

HOLY TRINITY LUTHERAN CHURCH
COUNCIL PACKET
August 17, 2021

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

Holy Trinity Lutheran Church Council
Meeting Minutes
August 17, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Karla Wildberger (Pastor), Derek Rosenstiel (Associate Pastor), Barbara Rank (Secretary) Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach), Jason Duba (Noah's Ark)

Standard council items

Meeting opened at 6:33. Devotions led by Ed Borchert. 2 Corinthians 9:6 Sow honestly and reap honestly. Do random acts of kindness. The prior minutes were approved as corrected to show the Ministry Fair to be held September 26. Council continues to seek Committee Liasons for Building and Grounds, Fellowship, and Stewardship Committees. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for what everyone has been doing. Council agreed on four items to share with the congregation and committees. Meeting adjourned at 7:40.

Finance

The YTD income and balance are lagging behind YTD expenses and budget.

Building and Grounds

Motion by Duba 2nd by Matson to open a digital sign fundraising project. Motion failed.

Motion by Matson. 2nd by Duba. The alcove in the hallway will be walled off with a door to make a closet for maintenance equipment and supplies. Motion carried.

Noah's Ark

Motion by Duba. 2nd by Kueter. Council approval of continuing resolutions for Noah's Ark. Motion carried.

Outreach

Motion by Kueter. 2nd by Matson. Purchase a beverage refrigerator for the food pantry. Motion carried.

Four Items for Sharing

1. Pastor Karla's last day will be August 22nd and Pastor Josh will return on August 23rd.
2. Council requests realistic expectations of office staff, respect for their job descriptions and recognition of their permission to say no.
3. The food pantry is getting a beverage refrigerator.
4. An email vote was taken and wearing masks in the building is now highly recommended.
5. The maintenance position is now open for applications.

Respectfully submitted, Barb Rank (Secretary)

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	Vacant		
Outreach	Gretchen Kueter	kueterchris@msn.com	563-590-0174
Worship	Terry Hoefflin	thoefflin@earthlink.net	563-542-6064
Stewardship	Vacant		
Family Ministry	Tami Ernster	djernster@mchsi.com	563-581-3448
Youth Representative	Lily Hoefflin	lhoefflin@earthlink.net	
Fellowship	Vacant		
Noah's Ark	Jason Duba	jasonduba@gmail.com	509-385-2736
Pastor	Rev Josh Martyn	htlcdbqpastor@gmail.com	563-613-4337
Associate Pastor	Rev Derek Rosenstiel	associatepastorderek@gmail.com	608-556-0206
Interim Pastor	Rev Karla Wildberger	karlakaywild@gmail.com	520-784-1420
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
August 17, 2021

6:30	Opening Devotions	Ed Borchert
6:35	Approve previous month's minutes	
6:38	Review and approve the meeting's agenda	Adam Eikamp
6:40	Pastor's report	Pastor Karla Wildberger
6:50	Associate Pastor's report	Pastor Derek Rosenstiel
6:56	Treasurer's report	Jonathan Brown
7:05	Financial Secretary report	Ed Borchert
7:10	BUSINESS	
	Old business	
	Roof Update	
	Covid 19 update: Masks are highly encouraged	
	Part Time Maintenance Person	
	New business	
7:25	COMMITTEE REPORTS AND ACTION ITEMS	
	Personnel	Amanda Matson
	Building and Grounds	Action Item: Digital Sign fundraising approval
		Action Item: Hallway alcove
	Fellowship	Vacant
	Stewardship	Vacant
	Outreach	Action Item: Pantry Refrigerator
	Worship	Gretchen Kueter
	Family Ministry / Parish Ed.	Terry Hoefflin
	Noah's Ark	Tami Ernster
	Youth Liaison	Jason Duba
		Lilly Hoefflin
	STAFF REPORTS (written)	
	Office Manager	Lorice Amlin
	ANNOUNCEMENTS / CORRESPONDENCE	
	Communications to Committees: list four items	
8:00	ADJOURNMENT AND THE LORD'S PRAYER	

Holy Trinity Lutheran Church Council
Meeting Minutes
July 20, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Derek Rosenstiel (Associate Pastor), Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach), Terry Hoefflin (Worship), Lilly Hoefflin (Worship), Jason Duba (Noah's Ark)

Guest Present

Barb Rank

Standard council items

Meeting opened at 6:30. Devotions led by Terry Hoefflin. Paradoxical Ten Commandments. The prior minutes were approved as written. Barb Rank was approved as Executive Committee Secretary. Council continues to seek Committee Liasons for Building and Grounds, Fellowship, and Stewardship Committees. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for what everyone has been doing). Council agreed on four items to share with the congregation and committees. Meeting adjourned at 8:00.

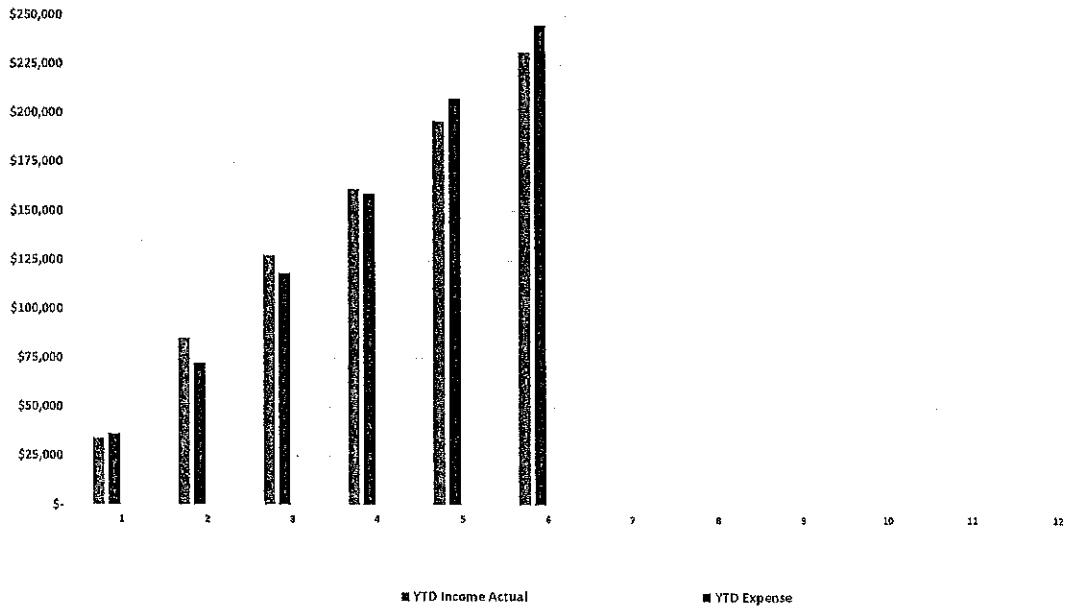
Four items for sharing

1. The Wednesday 5:30 service in the LFC will start after Rally Day (with all programming starting up September 15th Rally Day.
2. The Shared Ministry Fair will be held September 19 in the LFC between services. Committees and ministries will have booths and time/talent sheets will be available.
3. Barb Rank was approved as Executive Committee Secretary.
4. Communion will be offered every week with two options. Individual small cups and wafers will be provided at the alter and the sealed communion will also be available in the pews.

Finance

The year to date income compared with the year to date expenses shows that they are approximately \$13,500 apart at the end of June.

2021 YTD Income vs Expense- Actual



Building and Grounds

Motion by Matson, 2nd by Kueter: Council approval for Darrell Kalms to have the Maintenance Credit Card. Motion carried.

