

HOLY TRINITY LUTHERAN CHURCH
COUNCIL PACKET

January 11, 2022

6:30 P.M.

1755 Delhi Street, Dubuque, IA 52001
563-582-3228
www.htlcdbq.com

Holy Trinity Lutheran Church Council
Meeting in LFC
January 11, 2022

Present: Gretchen Kueter, Jason Duba, Jonathan Brown, Tami Ernster, Ed Borchert, Josh Martyn, Adam Eikamp, Amanda Matson

6:30 Opening Devotions Pastor Josh

6:35 Approve previous month's minutes
Tabled for next time.

6:38 Review and approve the meeting's agenda Adam Eikamp
Include: Agenda for annual meeting
Include: Council meeting night away from Tuesday
Include: All committee night away from Tuesday

Moved by Brown 2nd by Borchert to include these three items on the agenda.

6:40 Pastor's report Pastor Josh Martyn

6:56 Treasurer's report Jonathan Brown
Expenses exceeded income by around \$12,000 or 2.6%. Jonathan is preparing visuals for the annual meeting to help the congregation understand our financial situation.

7:05 Financial Secretary report: 2022 Budget Review and Approval Ed Borchert
Include \$500 for Music Continuing Education
Include \$1576 for handbell choir director
Include \$420 for pulpit supply pastors and move to salary section
Present budget scenario for full time associate pastor with prediction for actuality
Present budget scenario for ¾ time associate pastor with prediction for actuality

Motion: Council will present two budgets to the congregation. The two budgets are for two scenarios.

Scenario 1: Budget: Full time associate pastor and part time youth minister for full year.
Prediction: Full time AP for 8 months and YM for 4 months.

Scenario 2: Budget: ¾ time associate pastor and part time youth minister for full year.
Prediction: ¾ time AP for 8 months and YM for 4 months.

Moved by Matson, second by Ernster Passed.

Motion by Matson, second by Duba to extend to 8:15. Passed.

7:40 BUSINESS
Old business

Roof Update - NA

Covid update – Maintain status quo for now

Nominating Committee –

Stewardship – Cris Houllihan

Fellowship/Outreach – two individuals pending

Noah's Ark – Kate Stierman

New business

Annual Meeting:

- Adam will verify quorum. (609 active members currently) (31 people)
- Adam will coordinate tech with John Chesterman, Ryan Borchert, and Pr. Josh.
 - o Any voting done will need to be verified in some way.

Council Meeting:

- Matson has declared she is up to negotiating council time in the future so long is not the first three Mondays of any month.

All Committee Night:

- What do you think the future of all committee night should be to maximize your ministries?

7:50 COMMITTEE REPORTS AND ACTION ITEMS

Personnel	Amanda Matson
Building and Grounds	Vacant
Fellowship	Vacant
Stewardship	Vacant
Outreach	Gretchen Kueter
Worship	Vacant
Family Ministry / Parish Ed.	Tami Ernster
Noah's Ark	Jason Duba
Youth Liaison	Vacant

STAFF REPORTS (written)

Office Manager	Lorice Amlin
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ANNOUNCEMENTS / CORRESPONDENCE

Communications to Committees: list four items

8:00 ADJOURNMENT AND THE LORD'S PRAYER

1. Council is asking committees to give feedback about how to maximize their ministries through meeting times? Specifically, what should all committee night look like in the future?
2. 31 people make a quorum
3. Two more pre-annual meeting meetings
4. Reports for the annual meeting packets are due on January 18th, the packet will be available shortly thereafter for the congregation to review.

2021 HTLC Council Roster
 1755 Delhi St, Dubuque, IA 52001
 563-582-3228
www.htlcdbq.com

President	Adam Eikamp	adameikamp@gmail.com	563-564-2819
Vice President	Amanda Matson	amanda.matson@gmail.com	563-564-3464
Secretary	Barb Rank	barbmartinrank@gmail.com	312- 304-4037
Treasurer	Jonathan Brown	jobrown1950@gmail.com	563-580-1954
Financial Secretary	Ed Borchert	eborchert@aol.com	563-542-7913
Building & Grounds	Darrell Kalmes		
Outreach	Gretchen Kueter	kueterchris@msn.com	563-590-0174
Worship	Diane Kalmes		
Stewardship	Vacant		
Family Ministry	Tami Ernster	djernster@mchsi.com	563-581-3448
Youth Representative	Vacant		Vacant
Fellowship	Vacant		
Noah's Ark	Jason Duba	jasonduba@gmail.com	509-385-2736
Pastor	Rev Josh Martyn	htlcdbqpastor@gmail.com	563-613-4337
Office Manager	Lorice Amlin	holytrinluth@gmail.com	563-582-3228
Noah's Ark Director	Jenifer Montgomery	Director@NoahsArkDBQ.com	563-557-8629

Holy Trinity Lutheran Church Council
Meeting in LFC
December 21, 2021

6:30	Opening Devotions	Pastor Josh
6:35	Approve previous month's minutes	
6:38	Review and approve the meeting's agenda	Adam Eikamp
6:40	Pastor's report	Pastor Josh Martyn
6:56	Treasurer's report	Jonathan Brown
7:05	Financial Secretary report: 2022 Budget Review and Approval	Ed Borchert
7:40	BUSINESS	
	Old business	
	Roof Update	
	Covid update	
	Nominating Committee	
	 New business	
7:50	COMMITTEE REPORTS AND ACTION ITEMS	
	Personnel	Amanda Matson
	Building and Grounds	Vacant
	Fellowship	Vacant
	Stewardship	Vacant
	Outreach	Gretchen Kueter
	Worship	Vacant
	Family Ministry / Parish Ed.	Tami Ernster
	Noah's Ark	Jason Duba
	Youth Liaison	Vacant
	 STAFF REPORTS (written)	
	Office Manager	Lorice Amlin
	 ANNOUNCEMENTS / CORRESPONDENCE	
	Communications to Committees: list four items	
8:00	ADJOURNMENT AND THE LORD'S PRAYER	

Pastor's Report 1/11/22

"You are the light of the world. A city built on a hill cannot be hidden. ¹⁵No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. ¹⁶In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:14-16)

Looking Back

I want to start off by thanking you all for the gift of vacation after Christmas. December was a month filled with non-stop ministry and it was nice to take a breather. During the month of December, we had wonderful Advent worship services on Wednesday's, our Sunday worship services were continuing to grow in in-person worship, and our Christmas Eve service was filled with the excitement and wonder of the new born child, Jesus. It was a busy month, but filled with so many meaningful ministries.

