*APPROVED*

**St. Luke’s ELT Meeting**

Monday, January 15, 2018 6:00pm

Members in attendance: Les Soltis, Dave Hoag, John Taylor, Barb Erickson, Randy Sloper, Teri Sato, Bob Snyder, Pastor Dan, Pastor Aaron, Morgan Griffith (Sec), Gerald Meyer

Randy opened the meeting in prayer.

Dave will verify the financial review portion of the minutes from the last meeting and the ELT will electronically review and approve the minutes before they are posted on the website. Dec and Jan meeting minutes will be approved at next meeting.

**New Business / Financial Review:**

*P&L Summary Update:*

Dec ’17 vs Dec ’16 MTD

- Total Income: Flat vs Dec LY. All income sources up except Offerings & Gifts – 7%. (change due partly to significant make-up giving in 2016 as a result of changes in on-line giving portal).

- Total Expenses: -6.5%

- MTD P/L: +$51k (+8k increase vs Dec 16)

YTD P/L (Jul-Dec): +$145k (+170k improvement vs Last YTD)

Schools and Daycare both showing positive P/L results:

Schools fully staffed Sept-Dec and attendance strong

Still in search of a FT Daycare Director; currently not a full capacity for daycare.

*Facilities / Grounds / Maintenance Update:*

Teri presented ELT with the Facilities 5 Year Plan

Plan was reviewed and created by Facilities Committee (Shane, Ken, Teri, Astrid) and a list of priorities was presented; Ken will present details of furnace suggestions to Gerald; Shane and Gerald will communicate about first priority goals

Gerald presented ELT with a Priority Focus Plan for 2018-19

* Roof (Over Worship Center)
* Door / Window (Chapel/Office) – Foundation willing and ready to cover cost for this
* HVAC (Schools Lower Level) – 2 furnaces running low, esp 1 that heats the Nursery with more urgent needs; considering cost options in regard to a furnace with air conditioning options vs a furnace w/o air conditioning options
* HVAC (Offices)
* Doors / Windows (Schools LL)
* Carpet (Worship Center)

Urgent: Functionally compromising worship or comfort level of staff members during work hours or visible facility needs (such as ripped carpet or broken heaters)

Les suggested that we may want to explain to congregation that we have been in a deferred maintenance stage for a while and, while the budget is in good standing, there are some urgent maintenance items that need to be done

Teri suggested that we share some updates with the congregation in regard to the cost of the broken coffee machine so that members understand why that is not listed as a priority; Becca Badger is currently researching the issue and trying to help support a solution; There was a suggestion for ELT to support a small committee may want to take on this project.

Roof needs to be presented as number one need to replace at that time

Awareness of these needs will be presented at congregational meeting and further discussion will proceed as solutions follow.

Pastor Dan suggested that we have a focused Campaign to raise funds for specific needs, such as a facility priority. He would also like to have a Commitment Sunday with a focus on increasing giving in general. There is a well-planned schedule of sermon goals for the remainder of 2018, so a stewardship campaign may be a goal for 2019.

Pastor Dan suggested that we present the congregation with some specific itemized needs with a timeframe in mind as to how and when we will meet the goal (such as a new furnace or doors/windows for the lower level) and then take time to celebrate when the goal is met.

Financial Priorities: understaffed in Daycare, in need of a FT Daycare Director

*Lay Ministers Update:*

Randy & Dan met yesterday. We are still in need of a replacement for a Lay Minister Leader.

*Foundation Board Update:*

Men’s BSF Class is getting its first YouTube recorded lecture. This may be an option for us to pursue in the future to provide online options for us to present to interested members or attendants that may need an alternate way to engage in worship and sermon experiences.

*Semi-Annual Congregational Meeting Update:*

Due to schedule of Slavic Church, semi-annual meeting will be located in the worship center. Randy made a motion for the meeting to be held in the Worship Center. Bob seconded the motion. ELT voted unanimously to support this decision.

Important Items to Present at Congregational Meeting:

* Financial Update
* Staffing Update / Concerns (unsustainable)
* Capital Improvement Goals
* Future Direction of St. Luke’s (board vision / celebration of recent changes: Associate Pastor, Kindergarten Teacher, Sunday School attendance, congregational life)

Be prepared to take attendance at the meeting in case a vote is presented.

Due to schedule of Slavic Church, semi-annual meeting will be located in the worship center.

*Pastoral Update:*

Pastor Dan commented that we are greatly in need of a Daycare Director. He and Gerald may be in need of more support to supervise some personnel issues with the daycare.

*Restricted Funds Update:*

Pastor Dan shared that we currently have a long list of unrestricted funds and there are several ministries that he is unclear about what the funds are allocated for, such as some funds like Swaziland or the Bronx or the general Children’s Ministry fund. We need to keep in mind that some of these funds have specific priorities and needs attached to the funds. Gerald will send this list of items to all ELT members to review and comment on.

Meeting was adjourned at 8:10pm.

Teri closed the meeting in prayer.