Worship

Motion by Hoefflin, 2nd by Kueter: Communion will be offered every week with two options. Motion carried.

Respectfully submitted, Barb Rank (Secretary)

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.
Romans 15: 13 (NRSV)

We are in the waning hours of summer & it is so hard to believe! Where did this summer go, especially July?! As we move towards the coming fall there is much to prepare for, this makes it so we all have to move along at a steady clip and in this time move quite fast. I have to admit that our time for council crept up on me so as was the case last month, I will keep this one succinct and to the point. Thank you so much for your understanding and support as a council in all ways and through your faithful service.

Here's the highlights of what ministries I have been focusing on this past month -

- Summer youth programming in partnership with pastor Karla & the Elementary-Aged Youth team has been such a joy with events such as a Family Movie Nite, preparing & serving a meal @ the Dubuque Rescue Mission, a High School Bonfire nite, a Community Pool Party, & so on.
- The Faith in Motion ministry gathered twice this past month for a walk at two beautiful parks & while the group was small it was a time filled with strengthening relationships with each other and connecting to God through nature. I am planning on having two gatherings during the month of September as well.
- I helped the bible study groups make a transition to hybrid gatherings for those who are comfortable coming into the building for in-person gathering and those who still feel safer staying home and connecting via Zoom. The technology was super effective once I found the right way to do it and purchased the equipment that was needed for it. Thankfully our conference room was already set up with a TV in the corner and it works quite nicely.
- I continue to plan what Fall Faith Formation will look like for all age levels with some amazing siblings in Christ. The Adult Ed group is looking at ways to have gatherings on the patio or spread out in the LFC so as to continue to have opportunities for people to explore their faith as adults but still balancing safety with the changing pandemic landscape. We are excited for some big events in October where the new president at Wartburg seminary will be come for a presentation/conversation & later in the year where the Reconciled in Christ team will hold some forums on what it means to be a community that is more welcoming and inclusive for all people, including people from the LGBTQIA+ community.
- There were two more funerals in our community of faith & we as a community of faith came together to hold these beloved siblings in Christ in remembrance before God and support one another in our grief.

Here's a few things my ministry will focus on this next month --

- If circumstances allow, I would like to restart the Well ministry which was an opportunity for people to gather at various locations in town for faith conversation & relationship building in a more relaxed atmosphere. This is a ministry I had just helped to start before the pandemic & I am so excited to see if it will take off again.
- The faith formation year will begin so pastor Josh, myself, & the amazing person who we will hopefully welcome in as the new Youth Minister will be working hard to make sure youth formation is lively, engaging, and safe.

- As fall comes, we will begin our mid-week worship once again, and in the new *Dinner Church* form it is going to take, I am excited to see how it will take shape and how people will respond to it. With an opportunity to gather for a meal prior to the evening of activities, I pray that new relationships will be formed, and others will be strengthened all through the shared faith we have in Christ,
- I really desire for our caring ministries to be reimagined and have not had time up until this point, but with the return of pastor Josh; I will be digging into this. Our Stephen ministries, grief support group, and mutual care ministries are deeply needed in this time more than ever before maybe and I pray that the Spirit will stir up hearts to participate in the call we have been given to love and care for one another in Christ's example given for us.

These are but a few highlights of course, but please as always feel free to reach out to me and ask me what I have been up to or how you can support any of the areas of ministry I am working on with others. I appreciate each of you and give thanks to God always for the witness to Christ's love that you share with others in this community of faith, including with my family, and beyond!

In Christ,
DGR (Pastor Derek)

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending July 31, 2021

Wednesday, August 4, 2021 5:03 PM

Page 1 of 1

Statement Ending Date: 07/31/2021
Account: General Operating Checking (1.100.000)
Statement Ending Balance: \$34,471.13

Outstanding Checks and Withdrawals

07/27/2021	42824	2,430.75	GuideOne Insurance
07/27/2021	42825	719.75	Accidental Fund Insurance Co.
07/28/2021	42831	250.00	Amanda Staade
07/29/2021	42832	48.42	1517 Media
07/30/2021	42833	15.00	Diane Kalmes
07/30/2021	42834	55.00	Borchert Lawn Care
07/30/2021	42835	103.00	Sister Patty Gallagher
07/30/2021	42836	103.00	Laura Bee
07/30/2021	42837	2,034.63	NORTHEASTERN IOWA SYNOD - ELCA
07/30/2021	42838	58.33	EWALU
Total:		\$5,817.88	

Adjusted Bank Balance: \$28,653.25
Balance per Accounting: \$28,653.25
Difference to Reconcile: \$0.00

Comments:

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending July 31, 2021

Monday, August 2, 2021 2:21 PM

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Statement Ending Date:	07/31/2021
Account:	Designated Funds Checking (1.100.035)
Statement Ending Balance:	\$113,085.52

Deposits in Transit

	07/15/2021	10.00
Total:		\$10.00

Outstanding Checks and Withdrawals

04/30/2019		4.80	(Journal Entry)
04/30/2019		4.80	(Journal Entry)
07/19/2021	1905	0.00	Voided Checks
07/30/2021	1907	864.00	Pastor Karla Kay Wildberger
07/30/2021	1908	100.00	FOOD PANTRY
Total:		\$973.60	

Adjusted Bank Balance:	\$112,121.92
Balance per Accounting:	\$112,121.92
Difference to Reconcile:	\$0.00

Comments:

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending July 31, 2021

Monday, August 2, 2021 2:40 PM

Page 1 of 1

Statement Ending Date:	07/31/2021
Account:	Noah's Ark Operating Checking (1.100.045)
Statement Ending Balance:	\$24,384.04

Deposits in Transit

	07/02/2021	235.00
	07/06/2021	6,664.60
	07/27/2021	199.40
Total:		\$7,099.00

Outstanding Checks and Withdrawals

04/30/2021		11.72	(Journal Entry)
05/07/2021	2108	106.36	JENNY GOODNO
07/19/2021	2121	10.00	Maddie Enke
07/27/2021	2125	750.00	GuideOne Insurance
07/27/2021	2126	169.00	Accidental Fund Insurance Co.
07/29/2021	2127	635.82	WEBER PAPER COMPANY
07/29/2021	2128	728.67	Spectrum Countertops PRB LLC
07/29/2021	2129	430.14	Spectrum Countertops PRB LLC
Total:		\$2,841.71	

Adjusted Bank Balance:	\$28,641.33
Balance per Accounting:	\$28,641.33
Difference to Reconcile:	\$0.00

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Balance Sheet as of July 31, 2021