I was also able to connect with most of our shut-ins before Christmas and spend some time with them. After I came back from vacation I connected with all the ones I was not able to get a hold of and spent time with them as well. Ed and I looked over the pledges turned in for 2022, as well as those who did not. I made a lot of phone calls to those who had not turned in a pledge card to find out if they were making any plans to give in 2022. I had very meaningful conversations with people and the majority said they forgot to turn in their pledge card and plan to give more in 2022, while others said they plan to give but do not turn in pledge cards. This will help as we continue to develop our 2022 budget.

Looking Forward:

Now that the busy Advent and Christmas season is over I am working hard with the staff to prepare for the annual meeting. I am also continuing to work with the High School Youth on the 1st and 3rd Sunday of the month. We had a fun Christmas party last month with food, games, and a gift exchange. We will continue to look forward to the youth gathering this coming summer and preparing for the trip. We are getting ready to begin Confirmation again on Jan 12th, as well as preparing for Bible Explorers.

I am also currently working on Lent and what the mid-week worship services will look like. So far, the theme is looking like it will be centered around Healing, Forgiveness and Reconciliation. We all have gone through a lot the past two years, and some of us have things we are holding on to from many years ago. This theme will help us identify the pains in our past, how we can seek forgiveness to make our way to reconciliation. I am still developing this theme and may change as the month goes on.

Some may not know this, but many of my weeks consist of developing the weekly worship services, sermon preparation and writing, weekly Dubuque clergy meetings, preparing the streaming slides and bulletin, developing mid-week Lent services, staff development, direction, and guidance, assisting the preschool director when needed, shut-in visitations, hospital visitations, spiritual counseling, grief counseling, prepping curriculum for confirmation, bible explorer, and high school youth, meeting with members and potential members, meetings at church, lots of conflict management, mentoring pastoral candidates in seminary, and working with the synod office.

I want to thank you all for the fantastic work you are doing for the mission and ministries at HTLC. I also want to express my deepest gratitude for all of you who are coming off of council. Your hard work and dedication to this congregation over the past few years has truly been amazing. May God continue to fill you with peace and love.

Peace in Christ, Pastor Josh

2:17 PM

01/05/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 12/31/21

	<u>Dec 31, 21</u>
Beginning Balance	32,531.62
Cleared Transactions	
Checks and Payments - 58 items	-36,941.14
Deposits and Credits - 18 items	40,730.17
Total Cleared Transactions	<u>3,789.03</u>
Cleared Balance	<u>36,320.65</u>
Uncleared Transactions	
Checks and Payments - 11 items	-4,272.63
Total Uncleared Transactions	<u>-4,272.63</u>
Register Balance as of 12/31/21	<u>32,048.02</u>
New Transactions	
Checks and Payments - 14 items	-2,630.91
Deposits and Credits - 1 item	955.00
Total New Transactions	<u>-1,675.91</u>
Ending Balance	<u>30,372.11</u>

3:03 PM

01/03/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 - DESIGNATED, Period Ending 12/31/21

	Dec 31, 21
Beginning Balance	113,432.41
Cleared Transactions	
Checks and Payments - 5 items	-4,488.11
Deposits and Credits - 8 items	5,096.17
Total Cleared Transactions	608.06
Cleared Balance	<u>114,040.47</u>
Uncleared Transactions	
Checks and Payments - 4 items	-855.00
Total Uncleared Transactions	-855.00
Register Balance as of 12/31/21	<u>113,185.47</u>
Ending Balance	<u>113,185.47</u>

3:52 PM

Holy Trinity Lutheran Church

Balance Sheet

01/06/22

As of December 31, 2021

Accrual Basis

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	113,185.47
1110 · GENERAL OPERATING ACCT (Premier Bank)	32,048.02
Total Checking/Savings	<u>145,233.49</u>
Total Current Assets	<u>145,233.49</u>
TOTAL ASSETS	<u><u>145,233.49</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2452 · 403B Plan	25.79
2451 · Flex Spending	15.00
2453 · Life Insurance	-55.54
Total 2450 · Other Withholdings	<u>-14.75</u>
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	<u>-14.75</u>
Total Other Current Liabilities	<u>-14.75</u>
Total Current Liabilities	<u>-14.75</u>
Total Liabilities	<u>-14.75</u>
Equity	
32000 · Unrestricted Net Assets (Other Income)	26,679.78
Net Income	118,568.46
Total Equity	<u>145,248.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>145,233.49</u></u>

Holy Trinity Lutheran Church Treasurer's Report for Operating Account December 2021

3:11 PM
01/06/22
Accrual Basis

	Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
PLEDGES/OFFERINGS (Normal donations)			
4100001 - Loose Plate Income (Cash from the plate not designated to a member.)	244.00	312.50	-68.50
4100000 - Pledged/Unpledged Income (Pledge commitments)	39,394.59	37,226.42	2,168.17
4100002 - Seasonal	485.00	83.33	401.67
Unpledged Support (Money received from a member not pledged.)	6.34		
PLEDGES/OFFERINGS (Normal donations) - Other	550.00		
Total PLEDGES/OFFERINGS (Normal donations)	40,679.93	37,622.25	3,057.68
4100006 - CHURCH USE INCOME	90.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. O...			
4100004 - Interest Income (Bank Interest Income)	0.98	1.67	-0.69
4100020 - Noah's Ark Transfers	0.00	385.00	-385.00
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donati...	0.98	386.67	-385.69
Total Income	40,770.91	38,008.92	2,761.99
Gross Profit	40,770.91	38,008.92	2,761.99
Expense			
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	2,906.91	2,906.92	-0.01
5120020 - EWALLU	58.33	58.33	0.00
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,190.24	3,190.25	-0.01
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	0.00	10.00	-10.00
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered t...	134.90		
5100004 - Computer Hardware (Computers, laptops, monitors, keyboards, mouse, etc)	0.00	166.67	-166.67
5100002 - Computer/Software Purchases	194.49		
5100030 - Continuing Education	337.40	33.33	304.07
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	129.91		
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	621.02	482.00	139.02
Credit Card Processing Fee	125.01	70.00	55.01
5100015 - Hospitality (Admin)	0.00	30.00	-30.00
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative	246.04	95.00	151.04
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	65.85	616.67	-550.82
5100007 - Postage (Postage)	172.48	41.67	130.81
Printed Materials	0.00	100.00	-100.00
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/2...	36.51		
5100042 - Staff Mileage	0.00	13.92	-13.92
5100017 - Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and overnig...	0.00	125.00	-125.00
Total ADMINISTRATIVE EXPENSES	2,063.61	1,834.26	229.35

