

# Grace Lutheran Church Council Meeting Minutes

Monday, April 20, 2020

7:45 pm, Zoom



Elders Present: Bob Eggink, John Galli, Marlin Golnitz, Brian Hauptmann, Eric Johnsen, Christine McGraw, Carole Ryan, Jon Timmons, Pastor Chris Tweitmann, Valerie Wiegman

Elders Absent:

Staff Present: Betty Wardle

Staff Absent: Jean Kucukarslan

Guests Present:

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## I. Call to Order and Opening Prayer

- a) The meeting was called to order at 7:50pm by President, Marlin Golnitz

## II. Paycheck Protection Loan

- a) Grace has applied for an SBA Paycheck Protection Loan through our bank.
- b) The loan will cover 8 weeks of payroll, lease payment, mortgage loan interest and utilities for the church and school.
- c) Our bank has approved the loan using Marlin Golnitz, President and Carole Ryan, Secretary as signers on the loan. Per Grace by-laws, the President and Treasurer should sign.
- d) Discussion will resume after presentation of treasurer's report.

## III. Treasurer's report

- a) Christine McGraw presented written reports for the church, school and Care Connections.
  - Church is doing well, currently.
  - School is out if it's hole. The April lease payment has not yet been paid. Both the Chinese and Japanese schools have paid March rent. The Chinese school has not paid for April. School salaries are the primary reason for the Payment Protection loan.
  - Care Connections currently has a healthy reserve fund balance.

**Motion was made to accept the treasurer's report.**

**Motion was seconded.**

**Motion was approved.**

## IV. Paycheck Protection Loan

- a) The council discussed the Payroll Protection Loan, based on information given in the treasurer's report.

**Motion was made to move forward with the Payroll Protection Loan. The council authorizes Marlin Golnitz and Carole Ryan as signers on the loan.**

**Discussion - Funds must be used during the 8-week period.**

**Motion was seconded.**

**Motion was approved.**

## V. Family Assistance

- a) A fund will be created to assist families affected by Covid-19.
- b) Jon Timmons, Bob Eggink and Valerie Wiegman will act as a sub-committee to create guidelines for the fund.

**Motion was made to create a sub-committee for a Covid-19 family assistance fund. Jon Timmons, Bob Eggink and Valerie Wiegman will be the committee members.**

**Motion was seconded.**

**Motion was approved.**

**VI. Suspension of activity**

- b) To comply with government guidelines, it was decided that Grace will continue suspension of on campus activity thru May 30, 2020

**Motion was made to continue suspension of on campus activity thru May 30, 2020**

**Motion was seconded.**

**Motion was approved.**

**VIII. Adjournment**

- a) Marlin Golnitz adjourned the meeting at 8:55pm.

Respectfully submitted,  
Betty Wardle  
Council Clerk

APPROVED

# Grace Lutheran Church and Schools

## Treasurer's Report - March 2020

### Church Balance Sheet - Summary highlights

Current Cash Assets	Dec-19	Jan-20	Feb-20
General Fund Balance	\$ 83,151.95	\$ 49,951.48	\$ 56,487.19
Payroll Fund Balance	\$ 3,312.80	\$ 3,235.40	\$ 3,418.40
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
<b>Church Operating Cash</b>	<b>\$ 86,864.75</b>	<b>\$ 53,586.88</b>	<b>\$ 60,305.59</b>

Long Term Assets			
Capital Campaign Balance	\$ 366,438.00	\$ 356,726.00	\$ 362,775.00
Total Other Restricted Funds*	\$ 413,746.30	\$ 423,981.07	\$ 419,841.28
Foundation Balance (as of month-end)	\$ 106,116.97	\$ 107,248.37	\$ 106,116.97
<b>Total - Church Cash</b>	<b>\$ 886,301.27</b>	<b>\$ 887,955.44</b>	<b>\$ 888,733.25</b>

Long Term Liabilities			
Real Estate Loan Balance	\$ (286,213.89)	\$ (284,539.79)	\$ (282,859.94)

Church Budget Performance	ACTUALS	BUDGET
	February-20	February-20
Total Giving/Program Income	\$ 64,214.72	\$ 58,384.36
Total Expenses (incl loan prin pymt)	\$ (62,335.25)	\$ (60,980.87)
Total Net Gain/(Loss)	\$ 1,879.47	\$ (2,596.51)

Church Budget Performance	YTD	YTD
	Perf-Actual	Perf-Budget
Total Giving/Program Income	\$669,952.37	\$542,914.56
Total Expenses (incl loan prin pymt)	(\$635,586.31)	(\$542,764.12)
Total Net Gain/(Loss)	\$34,366.06	\$150.44

#### Notes:

The monthly Real Estate Loan payment was made in February.