Monday, August 16, 2021 1:59 PM

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Account #	Account Name	Beginning Balance	YTD Balance
Assets			
1.100.000	General Operating Checking	45,250.29	28,653.25
1.100.035	Designated Funds Checking	119,752.15	112,121.92
1.100.045	Noah's Ark Operating Checking	47,625.35	28,641.33
	Total Current Assets	\$212,627.79	\$169,416.50
1.500.000	Church Addition - (1999-2000)	2,094,497.71	2,094,497.71
1.500.005	Capitalized Interest	41,450.34	41,450.34
1.500.010	Church Edifice and Lot	1,024,000.00	1,024,000.00
1.500.020	1730 University	37,000.00	37,000.00
1.500.030	1815 Delhi	27,000.00	27,000.00
1.500.060	1710 University	68,956.25	68,956.25
	Total Fixed Assets	\$3,292,904.30	\$3,292,904.30
	Total Assets	\$3,505,532.09	\$3,462,320.80
Liabilities			
2.000.000	Accounts Payable/Vendors	1,078.01	2,535.70
	Total Accounts Payable	\$1,078.01	\$2,535.70
	Total Liabilities	\$1,078.01	\$2,535.70
Fund Balance			
3.000.000	Noah's Ark Operating Checkbook	47,625.35	28,641.33
3.001.000	General Operating Checkbook	44,172.28	26,117.55
	Total Operating Fund	\$91,797.63	\$54,758.88
3.099.000	Equity Fund	3,292,904.30	3,292,904.30
	Total Investments / Equity Fund	\$3,292,904.30	\$3,292,904.30
3.100.000	Designated (& Restricted) Checkbook	119,752.15	112,121.92
	Total Fund Balance	\$3,504,454.08	\$3,459,785.10
	Total Liabilities and Fund Balance	\$3,505,532.09	\$3,462,320.80

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of July 2021 for Operating Fund Balance

Monday, August 16, 2021 2:00 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.100.000	Pledge/Unpledge Reg Giving	28,989.73	245,711.74	254,352.00	436,037.00	190,325.26
4.100.001	Loose Plate	639.00	3,124.00*	2,191.00	3,750.00	626.00
4.100.002	Seasonal	0.00	2,360.00*	581.00	1,000.00	(1,360.00)
4.100.004	Interest Income	0.95	9.20*	8.00	20.00	10.80
4.100.005	Transfer from Telephone & Internet	0.00	0.00			
4.100.006	Church Use Income	40.00	460.00*	0.00	0.00	(460.00)
4.100.007	Transfer from NA for Internet/phone	0.00	0.00	945.00	1,620.00	1,620.00
4.100.008	HTLC Foundation Fund	0.00	0.00			
4.100.009	Misc General Income	0.00	0.00	0.00	0.00	0.00
4.100.012	Community Foundation Fund	0.00	0.00			
4.100.013	Transfer from Zero Balance Account	0.00	49.11*	0.00	0.00	(49.11)
4.100.015	Transfer from Designated LFC Internal Improvements	0.00	0.00			
4.100.016	Admin Income	94.17	991.30*	0.00	0.00	(991.30)
4.100.017	Transfer from Noah's Ark for Custodial Services	0.00	0.00	0.00	0.00	0.00
4.100.018	Transfer from PPP Designated Acct	0.00	0.00			
4.100.019	Transfer from Continue the Call	0.00	0.00	0.00	0.00	0.00
4.100.020	Transfer from Noah's Ark Reser	0.00	0.00			
4.100.021	Noah's Ark Insurance Reimbursement	0.00	0.00	1,750.00	3,000.00	3,000.00
4.100.024	Transfer from On-line Giving Page	0.00	0.00			
4.100.025	Trnsfr from O. Gremmel's - Organ Maint/Wrshp Utili	0.00	0.00	0.00	0.00	0.00
4.100.027	Transfer from Ora Gremmels	0.00	0.00			
4.100.030	Parish Ed Income	0.00	0.00	0.00	0.00	0.00
4.100.031	Family Ministry Income	0.00	30.00*	15.00	30.00	0.00
4.100.032	Outreach Income	0.00	0.00	49.00	86.00	86.00
4.100.033	Worship Income	0.00	1,618.00*	238.00	413.00	(1,205.00)
4.100.034	Fellowship Income	0.00	720.30*	406.00	696.00	(24.30)
4.100.035	Mission Income	0.00	0.00	0.00	0.00	0.00
4.100.036	Stewardship Income	0.00	0.00	0.00	0.00	0.00
4.100.037	Donations to support LFC lighting project	0.00	0.00	0.00	0.00	0.00
4.100.038	Caring Ministry Income	0.00	272.41*	161.00	272.00	(0.41)
4.100.039	Transfer from Irene Jecklin Memorial Fund	1,000.00	7,000.00*	6,230.00	10,680.00	3,680.00
	Total General Fund Giving	\$30,763.85	\$262,346.06	\$266,926.00	\$457,604.00	\$195,257.94
	Total Income	\$30,763.85	\$262,346.06	\$266,926.00	\$457,604.00	\$195,257.94
Expense						
5.100.000	Line of Credit Interest Expense	0.00	0.00	350.00	600.00	600.00
5.100.002	Monthly internet subscriptions	101.60	529.40	2,555.00	4,382.00	3,852.60
5.100.003	Admin - Copier + paper	557.50	3,736.45*	3,374.00	5,784.00	2,047.55
5.100.004	Hardware	0.00	50.66	1,169.00	2,000.00	1,949.34
5.100.005	Admin - Office Supplies	252.95	2,525.02	4,319.00	7,400.00	4,874.98
5.100.006	Admin - Pastor Discretionary	0.00	68.26			
5.100.007	Admin - Postage	201.85	1,044.79*	294.00	500.00	(544.79)
5.100.008	Admin - Printed Material	19.95	708.86*	700.00	1,200.00	491.14

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of July 2021 for Operating Fund Balance

Monday, August 16, 2021 2:00 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.100.009	Software purchase/Install/Maintenance	181.72	2,569.04*	581.00	1,000.00	(1,569.04)
5.100.010	Meetings Misc. expense	163.88	791.93*	0.00	0.00	(791.93)
5.100.011	Credit Card Fees	6.35	82.85	490.00	840.00	757.15
5.100.012	Staff Mileage	0.00	54.25	98.00	167.00	112.75
5.100.013	Transfer to Sabbatical Leave	0.00	0.00			
5.100.015	Admin - Kitchen Supplies	0.00	0.00	210.00	360.00	360.00
5.100.016	Fall Theological Conference	0.00	0.00	231.00	400.00	400.00
5.100.017	Synod Assembly Registration	98.38	632.38	875.00	1,500.00	867.62
5.100.018	Council Retreat	0.00	0.00			
5.100.020	Tape/CD Ministry	0.00	0.00	0.00	0.00	0.00
5.100.025	Designated Credit Card Fees Expense	0.00	5.05	35.00	60.00	54.95
5.100.029	Background Check	0.00	0.00	70.00	120.00	120.00
5.100.030	Misc. - books/training materials	182.61	656.78*	630.00	1,080.00	423.22
5.100.031	HK Payroll Services	77.28	622.58*	602.00	1,030.00	407.42
5.100.032	Financial Software Review	0.00	0.00			
5.140.004	Copy Machine leased @ 5 years	0.00	0.00	0.00	0.00	0.00
	Total Administration Expense	\$1,844.07	\$14,078.30	\$16,583.00	\$28,423.00	\$14,412.96
5.105.000	Fellowship Expense	0.00	193.85	294.00	500.00	306.15
	Total Fellowship Expense	\$0.00	\$193.85	\$294.00	\$500.00	\$306.15
5.115.000	Outreach - Advertising	0.00	189.16	292.00	500.00	310.84
5.115.001	Banners	0.00	145.84	189.00	325.00	179.16
	Total Outreach Exp	\$0.00	\$335.00	\$481.00	\$825.00	\$490.00
5.120.003	CMB - ELCA Synod	1,820.88	21,072.39*	20,349.00	34,883.00	13,810.61
5.120.011	CMB - Missionary Sponsorship	213.75	1,582.50*	1,575.00	2,700.00	1,117.50
5.120.013	CMB - Rescue Mission	0.00	0.00			
5.120.020	CMB - EWALU Support	58.33	408.31*	408.00	700.00	291.69
	Total Church Missions Expense	\$2,092.96	\$23,063.20*	\$22,332.00	\$38,283.00	\$15,219.80
5.120.030	Stewardship - Postage/Supplies	0.00	589.21	875.00	1,500.00	910.79
5.120.031	Green Team	0.00	0.00	105.00	180.00	180.00
	Total Stewardship Expense	\$0.00	\$589.21	\$980.00	\$1,680.00	\$1,090.79
5.130.002	9th Grade Confirmation Dinner	0.00	0.00	203.00	350.00	350.00
5.130.003	Confirmation Curr and Supp	13.28	189.74	233.00	400.00	210.26
5.130.004	6th, 7th and 8th Conf. Retreat	0.00	0.00	583.00	1,000.00	1,000.00
5.130.005	Splash Material	0.00	56.85	294.00	500.00	443.15
5.130.006	Gift Bibles	0.00	106.45	231.00	400.00	293.55
5.130.011	Adult Education	0.00	93.35	117.00	200.00	106.65
5.130.012	Sunday School Curriculum	17.73	232.41	656.00	1,125.00	892.59
5.130.013	Youth Education	0.00	0.00	91.00	150.00	150.00
5.130.014	Youth Gathering	0.00	0.00	119.00	200.00	200.00
5.130.015	Camps	0.00	200.00	581.00	1,000.00	800.00
5.130.016	VBS	0.00	0.00	525.00	900.00	900.00
5.130.030	1st Communion Supplies	0.00	56.00	175.00	300.00	244.00
5.130.031	Teacher Appreciation	0.00	0.00	70.00	125.00	125.00
5.130.032	Children Sermons/Worship	0.00	0.00	140.00	240.00	240.00
	Total Parish Education Expense	\$31.01	\$934.80	\$4,018.00	\$6,890.00	\$5,955.20
5.140.000	Church Disinfectant system	0.00	241.81	1,169.00	2,000.00	1,758.19
5.140.001	Property - Custodial Supplies	0.00	995.66	2,625.00	4,500.00	3,504.34
5.140.002	Property - Electricity	1,995.36	8,974.47*	8,750.00	15,000.00	6,025.53
5.140.003	Property - Insurance	2,430.75	6,548.75*	6,321.00	10,841.00	4,292.25
5.140.005	Property - M/R Grounds Church	0.00	967.64	1,981.00	3,400.00	2,432.36