Holy Trinity Lutheran Church Treasurer's Report for Operating Account December 2021

3:11 PM
01/06/22
Accrual Basis

	Dec 21	Budget	\$ Over Budget
BUILDING & GROUNDS			
5140010 - Church Buildings M/R (Any repairs or maintenance to the church building)	37.43	291.67	-254.24
5140005 - Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care.)	234.50	533.33	-298.83
5175000 - Cleaning	684.80	1,483.75	-798.95
5140001 - Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	541.67	-541.67
5140008 - HVAC	341.98	83.33	258.65
5140013 - Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & Inspection, F...	704.36	222.50	481.86
5140003 - Property Insurance	0.00	903.42	-903.42
5140019 - Snow Removal	0.00	500.00	-500.00
Total BUILDING & GROUNDS	2,003.07	4,569.67	-2,566.60
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 - Alliant Energy	2,316.22	1,250.00	1,066.22
5140006 - Blackhills (Natural Gas)	1,258.30	583.33	674.97
5140009 - Internet and phone	313.69	462.50	-148.81
5140012 - Waste Disposal	356.04	125.00	231.04
5140011 - Water	214.46	166.67	47.79
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	4,458.71	2,587.50	1,871.21
PASTOR			
5148010 - Cell Phone	62.50	62.50	0.00
5148003 - Continuing Education	0.00	75.00	-75.00
5148008 - Disability	91.02	91.17	-0.15
5148014 - Group Life Insurance	42.48	42.50	-0.02
5148002 - Health	2,142.00	2,142.00	0.00
5148005 - Housing	3,333.34	3,333.33	0.01
5148009 - Mileage	486.08	166.67	319.41
5148001 - Pension	667.49	668.33	-0.84
5148004 - Professional Publications	0.00	58.33	-58.33
5148000 - Salary	2,442.74	2,415.25	27.49
5148006 - SSA Allowance	310.70	327.50	-16.80
Total PASTOR	9,578.35	9,382.58	195.77
ASSOC PASTOR			
5149009 - Continuing Education	0.00	75.00	-75.00
5149006 - Disability	26.86	69.58	-42.72
5149007 - Group Life Insurance	12.53	32.50	-19.97
Health Insurance	260.00	260.00	0.00
5149003 - Housing	944.45	1,666.67	-722.22
5149002 - Pension	179.06	463.75	-284.69
5149000 - Salary	1,539.49	2,706.08	-1,166.59
5149004 - SSA Allowance	143.67	264.92	-121.25
Total ASSOC PASTOR	3,106.06	5,538.50	-2,432.44
FAMILY MINISTER			
5150034 - Continuing Education	0.00	6.92	-6.92
5150032 - Disability/Admin	0.00	18.83	-18.83
5150038 - Group Life Insurance	0.00	8.83	-8.83
5150031 - Pension	0.00	100.50	-100.50
5150030 - Salary	0.00	1,256.58	-1,256.58
Total FAMILY MINISTER	0.00	1,391.66	-1,391.66

Holy Trinity Lutheran Church Treasurer's Report for Operating Account December 2021

3:11 PM
01/06/22
Accrual Basis

	Dec 21	Budget	\$ Over Budget
MUSIC			
5160045 - Contemporary Music Leader	1,244.60	1,244.58	0.02
5160046 - Music Minister	1,794.75	1,794.75	0.03
- 5160047 - Service Accompanist	103.00	116.67	-13.67
Total MUSIC	<u>3,142.38</u>	<u>3,156.00</u>	<u>-13.62</u>
OTHER PERSONNEL			
FINANCIAL ASSISTANT			
5170020 - Wages	1,418.00	1,045.75	372.25
Total FINANCIAL ASSISTANT	<u>1,418.00</u>	<u>1,045.75</u>	<u>372.25</u>
MAINTENANCE			
5175010 - Wages	0.00	1,105.00	-1,105.00
Total MAINTENANCE	<u>0.00</u>	<u>1,105.00</u>	<u>-1,105.00</u>
OFFICE ASSISTANT			
5170010 - Wages	886.75	961.92	-75.17
Total OFFICE ASSISTANT	<u>886.75</u>	<u>961.92</u>	<u>-75.17</u>
OFFICE MANAGER			
5170002 - Disability/Admin	45.63	45.67	-0.04
5170006 - Group Life Insurance	21.29	21.33	-0.04
5170001 - Pension	243.33	243.33	0.00
5170000 - Wage	3,277.46	3,042.00	235.46
Total OFFICE MANAGER	<u>3,587.71</u>	<u>3,352.33</u>	<u>235.38</u>
5150037 - YOUTH MINISTER (Part Time)	0.00	1,215.25	-1,215.25
Total OTHER PERSONNEL	<u>5,892.46</u>	<u>7,680.25</u>	<u>-1,787.79</u>
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	124.77		
Employer Share SocSec	533.54	713.08	-179.54
5100031 - HK Payroll Services	77.28	85.83	-8.55
WorkComp	0.00	289.50	-289.50
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	<u>735.59</u>	<u>1,088.41</u>	<u>-352.82</u>
68900 - Reconciliation Discrepancies (Discrepancies between bank statements and company records)	601.82		
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
5155004 - Grief Share (Grief Share Materials)	0.00	20.00	-20.00
5155002 - Stephen Minister Education (Stephen Minister Educational materials)	0.00	33.33	-33.33
Total CARING MINISTRY PROGRAMS	<u>0.00</u>	<u>53.33</u>	<u>-53.33</u>
5215000 - FAMILY MINISTRY (FELLOWSHIP)	0.00	125.00	-125.00
5105000 - FELLOWSHIP	0.00	41.67	-41.67
5115000 - OUTREACH	251.31	41.67	209.64

**Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
December 2021**

3:11 PM
01/06/22
Accrual Basis

	Dec 21	Budget	\$ Over Budget
PARISH EDUCATION			
5130011 · Adult Education (Supplies for Adult Education)	0.00	16.67	-16.67
5130015 · Camps (Camps)	0.00	83.33	-83.33
5130032 · Children's Sermons (Supplies for Children Sermons)	0.00	20.00	-20.00
5130003 · Confirmation (Supplies for Confirmation)	0.00	145.83	-145.83
5130030 · First Communion (Supplies for First Communion)	0.00	25.00	-25.00
5130006 · Gift Bibles (Gift Bibles)	0.00	33.33	-33.33
5130005 · Splash (0-3 Yr) (Supplies for Splash)	93.08	41.67	51.41
5130012 · Sunday School Curriculum (Sunday School Curriculum)	361.25	93.75	267.50
5130031 · Teacher Appreciation (Teacher Appreciation)	0.00	10.42	-10.42
5130016 · VBS (VBS)	0.00	75.00	-75.00
5130013 · Youth Education (Youth Ed)	41.78	12.50	29.28
5130014 · Youth Gathering	0.00	16.67	-16.67
Total PARISH EDUCATION	496.11	574.17	-78.06
5120030 · STEWARDSHIP (Postage and Supplies)	64.00	140.00	-76.00
WORSHIP			
5210000 · Altar Supplies	33.29	125.00	-91.71
5210001 · Bell Choir Supplies	0.00	8.33	-8.33
5210003 · Copyright Licenses (CCL) and OneLicense)	0.00	154.17	-154.17
5210009 · Guest Musician	0.00	20.83	-20.83
5210013 · Instrument Maintenance	0.00	16.67	-16.67
5210005 · Music Materials (worship related patron membership)	175.00	33.33	141.67
5210007 · Organ/Piano Tuning	0.00	166.67	-166.67
5210002 · Sound System Maintenance	0.00	143.17	-143.17
Total WORSHIP	208.29	668.17	-459.88
Total TEAMS & COMMITTEES EXPENSES	1,019.71	1,644.01	-624.30
Total Expense	35,792.00	42,053.09	-6,261.09
Net Ordinary Income	4,978.91	-4,044.17	9,023.08
Net Income	4,978.91	-4,044.17	9,023.08

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
All Transactions

01/06/22

Accrual Basis

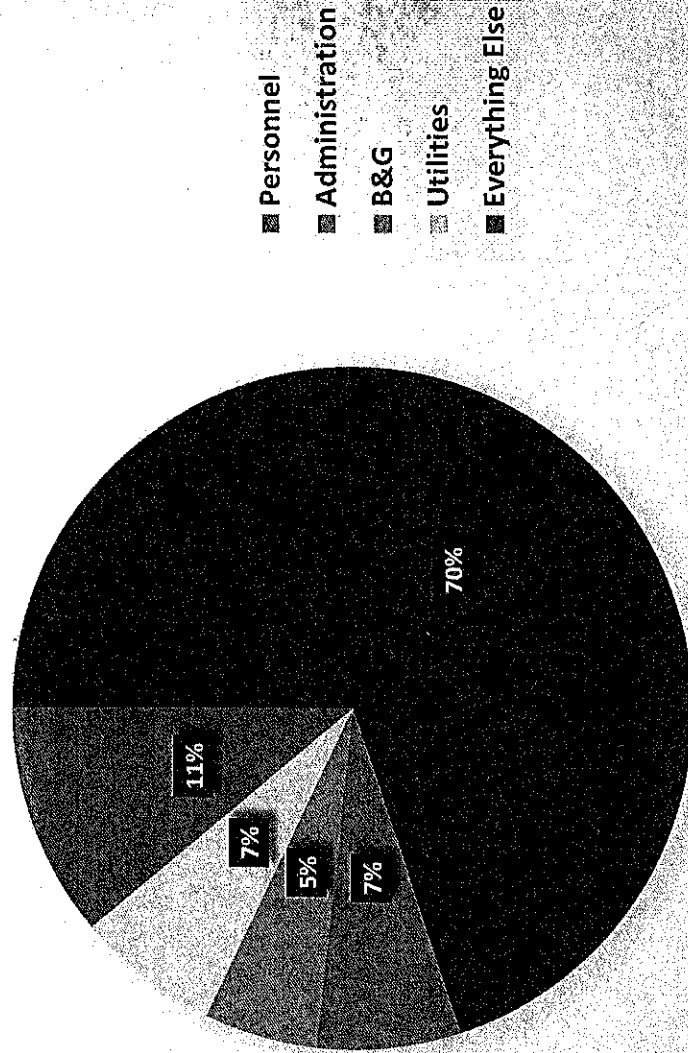
	Jan 28, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	62.58
4540030 · Flowers	53.40
4540090 · Misc In/Out	-174.97
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by Individual staff members for birthay lunches that ...	-51.10
Total *ADMINISTRATIVE	189.91
*B&G	
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	59,937.91
Total *B&G	61,126.39
*CAMPAGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	11,889.95
Total *CAMPAGNS	11,889.95
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	14,796.31
Total *FAMILY MINISTRY	14,919.31
*MEMORIALS	
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jecklin (to be used for general budget (money transfered to operating *Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,233.01
*MINISTRIES	
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	500.00
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	716.95
Total *MINISTRIES	1,397.17
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	564.73
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	2,948.94
4500000 · Prepaid Pledge	5,005.00
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	12,492.37
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,094.99
4014000 · Neighborhood Patio Events	250.00
Total *OUTREACH	8,594.99
Total Other Income	113,843.10
Net Other Income	113,843.10
Net Income	113,843.10