#### OCCCO

Care Connections Inc/Exp Stmt	Dec-19	Jan-20	Feb-20
Total Program Income	\$14,160.00	\$ 8,492.50	\$ 10,412.50
Total Program Expense	(\$13,741.35)	\$ (8,896.35)	\$ (8,704.97)
Total Net Gain/(Loss)	\$418.65	\$ (403.85)	\$ 1,707.53

OCCCO Fund Balance (at month-end)	\$ 35,350.85	\$ 38,914.29	\$ 40,576.62
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OCCCO Total Program Income	YTD	YTD
	Perf-Actual	Perf-Budget
OCCCO Total Program Income	\$97,971.90	\$149,309.00
OCCCO Total Program Expenses	(\$84,909.64)	(\$149,309.00)
YTD Profit/(Loss)	\$13,062.26	\$0.00

**Grace Lutheran School**

School Balance Sheet - Summary highlights

<b>Current Cash Assets</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>
General Fund Balance	\$ 39,677.74	\$ 21,400.00	\$ 60,206.58
Reserve Acct Balance	\$ 64,392.12	\$ 59,331.62	\$ 75,274.47
MMkt Acct Balance	\$ 2.05	\$ 2.05	\$ 2.74
<b>School Operating Cash</b>	<b>\$ 104,071.91</b>	<b>\$ 80,733.67</b>	<b>\$ 135,483.79</b>

<b>School Budget Performance</b>	<b>ACTUALS</b>	<b>BUDGET</b>
	<b>February-20</b>	<b>February-20</b>
Total Program Income	\$ 195,294.62	\$ 179,350.90
Total Expenses	\$ (144,866.42)	\$ (145,837.42)
Total Net Gain/(Loss)	\$ 50,428.20	\$ 33,513.48

<b>School Budget Performance</b>	<b>YTD 2-29-20</b>	<b>YTD 2-29-20</b>	<b>YTD 1-31-20</b>	<b>YTD 1-31-20</b>
	<b>Perf-Actual</b>	<b>Perf-Budget</b>	<b>Perf-Actual</b>	<b>Perf-Budget</b>
Total Program Income	\$ 1,496,577.43	\$ 1,431,182.52	\$ 1,301,282.81	\$ 1,251,831.62
Total Expenses	\$ (1,545,511.65)	\$ (1,509,655.47)	\$ (1,398,772.11)	\$ (1,363,818.05)
Total Net Gain/(Loss)	\$ (48,934.22)	\$ (78,472.95)	\$ (97,489.30)	\$ (111,986.43)

**Budget Notes:**

-Income is ahead of YTD projections, but so are expenses. It is anticipated that income in the second half of the year will close that gap, and we can see that starting to happen. The annual budget does not have us ending with a loss.

-The gap is due largely to over-budget operations expenses - either underestimated or unanticipated amounts. Both the Chinese school and the Japanese school paid their sublease rents this month.

# Grace Lutheran Church and Schools

## Treasurer's Report - April 2020

### Church Balance Sheet - Summary highlights

Current Cash Assets	Jan-20	Feb-20	Mar-20
General Fund Balance	\$ 49,951.48	\$ 56,487.19	\$ 82,648.30
Payroll Fund Balance	\$ 3,235.40	\$ 3,418.40	\$ 3,418.78
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
<b>Church Operating Cash</b>	<b>\$ 53,586.88</b>	<b>\$ 60,305.59</b>	<b>\$ 86,467.08</b>