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of July 2021 for Operating Fund Balance

Monday, August 16, 2021 2:00 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.140.006	Property - Natural Gas	63.00	4,661.52*	4,081.00	7,000.00	2,338.48
5.140.007	Property - Outside Ground Care	55.00	1,255.94	1,750.00	3,000.00	1,744.06
5.140.008	HVAC	0.00	(1,042.95)	581.00	1,000.00	2,042.95
5.140.009	Property - Telephone	313.69	2,128.29	3,241.00	5,550.00	3,421.71
5.140.010	M/R Church Sanctuary & Property	23.95	382.29	1,169.00	2,000.00	1,617.71
5.140.011	Property - Water	155.05	1,380.05*	1,169.00	2,000.00	619.95
5.140.012	Waste Disposal (Dittmer)	114.95	789.80	875.00	1,500.00	710.20
5.140.013	Fire Extinguishers (DBQ Fire)	344.50	344.50*	175.00	300.00	(44.50)
5.140.014	Ansul Kitchen Hood Cleaning & Insp.	377.41	377.41*	175.00	300.00	(77.41)
5.140.015	FOG inspection (City) every 6 months	0.00	208.12*	203.00	350.00	141.88
5.140.016	Sprinkler Backflow test 4' lines	251.00	251.00*	161.00	275.00	24.00
5.140.017	Sprinkler Backflow test 2' & 3/4" lines	0.00	192.60*	112.00	195.00	2.40
5.140.018	Elevator Safety Test	0.00	401.25*	378.00	650.00	248.75
5.140.019	Snow Removal	0.00	2,332.50*	1,169.00	2,000.00	(332.50)
5.140.020	2019 Office Water Damage	0.00	0.00			
5.140.021	Telephone & Internet Set-Up	0.00	0.00			
5.140.028	Fire Alarm System	0.00	19.22	350.00	600.00	580.78
5.140.030	Delhi St. sidewalk repair	0.00	0.00			
5.140.031	Ora Gremmel's Funded Expenses	0.00	0.00			
5.140.032	LFC - Lighting	0.00	0.00	0.00	0.00	0.00
5.140.033	Univ. Ave. Parcell #1026212004 - Taxes	0.00	0.00			
5.140.035	Sanctuary - loop system repair	0.00	2,166.59*	875.00	1,500.00	(666.59)
5.140.037	Alley Way Improvements	0.00	0.00	0.00	0.00	0.00
5.140.039	Sound System Oper Exp	0.00	16.04			
	Total Building & Grounds Expense	\$6,124.66	\$33,592.50	\$37,310.00	\$63,961.00	\$30,384.54
5.210.000	Worship - Altar Supply	219.99	1,005.21*	875.00	1,500.00	494.79
5.210.001	Worship - Bell Choir Supplies	0.00	0.00	56.00	100.00	100.00
5.210.002	Lifeline Maintenance	0.00	0.00	889.00	1,518.00	1,518.00
5.210.003	Worship - Copyright License	0.00	638.00	1,078.00	1,850.00	1,212.00
5.210.004	Worship- Music Events	0.00	0.00			
5.210.005	Worship - Music Material	0.00	19.44	231.00	400.00	380.56
5.210.007	Worship - Organ/Piano Maint	0.00	0.00	1,169.00	2,000.00	2,000.00
5.210.009	Guest Musician	0.00	0.00	147.00	250.00	250.00
5.210.011	Worship Continuing Education Exp.	0.00	50.55*	28.00	50.00	(0.55)
5.210.012	Sound System maintenance	0.00	0.00	119.00	200.00	200.00
5.210.013	Instrument Maintenance (cord, drums, strings, etc)	0.00	485.67*	119.00	200.00	(285.67)
	Total Worship Expense	\$219.99	\$2,198.87	\$4,711.00	\$8,068.00	\$5,869.13
5.215.000	Family Ministry- Hspty/Fllwshp	250.00	857.56	875.00	1,500.00	642.44
	Total Family Ministry Expense	\$250.00	\$857.56	\$875.00	\$1,500.00	\$642.44
5.148.000	Pulpit Supply	0.00	0.00			
5.148.000	Pastor - Salary	2,442.74	17,099.18*	16,905.00	28,983.00	11,883.82
5.148.001	Pastor - Pension	667.49	4,672.43	4,678.00	8,020.00	3,347.57
5.148.002	Pastor - Health	2,142.00	14,994.00	14,994.00	25,704.00	10,710.00
5.148.003	Pastor - Con't Ed	0.00	985.68*	525.00	900.00	(85.68)
5.148.004	Pastor - Professiona Publication Exp	0.00	469.34*	406.00	700.00	230.66

