

ST. JAMES LUTHERAN CHURCH

BOARD OF MINISTRY

Minutes: May 19, 2011

The meeting of the Board of Ministry of St. James was held on Thursday, May 19, 2011; at 6:30pm. President Jon Finseth called the meeting to order.

Present:

Pastor Billings-absent
Ed Schulz
Jon Finseth
Sheri Doyle

Drew Eckmayer
David Polet-absent
Diane Fronck
Mark Smith

Pastor Peter Narum
Mary Hinner
Dave Engelke
Michelle Lichty-guest

Devotions: Pastor Peter

Minutes: The minutes of the meeting held on April 14, 2011, were reviewed. M/S/C

Treasurer's Report April, 2011: presented by Treasurer, Mark Smith: For the month ending April 30, 2011, total receipts recorded were \$53,454.23 compared to a budget of \$46,914.96. This resulted in a favorable variance of \$6,539.27. Total receipts for the year are \$155,908.78 compared to a budget of \$159,879.90; resulting in an unfavorable variance of (\$3,971.12). Total receipts last year at this time were \$145,081.17. Total expenditures on a year-to-date basis were \$166,235.86 compared to a budget of \$172,529.78 with a favorable variance of \$6,293.92. M/S/C There was discussion regarding the Schroeder certificates of deposits; \$53,190 & \$10,000.00. Suggestions were: pay down on the mortgage, roll-over and tier the maturity terms or put towards the endowment fund. It was agreed that the funds should **not** be added to the endowment fund. Once added to the fund the money could no longer be used for any projects. Denise Tobe, an accountant and member of St. James, along with Mark and Jon reviewed the program used by the treasurer. Denise said there was no need to do a full audit but a review should be done annually. Journal entries should not be done by the treasurer; this will help with internal control. The operating income should be stressed more to the congregation and in a clear and descriptive language. This should include cash coming in and going out. Denise will coach the office staff and Mark.

Parish Administrator Report: Michelle Lichty A) Parking Lot: there is a need for repairs to be done. Two bids have been received and Michelle is waiting for a third. Dave Engelke will have a friend look at the bids and make recommendations. Within five years the congregation would like to consider expanding the lot and have an exit to Franklin Street. Motion was made to move forward with the repairs to fill the holes, restripe and fill the areas where the water pools; with the cost not to exceed \$6,000.00. M/S/C Dave, Michelle, Mark and Jon will form a subcommittee to overlook the project and plan the repairs around church activities. B) Motion was made to discontinue mailing the monthly news letter "The Jottings" by November and have it available on the St. James website. As of now, the mailing can not be done in Verona; the *Jottings* has to be mailed in Madison at the Westside station. The church will mail to individuals who do not have access to a computer upon request. Copies will be available at the *Welcome Center*. M/S/C C) Michelle requested that Ministry Team reports be emailed to her; she will then include any action items on the Board of Ministry agenda for the meetings. It was suggested that the teams each have a liaison from the board.

Pastor, staff and ministry team reports: Pastors' reports were reviewed. Pastor Kurt was on vacation. Pastor Peter spoke for both; summer worship service starts June 5th and goes through August 28th. There will be one service on Saturday evening and one on Sunday (9:00am). Peter has applied for a Lily grant for the summer of 2012. He will be notified by September.

Items for attention:

Ministry Teams reports reviewed: *Building and Grounds* – parking lot (see Parish Administrator report). Kitchen-replacing the range/oven & dishwasher; if there were new items purchased the utilities would need to be updated and the money is not available at this time. Dave will contact Candy Feldt, Kathy Bartles and the Wednesday breakfast group to come up with ideas for fundraisers. *Serving Others* – the SJ Community Garden will be coordinated by Kaela Amunson. *Communications Team* – there will be improvements in 2011 to the website; photos, weekly sermons, etc. The Jottings (see Parish Administrator report).

Other business: Youth Education Coordinator (YEC) update: The anonymous gift donation is \$20,000 not \$25,000 as indicated earlier this year. A letter went out asking for donations to support this position. The board would like to see the congregation match the donation.

Closing prayer: 8:50pm.

Next meeting: Thursday, June 16, 2011, 6:30pm.

There being no further business, M/S/C to adjourn the meeting.

Submitted by Mary Hinner, Secretary