

# St. Luke's ELT Meeting

**Monday, November 18, 2019**

Members in attendance: Dave Hoag (via phone), Barb Erickson, Vicki O'Connor, Jerry Blessing, Pastor Dan, Jerry Neumann, Keith Cook and John Taylor

After Jerry Blessing opened with prayer, the October minutes were approved.

## **October Financial Review**

Total Expenses landed -9.9% under budget// 3.0% above last year

Total Income: 20.0% above budget//22.9% above last year

Offerings & Gifts landed 33.3% above budget and grew 38.2% vs. last year

Net Income for the month showed a gain of \$24,364.92 after mortgage principal payment

### YTD (July-October)

YTD Total Expenses stand -11.4% under budget// -1.2% under last year

Total Income stands 3.1% above budget//3.1% above last year

Offerings & Gifts trending 8.65% above budget//9.81% above last year

YTD Net Income running above budget after mortgage principal payment

### Childcare

Income in October is \$30,547 vs. budget of \$32,000 or 95.46%

Expenses are \$24,179 vs. budget of \$27,410 or 88.21%

Net Income is \$6,368 vs. budget of \$4,590 or 138.74%

YTD Net Income is \$30,435 vs. budget of \$29,754 or 102.29%

### Schools

Income in October is \$24,907 vs. budget of \$22,121 or 112.6%

Expenses are \$16,721 vs. budget of \$18,424.51 or 90.76%

Net Income is \$6,047 vs. budget of \$1,879 or 321.73%

YTD Net Income is \$21,691.96 vs. budget of \$10,381 or 208.95%

## **Facilities, Grounds & Maintenance**

Net Income for both Childcare and Schools is above budget for both the month of October and for the year to date.

Both Childcare and Schools are at about 95% of budgeted net income YTD and at 93% and 77% of budgeted expenses, resulting in higher than budgeted YTD net income

October income for Schools is inflated as two parents paid for the full year this month.

To increase Childcare income this month we launched a SEO project for Childcare and increased Google awareness from zero to 4<sup>th</sup> or 5<sup>th</sup> place in Childcare searched in Federal Way. We added several pictures to the Childcare website and signed up with YELP. There is considerably more to do on this project.

To increase Schools income next year, we are starting a 6-7 feeder school contact program to encourage referrals to our Kindergarten program early next year. One school was contacted to date with a very positive result.

About 30 PS/K students will be singing in our later worship service on Sunday, 11/17. The PS/K Christmas Program is on Sunday, 12/15.

For both Childcare and PS/K we are launching online automatic payments this month, which should result in considerable administrative time savings once the system is fully set up and functioning effectively.

Dave also reviewed a list of facilities and operations related projects since the last ELT meeting in September. (Attached email from Jonathan McVtey)

## **Lay Ministers Report**

Keith reported that he is now on the distribution list to receive Member Visitation Reports. He has also met with Randy Sloper to gain more historical background as the Chairman of the Lay Ministry Team.

## **Foundation Report**

Jerry Blessing mentioned the Foundation continues to work on ways to provide information to the church membership about the Foundation. Someone from the Foundation will be available at the Information Counter after the worship services to answer questions. Also, the Foundation is looking at presenting additional programs on financial topics.

## **Pastor's Report**

Pastor Dan provided an update on worship attendance in 2018 and 2019. He also provided historical Fall Show attendance data from 2009 to the present. Continued update on five areas of discipleship.

Sons of the congregation, Sam Hoag and Dillon Weber will be attending seminary this fall.

Commitment Cards for 2020 will be collected next Sunday.

### **IT Server Upgrade Follow-up Discussion**

After a lengthy and thorough discussion, the ELT moved to begin setting aside \$5000 each month beginning November 2019 through March 2020 to fund the Server Upgrade. This amount is in addition to the \$2000 per month being accrued for Capital Improvements currently.

Meeting closed in prayer.

Next Meeting: Monday, December 16, 2019 @6pm.

JohnTaylor

## ATTACHMENT 1

Hi Dave,

Here are some facilities and operations related projects since the last ELT Meeting on September 23:

- 1) Kicked off Lewis Jones of Servant Industries/Concrete Technologies Inc on the campus railing repair projects for \$1,050. Most of project completed.
- 2) Kicked off Lewis on the east WC entrance stair repair/resurface project for \$2,066 with project  $\frac{3}{4}$  completed.
- 3) Kicked off Lewis on the lower parking lot handicapped/stroller ramp project for \$3,255 with rainy weather delaying the project start.
- 4) Discussed upper parking lot ramp project with our low cost and high quality concrete guru for about \$8-9k with plans to be finalized.
- 5) Met with janitorial company's new General Manager weekly and with new cleaning staff in the evening to emphasize our key cleaning requirements and offer support and training.
- 6) Called and met with J&K Plumbing staff on 3-4 plumbing issues on campus.
- 7) Talked with and/or met two Preschool/Kindergarten parents for student issues resolution. One parent is getting after school tutoring and teaching several hours a week for their child's academic improvement and the other one gladly accepted our 20% scholarship in order to stay in our Pre-K.
- 8) Discussed with Childcare Director and Teachers two students with behavioral issues and observed them in school. Parent meetings set up for later this week.
- 9) Met with Jim Scriven, Executive Director, LCMS Northwest District, Education services to discuss improvement ideas for our Childcare and PS/K.
- 10) Signed up for the LCMS 2019 Leadership Seminar and Educator's 3-day conference in Seaside, OR 10/30 to 11/1 that Jim Scriven is leading.
- 11) With PS/K teachers arranged for five Sundays this school year, for our students to sing in church worship service on Sunday.
- 12) Held four more (#s 7-10) Teacher Management Meetings with agendas and minutes for continued teacher support and overall communication.
- 13) On 10/17 held the Monthly Teacher Meeting with three pages of minutes. The stated overall teamwork and mood of the teachers (per TMM) is excellent.
- 14) Began preparing for the 12/15 PS/K Christmas Program at 2:00pm on Sunday, the Teacher Christmas Party on 12/15 and Teacher Training on 1/21/20.
- 15) Started our new STEAM class on October 4, increased enrollment from 7 to 10 students every Friday morning, with good reviews from students and parents.
- 16) Had the active intruder blinds installed in PS/K and Childcare for interior doors and glass and initiated project for exterior window blinds.
- 17) Childcare Director completed training with me for the new online invoicing system, with Curacubby, for initial use planned for November.
- 18) Held the campus wide Emergency Preparedness training drill on October 10, complete with a Fire Truck for the 100+ students to climb into and admire with enthusiastic reviews by teachers.
- 19) Scheduled additional Emergency Preparedness training for the "weekend volunteers" such as worship coordinators, ushers and Sunday school teachers for Sunday, November 3 at 12:00pm noon in room 311.

- 20) Completed new agreement with Valerie Danforth and the BAG (Bridging a Gap) program for Mirror Lake Elementary, to continue to supply backpacks with food and supplies on a weekly basis for students who need it the most.
- 21) On 10/16 met with a new lock/security supplier and requested quotes for campus wide security upgrade recommendations such as new keys and locks for some or all buildings.
- 22) Had brief meetings with Darnell Rice several days a week to ensure good communication in campus security and purchased him a bullet proof vest as requested.
- 23) Escorted several "visitors" off campus this month when requested by teachers or registrar or when I notice a potential security issue.
- 24) Added Apple Pay as a new online donations payment options for a more simple one-time or first-time donation working with Benevity, Apple Pay and Planning Center.
- 25) Worked with Mark Taylor over several weeks to better understand the new Church Server System recommendation and implications.

Thanks,

Jonathan

**Jonathan McVety**

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