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.148.005	Pastor-Housing	3,333.34	23,333.38*	23,331.00	40,000.00	16,666.62
5.148.006	Pastor Soc. Sec. Allowance	310.70	2,174.90	2,296.00	3,930.00	1,755.10
5.148.007	Pastor - Retiree/Survivor	0.00	0.00			
5.148.008	Pastor-Disab/Admin	91.02	637.14*	637.00	1,094.00	456.86
5.148.009	Pastor-Car Allowance/Mileage	0.00	299.60	1,169.00	2,000.00	1,700.40
5.148.010	Pastor-Cell Phone	0.00	500.00*	441.00	750.00	250.00
5.148.011	Pastor-Computer Allowance	0.00	0.00			
5.148.014	Pastor - Group Life Insurance	42.48	297.36	301.00	510.00	212.64
	Total Pastoral Salary Expense	\$9,029.77	\$65,463.01	\$65,683.00	\$112,591.00	\$47,127.99
5.149.000	Associate Salary	2,716.74	19,017.18*	18,942.00	32,473.00	13,455.82
5.149.001	Call Process	0.00	0.00			
5.149.002	Associate Pastor - Pension	462.57	3,237.99	3,248.00	5,565.00	2,327.01
5.149.003	Associate Pastor - Housing	1,666.66	11,666.62	11,669.00	20,000.00	8,333.38
5.149.004	Associate Pastor - Soc. Sec. Allowance	253.54	1,774.78	1,855.00	3,179.00	1,404.22
5.149.005	Associate Pastor - Retiree Support	0.00	0.00			
5.149.006	Associate Pastor - Disability	69.39	485.73	490.00	835.00	349.27
5.149.007	Associate Pastor - Group Life	32.38	226.66	231.00	390.00	163.34
5.149.008	Associate Pastor - Professional Exp	0.00	0.00			
5.149.009	Associate Pastor - Con't Ed	0.00	0.00	525.00	900.00	900.00
5.149.010	AP - HLTH Insurance Reimbursement	260.00	1,820.00	1,820.00	3,120.00	1,300.00
	Total Associate Pastor Expense	\$5,461.28	\$38,228.96	\$38,780.00	\$66,462.00	\$28,233.04
5.150.030	Family Minister - Salary	0.00	17,182.02*	8,799.00	15,079.00	(2,103.02)
5.150.031	Family Minister - Pension	0.00	1,206.35*	707.00	1,206.00	(0.35)
5.150.032	Family Minister- Dis/Admin	0.00	226.20*	133.00	226.00	(0.20)
5.150.033	Family Minister - Health	0.00	4,265.00*	2,485.00	4,265.00	0.00
5.150.034	Family Minister - Continuing Education	0.00	305.97*	49.00	83.00	(222.97)
5.150.035	Family Minister-Cell Phone	0.00	357.50*	189.00	325.00	(32.50)
5.150.037	Part time Youth Minister	0.00	3,500.00	8,505.00	14,583.00	11,083.00
5.150.038	Family Minister - Group Life Insur	0.00	105.55*	63.00	106.00	0.45
	Total Family Minister Salary Exp	\$0.00	\$27,148.59*	\$20,930.00	\$35,873.00	\$8,724.41
5.151.000	Intern Salary Stipend - Spring 2019	0.00	0.00			
	Total Intern Salary Expense	\$0.00	\$0.00			
5.155.001	Stephen Ministries Leadership Training	0.00	0.00	0.00	0.00	0.00
5.155.002	Stephan Ministry Educational Materials	0.00	0.00	231.00	400.00	400.00
5.155.004	Grief Share	0.00	0.00	140.00	240.00	240.00
	Total Stephen Min. Salary Exp	\$0.00	\$0.00	\$371.00	\$640.00	\$640.00
5.160.041	Handbell Choir Director	0.00	0.00			
5.160.045	Contemporary Music Leader	1,866.90	8,862.20*	8,715.00	14,935.00	6,072.80
5.160.046	Music Minister Salary	1,172.48	12,563.46	12,565.00	21,537.00	8,973.54
5.160.047	Service Accompanist	206.00	206.00	819.00	1,400.00	1,194.00
5.160.048	Music Continuing Ed	0.00	0.00			
5.160.049	Music Publications	0.00	0.00			
	Total Music Salary Expense	\$3,245.38	\$21,631.66	\$22,099.00	\$37,872.00	\$16,240.34

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.100.035	Employees Deductions	0.00	213.97			
5.170.000	Office Mngr - Wage	2,808.00	20,068.42	21,294.00	36,504.00	16,435.58
5.170.001	Office Mngr - Pension - ELCA	243.33	1,703.31*	1,701.00	2,920.00	1,216.69
5.170.002	Office Mngr - Dis/Admin	45.63	319.41	322.00	548.00	228.59
5.170.004	Office Mngr - Health	0.00	0.00			
5.170.005	Office Manager - Retiree/Survivor	0.00	0.00			
5.170.006	Office Manager - Group Life Insur	21.29	149.03*	147.00	256.00	106.97
5.170.010	Office Assistant - Wages	1,063.12	7,416.37*	6,734.00	11,543.00	4,126.63
5.170.020	Financial Asst - Wages	1,074.13	8,653.35*	7,322.00	12,549.00	3,895.65
5.170.050	Office Staff Continuing Ed	0.00	0.00	233.00	400.00	400.00
	Total Office Salary Expense	\$5,255.50	\$38,523.86*	\$37,753.00	\$64,720.00	\$26,410.11
5.175.000	Cleaning	684.80	5,553.30	10,388.00	17,805.00	12,251.70
5.175.010	Maintenance - Salary	0.00	331.50	7,735.00	13,260.00	12,928.50
5.175.011	Maintenance - Pension - ELCA	0.00	0.00			
5.175.012	Maintenance - Health	0.00	0.00			
5.175.015	Maintenance - Dis/Admn	0.00	0.00			
5.175.016	Maintenance - Retiree/Survivor	0.00	0.00			
5.175.017	Maintenance - Group Life Insur	0.00	0.00			
	Total Custodial Salary Expense	\$684.80	\$5,884.80	\$18,123.00	\$31,065.00	\$25,180.20
5.190.000	Non Pastoral Staff - FICA	610.80	5,811.26*	4,991.00	8,557.00	2,745.74
5.190.001	Workers Compensation	719.75	2,118.75*	2,030.00	3,474.00	1,355.25
	Total Other Staff Expense	\$1,330.55	\$7,930.01*	\$7,021.00	\$12,031.00	\$4,100.99
5.230.000	Ora Gremmel's 2018 Loan Repayment	0.00	0.00			
	Total Ora Gremmel's 2018 Loan	\$0.00	\$0.00			
	Total Operating Expense	\$35,569.97	\$280,654.18	\$298,344.00	\$511,384.00	\$231,028.09
	Total Expense	\$35,569.97	\$280,654.18	\$298,344.00	\$511,384.00	\$231,028.09
	Difference	<u>(\$4,806.12)</u>	<u>(\$18,308.12)</u>	<u>(\$31,418.00)</u>	<u>(\$53,780.00)</u>	

* = Income/Expense exceeds amount budgeted to date

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Treasurer's Report as of July 2021 for Noah's Ark Operating

