

**St. Luke's ELT Meeting
Monday, September 23, 2019**

Members in attendance: Dave Hoag, Jerry Blessing, Vickie O'Connor, Jerry Neumann, Keith Cook, Rebecca Stork and Dan Weber. Also present: Jonathan McVety.

After Dave Hoag opened the meeting with prayer, the August meeting minutes were approved.

Financial Review

August Result:

- o Total Expenses landed -17.3% Under budget // -9.9% Under last year
- o Total Income: -2.2% Below budget // 7.1% Above last year
- o Offerings & Gifts landed -3.0% Below budget and Grew 3.7% vs last year
- o NET INCOME for the month showed a Gain of \$1,434.30 after mortgage principal pmt

YTD (July – August)

- o YTD Total Expenses stand -13.0% Under budget // -5.2% Under last year
- o Total Income stands -2.0% Below budget // -1.2% Below last year
- o Offerings & gifts trending -2.37% Below budget // 0.24% Above last year
- o YTD NET INCOME running 161.1% Above budget after mortgage principal pmt

Facilities Report

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

-Proposal to earmark \$30,000 from general fund for general maintenance and improvements as needed. Fund use to be reported to ELT. Motion Dave Hoag, Seconded Keith Cook. Motion Approved.

Lay Ministers Report

Keith Cook has had a follow up meeting with our Worship Coordinator. Preparing for meeting with Pastor Dan.

Foundation Report

Nothing to report this month.

Pastor Report – Dan Weber

143 People at Adult Sunday School 9/22. 58 Preschool-6th graders in Sunday school. 10 middle schoolers, and 10 high schoolers as well. Continuing to follow up with absent members via email and phone calls.

Closed in Prayer by Jonathan McVety

Next Meeting: Monday, October 21, 2019 @ 6pm.

Respectfully submitted by Rebecca Stork

Attachment 1

Here are some facilities and operations related projects since the last ELT Meeting on August 19:

- 1) Purchased and used six cans of wasp spray as it was that time of the year.
- 2) Outdoor deck by chapel—power washed and chemically cleaned it twice and applied two coats of solid stain.
- 3) Had the bi-annual elevator inspection by Thyssenkrupp engineer.
- 4) Kindergarten teacher's (Melanie) assistant—interviewed and hired a new kindergarten assistant. LCMS from Cleveland with a Bachelor's degree and 4 years of teaching kids. Monique is supporting Melanie 22 hours a week.
- 5) Implemented the teacher team management (TTM) system for PS/K in place of a part-time Director. The Team of DoO, Registrar, Teacher 1 and Teacher 2 meet weekly with six meetings to date. The result is reduced salary overheads for PS/K as well as improved communications leading to better teacher support, understanding and an overall staff feeling of well-being. DoO acts as team leader.
- 6) PS/K enrollment update—since mid-August, with PD's assistance we increased new enrollment by 11 students from 57 to 68 students in four classes. We also added a Friday STEAM (Science, Technology, Engineering, Art & Math) class for 4-5 year olds for a total of 78 students in five classes. In the four main classes we are basically at 90% of capacity with 15/20, 20/20, 19/20 and 14/16. These 11 new students allocates an additional \$41,425 towards our PS/K tuition total. We praise the Lord for this success and give Him all the credit.
- 7) PD attended two key Teacher Meetings and provided excellent vision and a spiritual overview for the teachers, including answering a question they had, "How do we best explain to our PS/K students who God is?"
- 8) The TTM reviewed and edited the PS/K Handbook that is handed out to the parents.
- 9) We worked closely with three sets of parents to date relating to a health issue, a behavior issue and an academic issue.
- 10) Purchased new CD equipment for the 3-year old classroom.
- 11) Painted the back walls in a 4-year old classroom.
- 12) Assembled two new tables for a 4-year old classroom.
- 13) Our insurance company, Church Mutual met with us to introduce our new agent/representative. Lincoln Steffens is replacing his Dad, Roy Steffens.
- 14) Identified a new software partner to assist PS/K and Childcare in providing an online payment option, allowing parents access to their account information and to assist management with invoicing. One internal goal is to reduce the amount of time our PS/K Registrar and our CC Director spend on administration tasks.
- 15) Started the onboarding/invoicing transition process with Childcare which will take several weeks. PS/K will then start the onboarding process with our new software partner.
- 16) Malkow Hall floors, tables, other surfaces and windows were cleaned in preparation for the new Sunday School year.
- 17) Great Room lobby and rooms A/B/C carpets had their annual deep cleaning.

- 18) Our Janitorial company personnel turnover included their General Manager and the staff cleaning our facility so this transition involves several weeks of retraining of the new personnel relating to our specific cleaning requirements and priorities.
- 19) Church Mutual provided their Emergency Preparedness expert, Holly Smith, for additional internal training on 9/10 for the PS/K, Childcare, and office staff. We reviewed our new Emergency Preparedness Quick Reference Guide. Working with Jan we plan to provide training for the worship coordinators/ushers/SS teachers in October on a Sunday.
- 20) We scheduled an Emergency Preparedness fire drill for late October for all staff, PS/K and Childcare students.
- 21) I attended a Church Mutual sponsored conference in Bellevue on Church Safety, and we are discussing ideas in October.
- 22) Internal blinds were approved and ordered for all PS/K and Childcare internal glass coverings to better support our teachers and children in the case of an active intruder. They should be installed with a month.
- 23) Worked with Childcare Director on staffing and personnel challenges.
- 24) Signed up Al's Towing to put up signs on campus and allow us to better remove cars that are dropped off on our campus. (Two in two months.)
- 25) Measured and purchases blinds for four office windows.
- 26) Continued working with CPA Skip Felts, our Auditor/Review partner to provide substantial financial documents requested.
- 27) Worked with organizations renting Malkow Hall to better ensure the gym is available for our students to use on rainy days.
- 28) Concrete Contractor—Contacted and talked with seven, obtained three quotes and chose one contractor to perform concrete work on campus relating to safety. One project is to better secure the steel railings in the concrete so that the railings are more steady (\$1,050). The second one is to resurface the east side stairs as some of the steps are no longer smooth (\$2,066.60) . We are looking to proceed with these two projects totaling \$3,116.60 with completion in a week or two. There are additional projects (such as a wheel chair ramp from the upper parking lot to Malkow Hall/entrance way and sidewalk concrete resurfacing) with initial quotes in at about \$27,000 that will be discussed at a later date.

Thanks,

Jonathan

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