Treasure's Summary Report	January		2022		For December 2021 Data				YTD
	Period Activity	YTD Balance	Monthly Budget	Annual Budget	Monthly Budget -Period Activity	Annual Budget	Monthly Budget	YTD Balance-Budget	
Income									
Pledged/Unpledged Giving	\$ 39,394.59	\$ 434,507.26	\$ 36,336.42	\$ 436,037.00	\$ (3,058.17)	\$ 436,037.00	\$ 68.50	\$ (1,529.74)	
Loose Plate	\$ 244.00	\$ 5,136.25	\$ 312.50	\$ 3,750.00	\$	\$ 3,750.00	\$ 1,386.25	\$ 1,386.25	
Seasonal	\$ 485.00	\$ 2,900.00	\$ 83.33	\$ 1,000.00	\$ (401.67)	\$ 1,000.00	\$ 1,900.00	\$ 1,900.00	
Pledges/Offerings Other	\$ 556.34	\$ 1,150.00	\$	\$	\$ (556.34)	\$	\$ 1,150.00	\$ 1,150.00	
Church Use	\$ 90.00	\$ 370.00	\$	\$	\$ (90.00)	\$	\$ 370.00	\$ 370.00	
B&G Income	\$	\$ 67.54	\$	\$	\$ (67.54)	\$	\$ 67.54	\$ 67.54	
NA Transfers	\$	\$	\$ 385.00	\$ 4,620.00	\$ 385.00	\$ 4,620.00	\$ (4,620.00)	\$ (4,620.00)	
Family Ministry Income	\$	\$ 30.00	\$ 2.50	\$ 30.00	\$ 2.50	\$ 30.00	\$	\$	
Worship Income	\$	\$ 1,248.00	\$ 34.42	\$ 413.00	\$ 34.42	\$ 413.00	\$ 835.00	\$ 835.00	
Fellowship Income	\$	\$ 933.30	\$ 58.00	\$ 696.00	\$ 58.00	\$ 696.00	\$ 237.30	\$ 237.30	
Carling ministry	\$	\$ 272.41	\$ 22.67	\$ 272.00	\$ 22.67	\$ 272.00	\$ 0.41	\$ 0.41	
Admin Income	\$ 0.98	\$ 1,081.05	\$	\$	\$ (0.98)	\$	\$ 1,081.05	\$ 1,081.05	
Misc.	\$	\$ 6.34	\$ 8.83	\$ 106.00	\$	\$ 106.00	\$ (2.49)	\$ (2.49)	
Donations to Support Capital Expend.	\$	\$ 447,702.15	\$	\$	\$	\$ 10,680.00	\$	\$	
Total Income	\$ 40,770.91	\$ 447,702.15	\$ 38,133.67	\$ 457,604.00	\$ (2,637.24)	\$ 457,604.00	\$ (9,901.85)	\$ (9,901.85)	
Expenses									
Total Administration	\$ 2,063.61	\$ 22,122.00	\$ 3,332.42	\$ 39,989	\$ 1,268.81	\$ 39,989	\$ (17,867.00)	\$ (17,867.00)	
Total Fellowship	\$	\$ 1,167.46	\$ 41.67	\$ 500	\$ 41.67	\$ 500	\$ 667.46	\$ 667.46	
Total Caring(Stephen)Ministry	\$	\$	\$ 53.33	\$ 640	\$ 53.33	\$ 640	\$ (640.00)	\$ (640.00)	
Total Membership Outreach	\$ 251.31	\$ 744.40	\$ 41.67	\$ 500	\$ (209.64)	\$ 500	\$ 244.40	\$ 244.40	
Total Church Missions	\$ 3,190.24	\$ 39,014.40	\$ 3,190.25	\$ 38,283	\$ 0.01	\$ 38,283	\$ 731.40	\$ 731.40	
Total Stewardship	\$ 64.00	\$ 887.71	\$ 306.67	\$ 3,680	\$ 242.67	\$ 3,680	\$ (2,792.29)	\$ (2,792.29)	
Total Parish Ed	\$ 496.11	\$ 3,044.28	\$ 574.17	\$ 6,890	\$ 78.06	\$ 6,890	\$ (3,845.72)	\$ (3,845.72)	
Total Buildings and Grounds	\$ 2,003.07	\$ 33,740.51	\$ 3,322.83	\$ 39,874	\$ 1,319.76	\$ 39,874	\$ (6,133.49)	\$ (6,133.49)	
Total Personnel Salary	\$ 22,454.84	\$ 320,782.50	\$ 28,510.17	\$ 342,122	\$ 6,055.33	\$ 342,122	\$ (21,339.50)	\$ (21,339.50)	
Total Worship	\$ 208.29	\$ 6,309.75	\$ 672.33	\$ 8,068	\$ 464.04	\$ 8,068	\$ (1,758.25)	\$ (1,758.25)	
Total Family Ministry	\$	\$ 546.75	\$ 125.00	\$ 1,500	\$ 125.00	\$ 1,500	\$ (953.25)	\$ (953.25)	
Total Utilities	\$ 4,458.71	\$ 31,206.64	\$ 2,587.50	\$ 31,050	\$ (1,871.21)	\$ 31,050	\$ 156.64	\$ 156.64	
Reconciliation	\$ 601.82	\$	\$	\$	\$	\$	\$	\$	
Total Expenses	\$ 35,792.00	\$ 459,566.40	\$ 42,758.00	\$ 513,096.00	\$ (53,529.60)	\$ 513,096.00	\$ (53,529.60)	\$ (53,529.60)	
Income-Expense (Operating)	\$ 4,978.91	\$ (11,864.25)	\$ (4,624.33)	\$ (55,492.00)	\$	\$ (55,492.00)	\$	\$	
Designated Funds									
Beg Balance	\$	\$	Cleared Balance	Register Balance			Ending Balance		
\$ 113,432.41	\$	\$ 114,040.47	\$ 113,185.47	\$ 113,185.47	\$	\$ 113,185.47	\$ 113,185.47	\$ 113,185.47	
General Operating Account									
2021 Balance	\$	Dec Beg Bal.	Cleared Balance	Register Balance	New Transactions	Ending Balance			
\$ 45,250.29	\$	\$ 32,531.62	\$ 36,320.65	\$ 32,048.02	\$ (1,675.91)	\$ 30,372.11	\$ 30,372.11	\$ 30,372.11	
Submitted by: Jonathan R. Brown	1/11/2022								