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.300.000	Noah's Ark - Registration	0.00	200.00	469.00	800.00	600.00
4.300.003	Noah's Ark- Dnts/Gvng Tree	0.00	7,765.23*	2,331.00	4,000.00	(3,765.23)
4.300.004	Noah's Ark - Miscellaneous	0.00	315.36*	0.00	0.00	(315.36)
4.300.007	Noah's Ark - Trnsfr from Rsrv	0.00	0.00	0.00	0.00	0.00
4.300.011	Noah's Ark - Interest	0.76	6.78*	0.00	0.00	(6.78)
4.300.012	Noah's Ark - Scholarship	0.00	0.00	0.00	0.00	0.00
4.300.030	Noah'sArk - Tuition & Child Care	36,450.00	234,083.90*	230,699.00	395,485.00	161,401.10
4.300.032	Summer Day Care	0.00	0.00			
4.300.034	Transfer from PPP Designated Accat	0.00	0.00			
	Total Noah's Ark Receipts	\$36,450.76	\$242,371.27*	\$233,499.00	\$400,285.00	\$157,913.73
	Total Income	\$36,450.76	\$242,371.27	\$233,499.00	\$400,285.00	\$157,913.73
Expense						
5.300.000	Teacher & Director- Salaries	6,748.92	47,686.71*	47,017.00	80,600.00	32,913.29
5.300.001	Teacher Salaries	20,699.50	127,398.92	155,498.00	266,572.00	139,173.08
5.300.002	Noah's Ark -Telephone	135.00	870.00*	420.00	720.00	(150.00)
5.300.003	Noah Ark - Dues / Con't Ed	108.09	999.56*	441.00	750.00	(249.56)
5.300.004	Noah's Ark - Repairs	4,754.77	40,950.04*	0.00	0.00	(40,950.04)
5.300.005	Noah's Ark - Advertising	0.00	0.00	147.00	250.00	250.00
5.300.006	Noah's Ark - Supplies	4,455.65	10,332.52*	5,019.00	8,600.00	(1,732.52)
5.300.007	Noah's Ark - Trnsfr to Resrv	0.00	0.00	0.00	0.00	0.00
5.300.008	Noah's Ark - Insurance	919.00	2,544.50*	1,750.00	3,000.00	455.50
5.300.009	Noah's Ark - FICA	2,098.91	13,462.55	15,491.00	26,559.00	13,096.45
5.300.010	Transaction Processing Fees	137.40	655.20			
5.300.011	Noah's Ark - Special Programs	272.00	272.00*	0.00	0.00	(272.00)
5.300.012	Noah's Ark - Scholarships	0.00	0.00	0.00	0.00	0.00
5.300.013	NA - Criminal Record/Finger Printing	30.00	80.00	119.00	200.00	120.00
5.300.014	Snacks/milk Child Care	492.52	3,032.26*	0.00	0.00	(3,032.26)
5.300.015	N.A. Employee Deductions	0.00	(254.76)			
5.300.018	N.A.-Teacher & Director Pension ELCA	808.46	5,659.22*	5,642.00	9,672.00	4,012.78
5.300.019	N.A. - Teacher Health	800.00	5,600.00*	4,900.00	8,400.00	2,800.00
5.300.020	N.A. Teacher & Director Dis/Adm	101.06	707.42*	700.00	1,200.00	492.58
5.300.022	N.A. Substitutue Teacher	0.00	0.00			
5.300.023	N. A. Teacher Director-Retiree/Survivor	0.00	0.00	175.00	300.00	300.00
5.300.024	N. A. Teacher & Director - Group Life Insur	47.16	330.12*	70.00	125.00	(205.12)
5.300.033	Computer/Software	80.00	780.69	791.00	1,350.00	569.31
	Total Noah's Ark Expense	\$42,688.44	\$261,106.95*	\$238,180.00	\$408,298.00	\$147,591.49
	Total Expense	\$42,688.44	\$261,106.95	\$238,180.00	\$408,298.00	\$147,591.49
	Difference	(\$6,237.68)	(\$18,735.68)	(\$4,681.00)	(\$8,013.00)	

* = Income/Expense exceeds amount budgeted to date

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.000	<i>Designated (& Restricted) Checkbook</i>					
3.003.000	Music Dept Fund	0.00	0.00	0.00	0.00	0.00
3.004.000	Designated Checking Interest Fund	33.11	4.68	0.00	0.00	37.79
3.005.000	Fellowship Events Fund	362.73	2.00	0.00	0.00	364.73
3.006.000	Organ Campaign Balance	5,939.95	0.00	0.00	0.00	5,939.95
3.007.000	Roof Fund	59,937.91	0.00	0.00	0.00	59,937.91
3.008.000	Pastor Cont. Ed. Fund	0.00	0.00	0.00	0.00	0.00
3.009.000	Assoc. Pastor Cont Ed.	0.00	0.00	0.00	0.00	0.00
3.011.000	Property Improvement	1,436.35	0.00	0.00	0.00	1,436.35
3.012.000	Dubuque Dream Center Balance	0.00	145.00	0.00	0.00	145.00
3.014.000	Neighborhood Patio Events Balance	250.00	0.00	0.00	0.00	250.00
3.016.000	Produce for Food Insecure Balance	0.00	0.00	0.00	0.00	0.00
3.017.000	Prayer Shaw Ministry Balance	500.00	0.00	0.00	0.00	500.00
3.018.000	Free Wash Balance	250.00	0.00	0.00	0.00	250.00
3.020.000	Designated Credit Card Fees Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.000	Memory Cafe Fund	80.55	0.00	0.00	0.00	80.55
3.040.001	1st Communion	0.00	0.00	0.00	0.00	0.00
3.040.002	Flowers	53.40	0.00	0.00	0.00	53.40
3.040.003	Presentation Lantern Center Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.004	LFC Sound System Improvements Balance	0.00	7,245.00	3,430.50	0.00	3,814.50
3.040.005	Misc I/O	0.00	0.00	0.00	0.00	0.00
3.040.010	Staff Reimbursement	(60.70)	0.00	0.00	0.00	(60.70)
3.040.012	Sunday School Supply Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.013	Benevity Community Fund (Boy Scout Troop #51)	0.00	148.00	0.00	0.00	148.00
3.040.015	Reconciled In Christ Task Force Balance	129.67	0.00	0.00	0.00	129.67
3.040.019	On-line Giving Page Balance	300.00	0.00	0.00	0.00	300.00
3.040.020	Payroll Protection Program Fund Balance	0.00	0.00	0.00	0.00	0.00
3.041.001	Global Mission	0.00	0.00	0.00	0.00	0.00
3.041.002	World Hunger	0.00	0.00	0.00	0.00	0.00
3.041.003	LWR	0.00	0.00	0.00	0.00	0.00
3.041.004	Disaster Relief	0.00	0.00	0.00	0.00	0.00

