

**St. Luke's ELT Meeting
Monday, July 15, 2019**

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

After Dave Hoag opened the meeting with prayer, the amended May meeting minutes were approved. June meeting minutes were approved as amended.

Brief discussion on emergency planning process.

Financial Review

June Result:

- o Total Expenses landed -4.5% Below budget // -2.6% Below last year
- o Total Income: -0.8% Below budget // 24.0% Above last year
- o Offerings & Gifts landed 15.1% Above budget and Grew 21.2% vs last year
- o NET INCOME for the month showed a Loss of -\$8,722.93 after mortgage principal pmt

YTD (July – June)

- o YTD Total Expenses stand -11.1% Below budget // 0.7% Above last year
- o Total Income stands -1.7% Below budget // 0.8% Above last year
- o Offerings & gifts trending 1.40% Above budget // 1.84% Above last year
- o YTD NET INCOME running 407.9% Above budget after mortgage principal pmt

Facilities Report

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

Lay Ministers Report

Keith: In contact with Pastor Weber and other pertinent lay ministers to get an overview of the state of Lay Ministry.

Foundation Report

Jerry Blessing will serve as ELT representative on the Foundation Board. Met with Ky Hopewell. Next Foundation meeting Aug. 6, 2019.

Closed in Prayer by Jerry Blessing.

Next Meeting: Monday, August 19, 2019 @ 6pm.

Respectfully submitted by Rebecca Stork

Attachment 1: Facilities Report from Jonathan McVety

Here are some facilities and operations related projects since the last ELT Meeting on June 17:

- 1) 6/17 Week With Teri Johnson, prepared financial support material for Dave Hoag/ELT regarding the annual congregational meeting on 6/23.
- 2) 6/17-19 Childcare morning bus driving as driver Mark on vacation.
- 3) 6/24 Week Pacific Fire work relating to two leaking sprinkler heads in main lobby and at PS/K entrance.
- 4) Elevator state inspection correction joint meeting with ThyssenKrup, Pacific Fire, Roger Erickson (high voltage electrician) and Tim Waisanen to avoid state fine.
- 5) 6/29 Completed parking lot striping/painting project with SPS Striping with 214 parking stalls, handicapped and visitor's areas and arrows.
- 6) 7/1 Week Initiated annual staff performance reviews with 7/23 completion goal.
- 7) 7/1 & 7/8 Weeks Discussed and evaluated plans for PS/K Director replacement.
- 8) 7/2 Meeting with Jim Scriven, LCMS Executive Director EC to grade 12 Education Services for NW District relating to pursuing LCMS Accreditation for PS/Kindergarten.
- 9) 7/3 Confirmed all teachers and assistants plan to teach/assist in September following PS/K Director resignation letter.
- 10) 7/3 Melanie Parham agreed to organize teacher workroom, work on Kindergarten handbook and other administration projects.
- 11) 7/5 Obtained agreement and ordered playground chips for Saturday 7/27 delivery.
- 12) 7/8 Week Discussed the new annual Review 17 point preparation letter with Skip Felts, CPA of McSwain & Co and agreed on 7/31 deadline for document submission. CPA Review (light audit) goal for completion is August.
- 13) 7/8 Week Meetings with Karen Cook who agreed to assist PS/K this summer with orientation letters, back to school communication, curriculum testing standardization and to help teachers getting ready for the new year.
- 14) 7/8 Tim Waisanen agreed to organize volunteers to spread two tons of playground chips 7/27 to save \$1,000
- 15) 7/7-8 Sunday Malkow Hall false fire alarm call with follow-up.
- 16) 7/10 FW Fire Department inspection and recommendation.
- 17) 7/10 Campus wide annual carpet cleaning kick-off with Columbia Cleaning system and Karl started 7/15/19 on the PS/K side.
- 18) Sam Hoag, summer management intern, completed a detailed Preschool/Kindergarten Benchmarking Study regarding tuition showing our Kindergarten is the lowest cost high quality Kindergarten program in the local area out of 14 total schools reviewed.
- 19) Sam is continuing a detailed Childcare Benchmarking Study with cost comparisons.
- 20) Sam is near completion of an Emergency Preparedness Project and plans to review it with Pastor Dan this week for final approval.
- 21) Sam is completing a cost study on our supplier Cintas to help us determine cost saving possibilities.

Thanks,

Jonathan

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