Treasure's Summary Report	January		2022		For December 2021 Data				YTD
	Period	YTD	Monthly	Annual	Monthly Budget	Monthly Budget	Monthly Budget	YTD	
	Activity	Balance	Budget	Budget	-Period Activity	Activity	Activity	Balance-Budget	
Income									
Pledged/Unpledged Giving	\$ 39,394.59	\$ 434,507.26	\$ 36,336.42	\$ 436,037.00	\$ (3,058.17)	\$ (3,058.17)	\$ (1,529.74)		
Loose Plate	\$ 244.00	\$ 5,136.25	\$ 312.50	\$ 3,750.00	\$ 68.50	\$ 68.50	\$ 1,386.25		
Seasonal	\$ 485.00	\$ 2,900.00	\$ 83.33	\$ 1,000.00	\$ (401.67)	\$ (401.67)	\$ 1,900.00		
Pledges/Offerings Other	\$ 556.34	\$ 1,150.00	\$ -	\$ -	\$ (556.34)	\$ (556.34)	\$ 1,150.00		
Church Use	\$ 90.00	\$ 370.00	\$ -	\$ -	\$ (90.00)	\$ (90.00)	\$ 370.00		
Bt&G Income	\$ -	\$ 67.54	\$ -	\$ -	\$ (67.54)	\$ (67.54)	\$ 67.54		
NA Transfers	\$ -	\$ -	\$ 385.00	\$ 4,620.00	\$ 385.00	\$ 385.00	\$ (4,620.00)		
Family Ministry Income		\$ 30.00	\$ 2.50	\$ 30.00	\$ 2.50	\$ 2.50	\$ -		
Worship Income		\$ 1,248.00	\$ 34.42	\$ 413.00	\$ 34.42	\$ 34.42	\$ 835.00		
Fellowship Income		\$ 933.30	\$ 58.00	\$ 696.00	\$ 58.00	\$ 58.00	\$ 237.30		
Caring ministry		\$ 272.41	\$ 22.67	\$ 272.00	\$ 22.67	\$ 22.67	\$ 0.41		
Admin Income	\$ 0.98	\$ 1,081.05	\$ -	\$ -	\$ (0.98)	\$ (0.98)	\$ 1,081.05		
Misc.		\$ 6.34	\$ 8.83	\$ 106.00	\$ -	\$ -	\$ (2.49)		
Donations to Support Capital Expend.		\$ 447,702.15		\$ 10,680.00					
Total Income	\$ 40,770.91	\$ 447,702.15	\$ 38,133.67	\$ 457,604.00	\$ (2,637.24)	\$ (2,637.24)	\$ (9,901.85)		
Expenses									
Total Administration	\$ 2,063.61	\$ 22,122.00	\$ 3,332.42	\$ 39,989	\$ 1,268.81	\$ 1,268.81	\$ (17,867.00)		
Total Fellowship	\$ -	\$ 1,167.46	\$ 41.67	\$ 500	\$ 41.67	\$ 41.67	\$ 667.46		
Total Caring(Stephen)Ministry	\$ 251.31	\$ 744.40	\$ 53.33	\$ 640	\$ 53.33	\$ 53.33	\$ (640.00)		
Total Membership Outreach	\$ 3,190.24	\$ 39,014.40	\$ 41.67	\$ 500	\$ (209.64)	\$ (209.64)	\$ 244.40		
Total Church Missions	\$ 64.00	\$ 887.71	\$ 306.67	\$ 3,680	\$ 0.01	\$ 0.01	\$ 731.40		
Total Stewardship	\$ 496.11	\$ 3,044.28	\$ 574.17	\$ 6,890	\$ 78.06	\$ 78.06	\$ (3,845.72)		
Total Parish Ed	\$ 2,003.07	\$ 33,740.51	\$ 3,322.83	\$ 39,874	\$ 1,319.76	\$ 1,319.76	\$ (6,133.49)		
Total Buildings and Grounds	\$ 22,454.84	\$ 320,782.50	\$ 28,510.17	\$ 342,122	\$ 6,055.33	\$ 6,055.33	\$ (21,339.50)		
Total Personnel Salary	\$ 208.29	\$ 6,309.75	\$ 672.33	\$ 8,068	\$ 464.04	\$ 464.04	\$ (1,758.25)		
Total Worship	\$ -	\$ 546.75	\$ 125.00	\$ 1,500	\$ 125.00	\$ 125.00	\$ (953.25)		
Total Family Ministry	\$ 4,458.71	\$ 31,206.64	\$ 2,587.50	\$ 31,050	\$ (1,871.21)	\$ (1,871.21)	\$ 156.64		
Total Utilities	\$ 601.82								
Reconciliation									
Total Expenses	\$ 35,792.00	\$ 459,566.40	\$ 42,758.00	\$ 513,096.00			\$ (53,529.60)		
Income-Expense (Operating)	\$ 4,978.91	\$ (11,864.25)	\$ (4,624.33)	\$ (55,492.00)					
Designated Funds									
Beg Balance	\$ 113,432.41		Cleared Balance	Register Balance			Ending Balance		
2021 Balance	\$ 45,250.29		\$ 114,040.47	\$ 113,185.47			\$ 113,185.47		
2021 Balance	\$ 45,250.29		Cleared Balance	Register Balance			Ending Balance		
			\$ 32,531.62	\$ 32,048.02			\$ 30,372.11		

Expenses	Personnel	Administration	B&G	Utilities	Everything Else
	\$320,782	\$31,206	\$24,761	\$31,206	\$51,010