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.041.005	Missionary Sponsorship	0.00	0.00	0.00	0.00	0.00
3.041.006	EWALU Campership	123.00	0.00	0.00	0.00	123.00
3.041.007	Hunger Outreach Balance	6,784.97	20.00	0.00	0.00	6,804.97
3.041.009	Rescue Mission	0.00	0.00	0.00	0.00	0.00
3.041.010	Food Pantry DBQ	0.00	100.00	100.00	0.00	0.00
3.041.011	People In Need PIN	0.00	0.00	0.00	0.00	0.00
3.041.012	Global Church Weekend Balance	0.00	0.00	0.00	0.00	0.00
3.041.014	St. Mark's Community Center	0.00	0.00	0.00	0.00	0.00
3.041.016	Luther Manor Residences	0.00	0.00	0.00	0.00	0.00
3.041.019	LSI Mission	0.00	0.00	0.00	0.00	0.00
3.041.021	St. John's Guest House	0.00	0.00	0.00	0.00	0.00
3.041.022	Pastor's Emergency Fund	1,644.71	70.00	1,316.50	0.00	398.21
3.041.023	Sunday School Offering	0.00	0.00	0.00	0.00	0.00
3.041.024	Advent Offering	0.00	0.00	0.00	0.00	0.00
3.041.025	Lenten Offering	0.00	0.00	0.00	0.00	0.00
3.041.027	Crescent Community Health Center	0.00	0.00	0.00	0.00	0.00
3.041.028	Quilters Fund Balance	765.53	0.00	0.00	0.00	765.53
3.041.029	Gardens of Grace	0.00	0.00	0.00	0.00	0.00
3.041.030	E W A L U Support	0.00	0.00	0.00	0.00	0.00
3.041.031	Lutheran Chaplaincy Outreach	0.00	0.00	0.00	0.00	0.00
3.041.034	Opening Doors Women's Shelter Offering	0.00	0.00	0.00	0.00	0.00
3.041.038	Christmas Gift Outreach Balance	0.00	0.00	0.00	0.00	0.00
3.041.041	VBS Mission Offering	0.00	0.00	0.00	0.00	0.00
3.041.042	Courtyard Project Fund Balance	0.00	0.00	0.00	0.00	0.00
3.045.000	Sabbatical Leave Fund	7,499.91	0.00	2,592.00	0.00	4,907.91
3.050.000	Green Team Sponsorship	0.00	0.00	0.00	0.00	0.00
3.053.000	Family Ministry Fund	9,669.04	7.00	845.93	0.00	8,830.11
3.066.000	Noah's Ark Reserv Fund	793.79	0.00	0.00	0.00	793.79
3.100.002	Phyllis Cooper Memorial	115.00	0.00	0.00	0.00	115.00
3.100.003	Robert Clark Memorial Balance	20.00	0.00	0.00	0.00	20.00
3.100.004	Jean Miner Memorial Balance	20.00	1,550.00	0.00	0.00	1,570.00
3.100.005	Pastor Curtis Miller Memorial Balance	20.00	0.00	0.00	0.00	20.00
3.100.006	Fran Kringle Memorial - Stephen Ministry	0.00	0.00	0.00	0.00	0.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
 Consolidated Fund Activity Report for July 2021

Monday, August 16, 2021 2:00 PM

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.011	William Collings Memorial	125.00	0.00	0.00	0.00	125.00
3.100.013	Alice Martin Memorial Balance	0.00	0.00	0.00	0.00	0.00
3.100.014	Irene Jecklin Memorial - HTLC General Use Balance	4,705.00	0.00	1,000.00	0.00	3,705.00
3.100.015	Basant Persaud Memorial Balance	1,425.00	0.00	0.00	0.00	1,425.00
3.100.017	Robert Smart Memorial	0.00	855.00	0.00	0.00	855.00
3.500.000	Prepaid Pledge Balance	9,002.50	0.00	666.25	0.00	8,336.25
Total		\$111,926.42	\$10,146.68	\$9,951.18	\$0.00	\$112,121.92

Members met in the LFC this month. Present were Darrell Kalmes, Gary Sewell

We are concerned that the Finance Committee has not met for quite some time. We would like to encourage a meeting soon to better understand how accounts are being debited.

On-going maintenance and repair:

- Back-up snowblower was delivered to Zwingle welding shop for repairs.
- Kitchen off Fellowship Hall is complete with new cabinets and tile backsplash. Shelves were added in the laundry room so that bleach and detergents could be stored in a locked room the children would not enter.
- Work was completed to install adult and children sinks in the expanded one-year room.
- All maintenance tools have been removed from the supply closet on the lower level and moved to the room/closet formerly used to store Noah's Ark food. In October the new 'maintenance room' will be reorganized and storage added as needed.
- Unused radiator in Pastor's office was removed and the plaster and baseboard repaired to allow for more flexibility of office furniture. Beginning in October we will be removing the rest of the unused radiators from the upstairs office and Noah's Ark areas directly below.
- LED lights in the LFC were re-aimed
- Phase one of the LFC sound improvements was completed with the installation of new powered speakers. Phase two, a new digital mixer mounted to the wall, will be completed once parts arrive. The digital mixer is on backorder and not scheduled to arrive until late September.

LFC east clearstory window repair.

We are waiting on Chris O'Rourke's availability to the east side roof windows in the LFC. This will not be done during the heat of the summer to avoid roof damage. Sometime this fall we expect the repairs to be complete.

John Chesterman will be changing oil and doing pre-winter maintenance in the John Deere tractor and snow equipment.

Gary Sewell will be contacting concrete and masonry companies to get estimates for repairs to both lower level entrances, the handicapped ramp in front of church and the front steps. All these areas are badly deteriorated with major shifting of block and broken step faces.

Phil Larson will be cleaning and lubricating the LFC casement windows to get them operating and locking better.

We had a demo of a digital sign for the front of church. The sign would be installed by Lange Sign Group of East Dubuque and manufactured by WatchFire Signs of Danville Illinois. Darrell has looked at a number of other companies and the sign quality does not compare to WatchFire signs. Lange Sign Groups provides a turn-key installation and warranty better than their competition.

Building and Grounds would like permission from Council to open a project and request donations to purchase a high definition digital sign from Lange Sign Group. Total project cost will not exceed \$45,000.

We are in the process of reorganizing our storage spaces to separate maintenance tools and supplies from cleaning supplies. To that end, we would like to use the alcove across from the library as added storage space. We would extend the wall to cover this opening and install a door to match all existing doors in that hall.

Building and Grounds asks for permission to wall off the hallway alcove across from the library for storage of maintenance equipment and supplies. Total project cost will not exceed \$1,000.

Future known projects and repairs:

1. Slow drain in the restroom off the front of our Sanctuary. When time permits, we will clear this drain.
2. Garage needs reorganization and clean-out. This will be taken care of in the Fall as we prepare for the snow season.

Respectfully submitted,
Darrell Kalmes

Worship Team Minutes 3 August 2021

Attendees: Assoc. Pastor Derek, Phil Larsen, Diane Kalmes, Tony Quinn, Jill Klinebriel,
Absent: Chuck Barland, Terry Hoefflin
Meeting called to order: 6:10 p.m.

Agenda:

1. Worship returning to “normal” what’s next?
 - a. Discussed passing the offering plate but decided to hold off on doing so at this time. We just started communion distribution.
 - b. Bibles and hymnals are to be placed back in the pews.
2. Outdoor Service with Rally Day, 12 September.
 - a. Time has been established at 8:30
 - b. To be held at Allison-Henderson park with coffee and nourishment provided afterward at HTLC by Youth Ministry team plus other rally day activities.
 - c. Chuck will provide music. Praise band members to provide Chuck with assistance in setting and obtaining equipment he will need. At least one mic for the pastor and perhaps for Chuck to lead singing as well.
 - d. Worship team will make sure the following items are set up for the Worship.
 - i. Table for altar
 - ii. Basket of combined communion elements to be passed around to participants.
 - iii. Chalice and paten (with small container of wine and large host), with chalice pall and purificator, and cover for the bread.
 - iv. People should bring their own chair, blanket, etc. for the service.
3. “Membership Fair”
 - a. Have copy of the Worship Standing Rule regarding Worship Committee responsibilities
 - b. Have copy of the Worship Standing Rule regarding Worship Team Liaison
 - c. Need listing of the Worship Team sub-groups and what they do.
 - d. Jill has prepared materials to hand out for Praise Band.
 - e. Have people at booth to explain and encourage membership.
4. Praise Band expressed concern about the sound they are experiencing with our new recording system. When watched via YouTube they are very quiet. When volume turned up to hear the choir, all other speakers blast across.
 - a. Praise band will work with Pastor Derek and Bill O’Dell to see if anything can be done.
 - i. With presets
 - ii. With training all Technicians what to listen for and to change settings as needed.
 - b. Express the need for all Technicians to arrive by 10:40 so that a proper sound check can be done.
It does vary from Sunday to Sunday if any instruments or vocalists are missing.
5. Tony will chair September’s meeting. October meeting will also have to have designated leader. To be determine at September’s meeting.