Long Term Assets			
Capital Campaign Balance	\$ 356,726.00	\$ 362,775.00	\$ 376,258.00
Total Other Restricted Funds*	\$ 423,981.07	\$ 419,841.28	\$ 435,376.65
Foundation Balance (as of month-end)	\$ 107,248.37	\$ 106,116.97	\$ 91,000.79
<b>Total - Church Cash</b>	<b>\$ 887,955.44</b>	<b>\$ 888,733.25</b>	<b>\$ 902,635.44</b>

Long Term Liabilities			
Real Estate Loan Balance	\$ (284,539.79)	\$ (282,859.94)	\$ (281,112.31)

Church Budget Performance	ACTUALS	BUDGET
	March-20	March-20
Total Giving/Program Income	\$ 100,998.44	\$ 66,884.36
Total Expenses (incl loan prin pymt)	\$ (78,693.32)	\$ (61,580.97)
Total Net Gain/(Loss)	\$ 22,305.12	\$ 5,303.39

Church Budget Performance	YTD	YTD
	Perf-Actual	Perf-Budget
Total Giving/Program Income	\$770,950.81	\$609,800.92
Total Expenses (incl loan prin pymt)	(\$713,979.63)	(\$604,354.09)
Total Net Gain/(Loss)	\$56,971.18	\$5,446.83

#### Notes:

The monthly Real Estate Loan payment was made in March.

The significant decrease in the investment funds was due to volatile market activity due to the COVID shutdown.

#### OCCCO

Care Connections Inc/Exp Stmt	Jan-20	Feb-20	Mar-20
Total Program Income	\$ 8,492.50	\$ 10,412.50	\$ 8,582.50
Total Program Expense	\$ (8,896.35)	\$ (8,704.97)	\$ (7,893.71)
Total Net Gain/(Loss)	\$ (403.85)	\$ 1,707.53	\$ 688.79

OCCCO Fund Balance (at month-end)	\$ 38,914.29	\$ 40,576.62	\$ 41,265.41
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OCCCO Total Program Income	YTD	YTD
	Perf-Actual	Perf-Budget
OCCCO Total Program Income	\$106,554.40	\$111,980.00
OCCCO Total Program Expenses	(\$92,803.35)	(\$114,627.47)
YTD Profit/(Loss)	\$13,751.05	(\$2,647.47)

**Grace Lutheran School**

School Balance Sheet - Summary highlights

<b>Current Cash Assets</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>
General Fund Balance	\$ 21,400.00	\$ 60,206.58	\$ 81,375.61
Reserve Acct Balance	\$ 59,331.62	\$ 75,274.47	\$ 72,232.00
MMkt Acct Balance	\$ 2.05	\$ 2.74	\$ 2.05
<b>School Operating Cash</b>	<b>\$ 80,733.67</b>	<b>\$ 135,483.79</b>	<b>\$ 153,609.66</b>

<b>School Budget Performance</b>	<b>ACTUALS</b>	<b>BUDGET</b>
	<b>March-20</b>	<b>March-20</b>
Total Program Income	\$ 195,137.43	\$ 178,850.90
Total Expenses	\$ (150,051.37)	\$ (145,837.54)
Total Net Gain/(Loss)	\$ 45,086.06	\$ 33,013.36

<b>School Budget Performance</b>	<b>YTD 3-31-20</b>	<b>YTD 3-31-20</b>	<b>YTD 2-29-20</b>	<b>YTD 2-29-20</b>
	<b>Perf-Actual</b>	<b>Perf-Budget</b>	<b>Perf-Actual</b>	<b>Perf-Budget</b>
Total Program Income	\$ 1,702,465.08	\$ 1,610,033.42	\$ 1,496,577.43	\$ 1,431,182.52
Total Expenses	\$ (1,696,928.43)	\$ (1,655,493.01)	\$ (1,545,511.65)	\$ (1,509,655.47)
Total Net Gain/(Loss)	\$ 5,536.65	\$ (45,459.59)	\$ (48,934.22)	\$ (78,472.95)

**Budget Notes:**

-Income is ahead of YTD projections, but so are expenses. The good news is that in March we closed the budget gap and have a \$5,536 profit thus far for the year.

-The Japanese school paid their sublease rent this month; there are three months of income YTD for the Chinese school but it looks like two of those pymts came in Feb.