

**St. Luke's ELT Meeting  
Monday, August 19, 2019**

Members in attendance: Dave Hoag, Jerry Blessing, John Taylor, Vickie O'Connor, Barb Erickson, Jerry Neumann, Keith Cook, Rebecca Stork and Dan Weber.

After Barb Erickson opened the meeting with prayer, the July meeting minutes were approved.

**Financial Review**

July Result:

- o Total Expenses landed -7.5% Below budget // 0.7% Above last year
- o Total Income: -1.8% Below budget // -7.7% below last year
- o Offerings & Gifts landed -1.7% Below budget and Declined -3.0% vs last year
- o NET INCOME for the month showed a Gain of \$17,354.75 after mortgage principal pmt

**Facilities Report**

Jonathan McVety submitted a report about projects around our campus. (Attachment 1)

Further discussion about campus security needs

- Dan shared Emergency Preparedness Reference Guides

**Lay Ministers Report**

Keith Cook has been meeting with lay ministry leaders about visitation, worship coordination, telecare, etc. He will meet with Dan about further vision and direction for Lay ministry.

**Foundation Report**

Nothing to report this month.

**Pastor Report – Dan Weber**

Upcoming sermon series: The Gospel According to Dr. Seuss (9/8-10/20).

Adult Bible Study will focus on World Religions (9/15-11/17).

Current summer attendance average is 422. We had 120 non-members participate in Summer Camps. Since October we have 5 “performances” from Preschool and Childcare in Worship and 11 baptisms. The staff is actively working to connect with sporadic or inactive members.

Closed in Prayer

Next Meeting: Monday, September 16, 2019 @ 6pm.

Respectfully submitted by Rebecca Stork

## Attachment 1: Facilities Report from Jonathan McVety

Here are some facilities and operations related projects since the last ELT Meeting on July 15:

- 1) 7/15 Week Entered annual budget details on a monthly basis with Teri.
- 2) 7/23 Week Completed staff-wide annual performance evaluations.
- 3) 7/23 Week Wrapped up Preschool/Kindergarten (PS/K) break-even analysis for coming year.
- 4) Determined at this time there is not sufficient budget for a PS/K Director and agree to reduce the Kindergarten assistant hours in half in order to remain profitable with lower enrollment.
- 5) 7/23 Week Sent thank you card signed by the staff, with a gift card to Dawn Clinton for installing new fabric on our six lobby benches.
- 6) Malkow Hall kitchen stove hood inspection with additional \$1500 costs.
- 7) 7/26/19 New WA State Utilities and Transportation pipeline safety engineer surprise inspection suggested replacing entire gas pipeline under Malkow hall for the kitchen stove.
- 8) 7/27 Tim Waisanen received 35 yards or about 2 tons of play chips and spread them around the playground with volunteers (Thank you John Taylor!)
- 9) 7/29 Week Initiated COLA increase for staff retroactive to 7/1/19.
- 10) 7/31 Intern Hannah with assistance from Sam and Melanie, completed the 60 second St. Luke's PS/K video for our website and Facebook. PD sent email to membership with video.
- 11) Melanie Parham continued as part-time summer admin support for the PS/K. This was a big help for me.
- 12) Karen Cook continued at about 8 hours a week, supporting our PS/K Registrar getting ready for the new school year. Kim is very grateful.
- 13) Worked with Pacific Fire on 7/7 false fire alarm relating to water pipe levels and a new adjustable switch was installed 8/15/19 to avoid future false alarms.
- 14) Pacific Fire complete replacing two leaking sprinkler heads outside at the West entrance to PS/K. (Last month a sprinkler head in the main lobby was replaced and then the piping upgraded.)
- 15) Completed negotiating and choosing dates (August and September) for carpet cleaning in Childcare, the Great Room areas and the main church lobby/hallways.
- 16) 7/29 Week Had several meetings with PS/K Teachers and Registrar regarding the 8/20 all-Teacher/Assistant school year kick-off meeting and agreed on format and responsibilities.
- 17) 8/1 & 8/5 Regional Glass installed a new glass door at the NW entrance to Malkow Hall with better opening access as well as added new stops for the main Childcare entrance glass door. Funded by St. Luke's Foundation for about \$4,000)
- 18) 8/5 & 8/12 Weeks Held first two PS/K Team Management Meetings (Registrar, Teacher, Teacher, Operations Director) to help ensure excellent communication and teacher support. The positive attitudes of those on the TMM with a full teamwork approach of the meeting attendees will make this year a pleasure to serve in the PS/K area.

- 19) 8/5 Week. Replaced church stand-up post box for receiving mail, with stronger metal, as vandals destroyed our previous lighter model.
- 20) 8/6 Sam Hoag, Melanie and I presented the Emergency Preparedness booklet and plan at the weekly staff meeting and agreed on rollouts for four main campus groups. (Childcare, Office, PS/K and Worship Center/SS)
- 21) 8/7 Intern Sam Hoag's last day as we wrapped up his summer internship. We were very pleased with Sam's ability, attitude and performance and invited him back again next summer for several weeks, if he is available.
- 22) Other projects Sam successfully completed this summer include the PS/K tuition benchmarking study showing we are the lowest of 14 competitors in the area, a similar Childcare benchmarking study, the supplier Cintas cost-benefit and replacement analysis and a capital cost forecast study. Another thank you to the St. Luke's Foundation as they funded both Sam and Hannah's summer pay at about \$5,000.
- 23) 8/12 Week Had several meetings with PS/K Teachers and Registrar regarding the 8/27 Parent Orientation evening and agreed on format and responsibilities.
- 24) 8/12 Week Initiated a search for Kindergarten Teacher Melanie's 16-hour a week assistant as her assistant from last year is not available with the reduced hours.
- 25) 8/12 Week Basically completed year end financials as well as July numbers with Teri doing an excellent job in her role as Financial Manager.
- 26) 8/12-13 Sanitized, cleaned and washed items in the Learning Center for new school year.
- 27) 8/13-14 Dave Ramsay painted the Learning Center wall and the hallway by the learning center
- 28) 8/13-14 Sanitized, cleaned and washed items in the Nursery for the new school year.
- 29) 8/14 Dave Ramsay and Roger Erickson painted the main south church entrance dark blue area as it was significantly faded in color.
- 30) 8/15 Mark Taylor and Dave Emmert installed new cable and antenna for better cell phone reception in the downstairs PS/K area.
- 31) 8/15 Mark and Dave installed new higher storage flash drives in 6 additional security cameras for 48 hour taping capability.

Thanks,

Jonathan

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