Adjourned: 7:00 p.m.

Respectively submitted,
Diane Kalmes, Acting Chairman, Worship Team

Parish Education and Family Ministry Committee Meeting Minutes 8/3/21

Present: Amanda Staade, Tami Ernster, Amanda Kelley, Bill Wloch, Joni Wloch, Pastor Wildberger

The meeting opened at 6:10 pm.

The minutes of July 6 were approved.

Budget Review – There was no budget document to review.

Rally Day – Service will be at 8:30 at Allison Henderson Park. A coffee truck will be at the park. Pastor Karla will check with three local companies to get information. After service, a snack will be served at the church. Activities will be in the upper parking lot and fenced area. Activities will include face painting, toys in the fenced area, corn hole, four square, pie the pastor. The committee approved purchase of a bounce house for approximately \$600. The bounce house allows up to 6 children at 100 pounds or less per child. We will also start the grill at 11:00 for a meal. Post cards will be mailed inviting the families to this event.

Family ministry events scheduled are:

August 28 – 11:00-? Meet at Swiss Valley – bring your own picnic, creek stumping, playground

October 30 – 5:00-7:00 Trunk or Treat – maybe hot chocolate or cider afterward

November – Saints game – date to be determined

December – Parents Night Out/Fort Building – Either December 3rd or December 10th.

Work on Christmas Cards for special members of our community.

January 22 – Sledding depending on snowfall

Elementary Team update:

Rally Day – September 12th

Bible distribution and Teacher blessing – September 19th

Ministry Fair – September 26th

Recharge Rally day – January 9th.

The elementary team has been meeting to set up the new program. There will be 3-4 weeks of a theme such as wilderness bible stories. One of the rooms will be set up with a tent, sleeping bags, flashlights, and other “camping” items to help the children engage with the story for the day.

The meeting adjourned at 7:20 pm.

Submitted by: Tami Ernster

Noah's Ark Board Meeting
8.3.21
Minutes

Licensing Update

- Positive feedback in general and about staff; one concern with giraffe room physical space that should be easily addressed.

Director's Report

- See attached report; nothing added

Treasurer's Report

- Report not included in meeting materials
- Kate to send updated report to Board

Continuing Resolution

- Motion to approve by Kate Stierman; seconded by Katie Hartig
- No discussion
- APPROVED in order to be sent to church council for adoption

Parent Survey Results

- See attached graphs and results
- Communications: Jenifer has received some complaints from parents that teachers are on their phones too much, but they are pleased with communication through the Bright Wheel app.
- Security: Church is looking at additional security measures, which would include Noah's Ark.
- Consistency in staff: Extremely important to most parents, which is a factor to consider when determining staff wages.
- Mandy suggested adding a question about the religious education at Noah's Ark in the next parent survey.

Staff Wages and Preschool Rates

- Jason, Kate and Ellen met with Pastor Derek last week to discuss.
 - Goal is to improve staff retention, focusing mostly on wages.
 - Discussed specific staff in terms of which members are most valued.
- Jenifer suggested that the Board determine and approve rates, but then Jenifer determine wages for staff.
- Kate shared Excel spreadsheet showing how much weekly rate would need to change in order to afford various options for wage increases.
- Other day care centers in town are paying \$15 per hour, which would be a significant raise for someone at Noah's Ark currently making only \$12 per hour. Other centers are reducing capacity or closing all together because of staffing issues.

- Leaning toward Option 4 on Excel spreadsheet for rate/wage increase.
- Ellen suggested raising rates more for younger child classrooms and not for older child classrooms.
- Kate will create spreadsheet with a breakdown of numbers based on around a \$15 weekly rate increase and send out to the Board to review and vote on.
- Mandy suggested that this rate increase come from the Board to parents instead of Jenifer and that a letter be sent out from the board explaining the decision.

Church Council meeting updates

- Barb Rank joined as Secretary
- Communion changed from twice a month to every week with little cups
- Ministry Fair is September 26th
- Wednesday night service will be a different format

Religious programming at Noah's Ark

- Mandy wondered if religious programming at Noah's Ark had decreased, as her child has not been experiencing the same level of religious activity as previously.
- Jason expressed that it's unlikely a conscious decision was made to decrease religious programming, but that changes in the church staffing, particularly with the Youth and Family Minister position, may have made such activity harder to continue.
- It was agreed to discuss this topic with Jenifer.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted:

Team: Noah's Ark Board of Trustees

Purpose: To oversee matters pertaining to Noah's Ark Preschool and Child Development Center

Term: Board members will serve two-year terms

Terms shall begin at the start of each Fall semester and run until the start of the next Fall semester.

Executive board members will serve one-year terms in their respective positions, with a two term limit unless no one else is available the following year.

Specific Functions:

1. The Board members shall consist of the following representatives
 - a. Pastor
 - b. Director
 - c. Parents/Guardians
 - d. Church members, at least one of which shall not be a parent/guardian of a Noah's Ark enrollee
2. The Board will include at least seven individuals, but no more than ten individuals, at any given time.
3. The Executive Board shall consist of the following leadership positions and roles:
 - a. Chair
 - b. Vice Chair
 - c. Treasurer
 - d. Secretary
 - e. Liaison to the Church Council, pursuant to the Holy Trinity Lutheran Church Continuing Resolution adopted March 19, 2019.
 - i. This position may be held simultaneously with another position on the Executive Board.
4. At the start of each Fall semester, the Board will seek volunteers from parents of enrolled children to fill vacant Board positions for the upcoming term. If ten or fewer people volunteer, the existing Board members will approve the new members by motion. If more than ten people volunteer, the Board will elect each new member by majority vote.

5. At the first meeting of a newly appointed Board, the Board will elect at least four members to serve as the Executive Board for the term.
6. For purposes of voting on matters pertaining to Noah's Ark, the Board shall follow Robert's Rules of Order and make decisions by simple majority vote. Quorum shall also be a simple majority. All members of the Board are considered voting members except for the Chair. The Chair shall only cast a vote in cases of a tie.
7. The Board shall meet once a month. If the Board must vote on a time-sensitive matter between meetings, members may do so via electronic mail or some other informal means deemed appropriate by the Chair. Any decisions made between formal meetings shall be documented in the month's minutes.
8. The Executive Board with assistance from the Director and the Pastor may meet when needed in emergency situations. The Executive Board has the authority to make decisions on behalf of the Board with a two-thirds vote. A meeting may be called by any Executive Board member upon notice, written or oral, to all of the other members of the Executive Board.
9. The responsibilities of the Board include, but are not limited to:
 - a. Financial oversight, including budgeting and setting childcare and preschool rates.
 - b. Creating and editing policies
 - c. Personnel decisions
 - d. Assisting with projects and fundraising
 - e. Providing support to the Director
 - f. Fostering relationships among Noah's Ark parents and families
 - g. Interacting with Holy Trinity Lutheran Church and Church Council
 - h. Improving programs at Noah's Ark
 - i. Monitoring childcare trends and needs in Dubuque and responding accordingly
10. The Board may create subcommittees related to specific responsibilities of the Board, including but not limited to:
 - a. Personnel
 - b. Volunteers
 - c. Buildings and Grounds
 - d. Fundraising
 - e. Parent Involvement and Community-Building
11. For more information on the specific responsibilities of the Board and its committees during a given term, refer to the Board Roles and Responsibilities Working Document.