

St. Luke's ELT Meeting

Monday, December 16, 2019

Members in attendance: Dave Hoag, Keith Cook, Jerry Neumann, Jerry Blessing, Barb Erickson, Pastor Dan, and John Taylor. Jonathan McVety also in attendance.

After Keith Cook opened in prayer, the November minutes were approved.

November Financial Review

November Result:

- Total Expenses landed -5.0% under budget // 12.7% above last year
- Total Income: -0.1% Below budget // -0.7% below last year
- Offerings & Gifts landed 9.2% above budget and grew 8.0% vs last year
- NET INCOME for the month showed a Gain of \$16,017.60 after mortgage principal pmt

YTD (July – November)

- YTD Total Expenses stand -10.0% under budget // 1.6% above last year
- Total Income stands 2.4% above budget // 2.3% above last year
- Offerings & gifts trending 8.78% above budget // 9.39% above last year
- YTD NET INCOME running above budget after mortgage principal pmt

Facilities, Grounds and Maintenance

Jonathan provided an update on the Campus Furnaces (see attached). He also reviewed an Operations YTD Report with Net Income for Facility Rentals/Childcare/Schools (see attached).

Lay Ministers Report.

Nothing formal to report

Foundation Report

No meeting in November. Dave Danforth's term on the Board expired several months ago but he is filling in until a replacement is found.

Pastor's Report

Pastor reviewed some Ministry Metrics for the past 14 weeks. He also discussed staff positions for a potential Preschool Director and a Worship Director. We also are looking for a part time maintenance person to replace Tim Waisanen who is going back to work full time.

After some discussion, the ELT agreed to hold the January Congregation Meeting on January 26th in the Worship Center at 12:00 p.m.

Jerry Blessing closed the meeting in prayer.

Next Meeting: Monday, January 20, 2020 at 6:00 p.m.

John Taylor

Operations & Facilities

Facility Rentals

- 1) Net Income in November was \$5,245 vs budget of \$4,583 or 114%
- 2) YTD net income was \$25,303 vs budget of \$22,919 or 110%

Childcare

- 1) Income in November was \$26,589 vs budget of \$33,000 or 80%
- 2) Expenses in November were \$25,240 vs budget of \$27,390 or 92%
- 3) Net income in November was \$1,349 vs budget of \$5,610 or 24%
- 4) YTD net income was \$32,488 vs budget of \$35,364 or 92%

Schools

- 1) Income in November was \$20,745 vs budget of \$24,075 or 86%
- 2) Expenses in November were \$16,627 vs budget of \$19,251 or 86%
- 3) Net income in November was \$4,118 vs budget of \$4,823 or 85%
- 4) YTD net income was \$25,103 vs budget of \$15,205 or 165%

Summary

- 1) November net income for the three operations departments comes to \$10,712
- 2) YTD net income for the three departments is \$82,894
- 3) YTD net income for the entire campus is \$123,678 before mortgage payments and \$75,543 after mortgage payments
- 4) With Ops-3 providing a YTD NI of \$82,894, this is more NI income than the total campus NI of \$75,543
- 5) Facility Rentals and Schools are both ahead of budget for YTD NI (110% & 165%)
- 6) Childcare YTD NI is 92% or under budget. While Childcare has more YTD NI than the other two departments, it is under budget
- 7) November NI for Childcare is concerning at an uncharacteristically low 80%. For varying reasons, there were five Childcare students who left during late October and income November which impacted the November income. We did have two new students join with another family a possibly joining in December. Teri and I will continue to look into these November results in more details.
- 8) Our SEO project for Childcare continued to make progress relating to searches on google, yelp, Facebook and our church website
- 9) We plan to start a similar SEO project for the Schools this week
- 10) PD is doing an outstanding job taking pictures from PS/K teachers each month and placing them on our church website-Schools section, for the parents to view. These pictures are also shown on the campus screens for the parents and students to see.
- 11) The PS/K had their Christmas Program in the worship center yesterday at 2:00pm. There were 65 students on the risers who sang 12 songs, and the worship center was quite crowded. We handed out 210 programs so there could have been about 300 attending.
- 12) The Childcare Christmas Program is Friday night, 12/20 at 7:00pm
- 13) The Curacubby online automatic payments plan started in Childcare in November and with PS/K in December and we are looking forward to the administrative time savings once this system is up and running smoothly.
- 14) Appointments to talk with the PS Directors at the 6-7 feeder schools are being requested this week.

Furnace Maintenance & Replacement Update:

- 1) We have 12 Mitsubishi furnaces that were installed about 12 years ago with the more recent Great Room/Childcare expansion. These furnaces are in good shape and should not require replacing over the next five years.
- 2) We have 2 Reznor furnaces (\$65k) and 2 Carrier furnaces (\$30k) that were replaced last Fall (2018) that cover the Preschool/Kindergarten/Nursery rooms as well as the church offices.
- 3) There are 12 additional furnaces that are over 22 years old (8 Reznor, 7 Carrier and one gas retrofit from oil in the gym)
- 4) Priority #1 includes furnaces F1 & F2 that are the largest two Reznor furnaces covering the worship center and the lobby/hallway areas around the worship center. These are huge furnaces (recommend a 5 minute tour for a visual) with estimates for these two in the \$160k to \$240 range. The other Priority #1 is the Malkow Hall furnace for the gymnasium, as it is the oldest with the most repairs and noise. This estimate should be available next month.
- 5) Priority #2 includes furnaces F7, F8, F9 and F13 that include 3 Reznor and 1 Carrier. These furnaces cover the lobby welcome center, PS/K music/piano/exercise room also used by the Sunday School, as well as the hallways and PS/K Gathering Room.
- 6) Priority #3 includes furnaces F3, F4, F5, F6, & F10 that include 4 Carrier and 1 Reznor. These furnaces cover the chapel, the bookstore, the Braille room, the ensemble storage room and the upper east side mechanical room.
- 7) Note: There are six sheets of paper 11"x17" with details and locations of the above 28 furnaces and Tim Waisanen is our in-house furnace expert. Hermanson company in Kent is our furnace company that does mechanical construction, engineering and service for our furnaces, including two campus wide furnace inspections a year and necessary repairs. Merit Mechanical of Redmond has also worked with us.