Expenses 2021

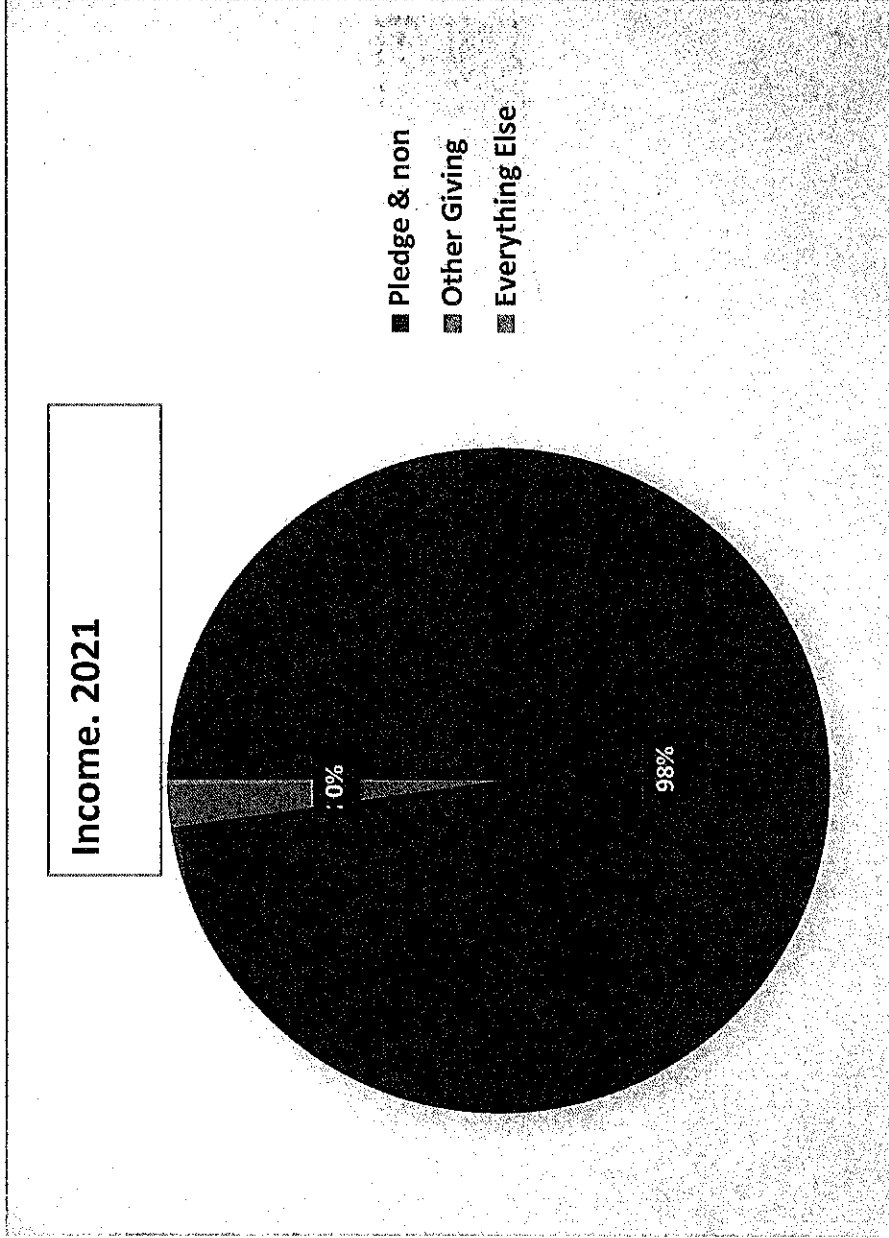


Income
 Pledge & non Other Giving Everything Else

\$437,507

\$9,192

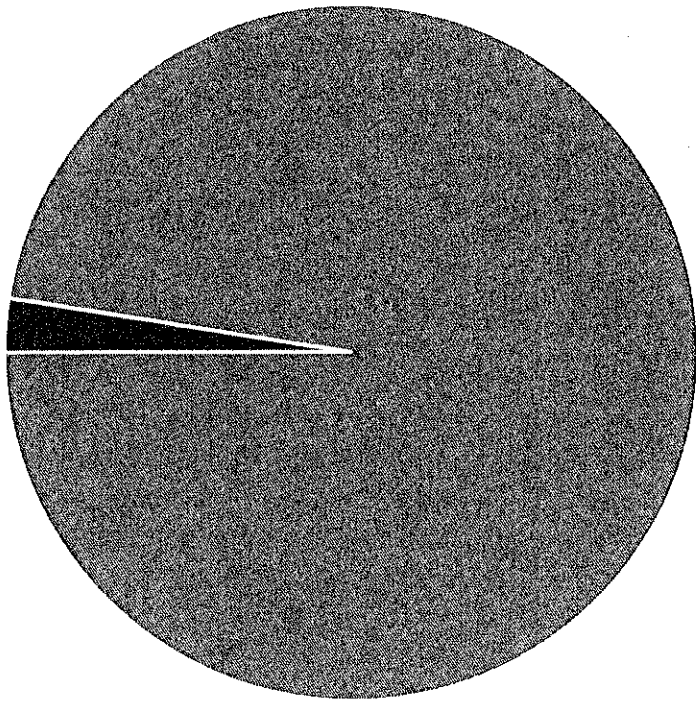
\$1,003



Expense-Income
\$11,864

Total Expense
\$459,466

Expense-Income

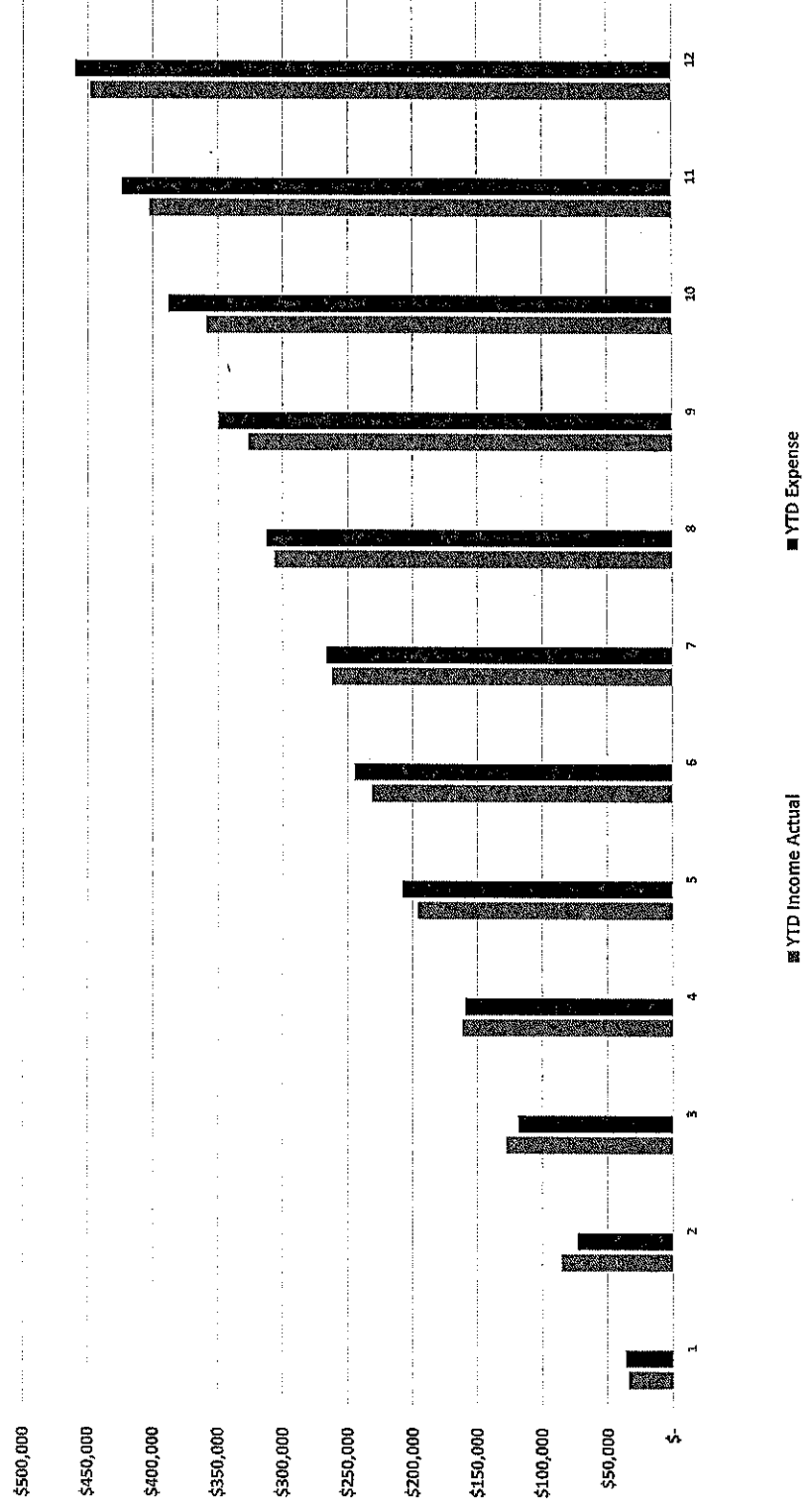


■ Expense-Income ■ Total Expense

2021 Income & Expense by YTD

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
YTD Income Actual	\$ 34,150	\$ 85,280	\$ 127,587	\$ 161,642	\$ 196,238	\$ 231,582	\$ 262,847	\$ 306,379	\$ 326,423	\$ 358,929	\$ 403,020	\$ 447,702
YTD Expense	\$ 36,336	\$ 72,672	\$ 118,427	\$ 159,030	\$ 207,824	\$ 245,084	\$ 286,926	\$ 312,414	\$ 349,408	\$ 388,064	\$ 423,774	\$ 459,566

2021 YTD Income vs Expense- Actual



■ YTD Income Actual
 ■ YTD Expense

Members met via Zoom this month. Present were Darrell Kalmes, Gary Sewell, Alex Beck and John Chesterman

We discussed our budget. Gary Sewell stated that he has the budget numbers ready, but the finance committee has not met so that he could pass the numbers on. Gary will contact Ed to see if a budget meeting will happen soon.

On-going maintenance and repair:

- New storage area in hall across from Library will be started and probably completed this month.
- Air and water leak still a problem in the ceiling of the table closet off our LFC. Darrell has contacted Tom Reeg of Crawford to get a quote for closing the outside of the vent. When weather warms up and the outside is closed, we will organize a workday to close and insulate the inside of this vent.
- We still have no promise date on delivery of the digital mixer for the LFC. The mixer is being held up because of the chip/shipping shortage caused by the COVID problems. Until the mixer is installed, and the new maintenance closet is built we cannot reorganize the storage room closest to the LFC kitchen.
- We will try to organize a work Saturday soon to remove the long-abandoned radiators in the Associate Pastors office and the Youth Ministry office. If possible that day, we will also remove the long-abandoned radiators in the Noah's Ark room directly below these offices. The goal then would be to follow that with a project to insulate and drywall the Noah's Ark classroom. It currently has no insulation and being on the north of the building, it is a problem to heat.

Gary Sewell has not yet heard from Manders Concrete on the cost to replace the bad concrete at both lower-level entrances and the front entrance. We also discussed the possibility of pouring a small slab between the garage and the dry cleaners so that garbage bins could be moved out of parking places. Some discussion centered around the need for building permits to replace the existing concrete and the need to replace and update the railing at the lower-level west entrance to meet current code. Darrell stated that there is a private donor willing to pay a substantial part of this work.

Until we have a maintenance person, we will wait to invite Zephyr Aluminum in to correct the last problems we have with the LFC windows, and a recent problem we've found with a window on the choir room with a twisted frame.

A couple potential future projects were discussed:

- A Digital Sign for the front of our property to eliminate the long lead time needed to adjust dates and other information on the vinyl signs plus the 1 hour process needed each time the banner frame has to have a new banner mounted.
