 (YTD 44)

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)
August	1,938	1,493	1,544	20,252	51	(788)
September	2,472	2,405	2,957	23,209	462	(326)
October	3,670	3,483	2,670	25,879	(813)	(1,139)
YTD Avg	2,745	2,639	2,536			

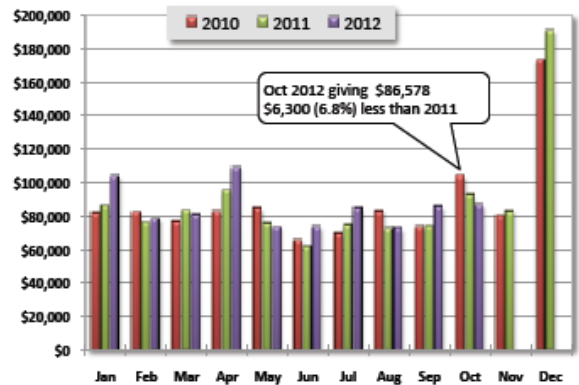
Immanuel Lutheran 3 Year Attendance Comparison



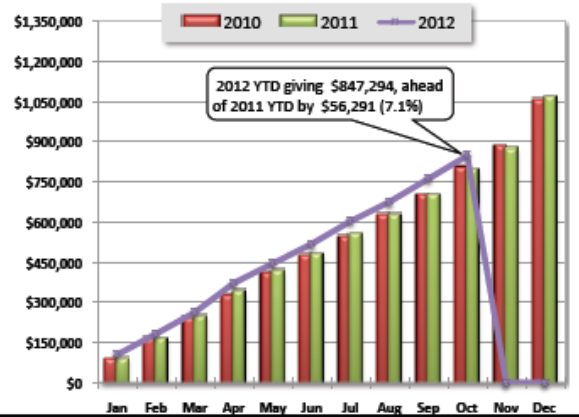
Income Report

Immanuel Lutheran Church Income Report for October 2012

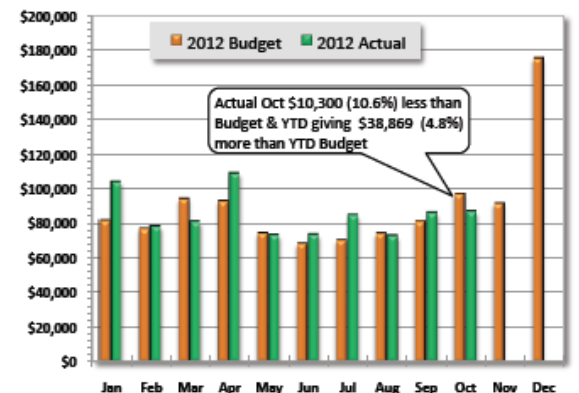
Monthly Giving						
Month	2009	2010	2011	2012	Var \$	Var %
January	69,088	81,681	86,230	103,744	17,514	20.3%
February	62,631	81,946	76,078	78,018	1,940	2.5%
March	102,801	76,533	83,025	80,694	(2,331)	-2.8%
April	96,532	82,488	94,959	108,798	13,839	14.6%
May	77,469	84,582	75,593	73,058	(2,535)	-3.4%
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	72,617	402	0.6%
September	73,270	73,435	73,812	85,876	12,063	16.3%
October	76,167	103,989	92,878	86,578	(6,300)	-6.8%
November	101,925	80,006	82,900			
December	171,577	173,149	190,460			
YTD	1,041,772	1,055,340	1,064,363	847,294	56,291	7.1%



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	674,840	50,528	8.1%
September	692,104	698,196	698,124	760,716	62,591	9.0%
October	768,271	802,185	791,002	847,294	56,291	7.1%
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	72,617	(1,331)	-1.8%	44,168	7.0%
September	80,875	85,876	5,001	6.2%	49,169	6.9%
October	96,878	86,578	(10,300)	-10.6%	38,869	4.8%
November	91,309					
December	175,266					
Annual	1,075,000	847,294	-- NA --	-- NA --	(227,706)	78.8%



Communications Report

Audience Overview

Oct 27, 2012 - Nov 26, 2012

Advanced Segments | Email | Export | Add to Dashboard | Shortcut BETA

% of visits: 100.00%

Overview

Visits vs. Select a metric

Hourly | Day | Week | Month



1,531 people visited this site

- Visits: 2,867
- Unique Visitors: 1,531
- Pageviews: 11,608
- Pages / Visit: 4.05
- Avg. Visit Duration: 00:03:37
- Bounce Rate: 46.08%
- % New Visits: 37.04%