- Office staff have raised the possibility of changing our entrances to key-card access for better security and to greatly reduce the number of keys we have. Gary cited some of the technical and functional problems with the key-card system used by his place of employment. This project will require more study.
- The ramp in the front of church is badly shifting and because of design, we are unable to use it for entering the building with longer items like caskets and scissor lifts. The past attempts of getting scissor lifts into the building over the front steps is responsible for at least some of the broken stair noses in our front entry. The ramp needs to be redesigned and rebuilt.

One project not discussed, but worthy of future consideration:

- In the winter a piece of 2" foam is placed over the window in the north wall of our rear sanctuary staircase. Replacement of this window with an energy-efficient window, and an actual door for flat roof access should be considered for the future.

Future known projects and repairs:

1. Slow drain in the restroom off the front of our Sanctuary. This will probably be addressed by the maintenance person when we hire one.

Darrell restated his intention to remove himself from the Building and Grounds team at the end of this month. Darrell will continue to coordinate monthly inspections and make emergency repairs as needed until we have hired a new maintenance person.

Respectfully submitted,
Darrell Kalmes

Noah's Ark Board Meeting
Minutes
12.7.21

Present: Jenifer Montgomery (director), Jason Duba (chair), Ellen Sinkey (vice chair), Marina Evanovich, Emily Sewell, Lindsey Backhaus

New Business

- Welcome Lindsey Backhaus to the Board - *Motion by Sewell*
- Elect Secretary: Marina Evanovich - *Motion by Sewell, Second by Backhaus, Approved by vote*

Director's Report

- Fundraising
 - Less than previous year
 - Absorbed into staffing costs
- Staffing Updates
 - Hannah Recker resigned
 - Hired Jaydin Walker as the new assistant 1 year old teacher
- 2022-2023 School Year Planning
 - 1) Beginning January 2022 Lion and Giraffe children clumped together outside of the 4K preschool time eliminating the need for a full time teacher in the Lion Room.
 - Move Katie to Crocodile Room
 - 2) Summer 2022: Maintain current enrollment without opening additional summer only spots. Charge Lion flat rate for Giraffe children for the summer.
 - 3) 2022-2023 School Year: Enroll full time children only in all programs except Giraffe, again combining Lion and Giraffe children outside of the preschool time.
 - Each preschool-only slot loses \$1,000 per year
 - *Motion to approve these three measures by Sinkey, Second by Evanovich, Approved by vote*

Treasurer's Report

- Honkamp is getting set up to manage our books
- May be difficult to have monthly report ready by first Tuesday, so discuss in January

Other items

- Coronavirus cases in November: Jenifer was in communication with staff at VNA who provided reassurance that she was following protocols. This person thinks that by now most students and staff have been exposed, reducing the likelihood of another cluster of cases like that.
- Sewell reported that Amazon Smile does require an organization to have its own EIN, which would preclude Noah's Ark from getting an account since it shares the church's EIN, and the church has a Smile account. She's looking into Target Circle, but that's for secular organizations, so may not fit.