

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, Drew Williams

Staff Absent:

Guests Present:

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### **I. Call to Order and Opening Prayer**

- a) The meeting was called to order at 7:00pm by President, Marlin Golnitz
- b) Jon Timmons gave the Opening Prayer

### **II. Grace School Principal**

- a) Darin Zylstra was interviewed for the position of Principal of Grace School by the Exec Committee on Tuesday, May 26<sup>th</sup>. A link to the interview was sent to the Elders to view prior to a vote being taken.
- b) Exec team gave their impressions of the interview with Mr. Zylstra.
- c) An email vote will be taken after Elders have had time to watch the interview.
- d) It was noted that no other candidates have expressed interest in the position.

### **III. Grace School End of Year Teacher/Staff Recognition**

- a) Carole Ryan will lead a team to create a recognition of Grace school teachers and staff. Christine McGraw and Valerie Wiegman will serve on the team.

### **IV. Brethren Christian High School Update**

- a) Christine McGraw met with Matt Chavez, principal of Brethren High School to discuss the outlook for next year. The school currently has 60 students enrolled for fall. They are looking at four options for the upcoming year.
  1. Do their program with the current resources
  2. Locate investors. Former investor possibility is no longer an option. They are in talks with other investors.
  3. Merge with another school.
  4. Close the school

### **V. Capital Improvement Plan**

- a) Council discussed moving sanctuary restroom update up the list to do before or in conjunction with the patio work. Council agreed with the recommendation to move up the restroom work.

### **VI. Treasurer's Report**

- a) Christine McGraw previously emailed a written treasurer's report to the elders. (attached)
- b) The church general fund and capital campaign finances are both doing well.
- c) Care Connections was closed in April and had no income for the month but paid their employees from their reserve account.
- d) The school was in the black for April.

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

**Motion was seconded.**

**Motion was approved.**

### **VII. Grace School Drive-thru Graduation**

- a) Grace school would like to plan a drive-thru graduation for their students. A traditional graduation is not an option due to Covid-19 regulations. Elders discussed the proposal.

**Motion was made to allow Drive-Thru Graduation at Grace School.**

**Motion was seconded.**

**Motion was approved.**

### **VIII. Church Re-opening**

- a) Pastor Chris presented a document with guidelines for re-opening the Grace Sanctuary for services. The document included our guiding principals, primary factors for in-person gatherings, and goals for holding the service.
- b) Elders discussed the document and asked questions related to staffing, cleaning protocol, keeping distancing between friends. The level of risk that Grace is willing to accept needs to be determined and guidelines need to be followed.
- c) Further discussion is necessary before deciding when to re-open.
- d) Congregation needs to be informed. Let them know what a service would look like and what would be involved. A survey will be given to the congregation to assess their level of participation and concern.

### **VIII. Adjournment**

- a) elders were asked what day and time is best for future meetings. It was determined that Tuesdays at 7pm are best.
- b) Marlin Golnitz adjourned the meeting at 9:20pm.
- c) Drew Williams gave the closing prayer.

Respectfully submitted,

Betty Wardle

Council Clerk

**Grace Lutheran Church and Schools**  
**Treasurer's Report - April 2020**  
**Church Balance Sheet - Summary highlights**

<b>Current Cash Assets</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>
General Fund Balance	\$ 56,487.19	\$ 82,648.30	\$ 100,019.32
Payroll Fund Balance	\$ 3,418.40	\$ 3,418.78	\$ 3,418.78
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
<b>Church Operating Cash</b>	<b>\$ 60,305.59</b>	<b>\$ 86,467.08</b>	<b>\$ 103,838.10</b>

<b>Long Term Assets</b>			
Capital Campaign Balance	\$ 362,775.00	\$ 376,258.00	\$ 310,875.06
Total Other Restricted Funds*	\$ 419,841.28	\$ 435,376.65	\$ 763,997.24
Foundation Balance (as of month-end)	\$ 106,116.97	\$ 91,000.79	\$ 101,592.61
<b>Total - Church Cash</b>	<b>\$ 888,733.25</b>	<b>\$ 902,635.44</b>	<b>\$ 1,176,464.91</b>

<b>Long Term Liabilities</b>			
Real Estate Loan Balance	\$ (282,859.94)	\$ (281,112.31)	\$ (279,420.80)

<b>Church Budget Performance</b>	<b>ACTUALS</b> <b>April-20</b>	<b>BUDGET</b> <b>April-20</b>
Total Giving/Program Income	\$ 84,919.00	\$ 72,852.36
Total Expenses (incl loan prin pymt)	\$ (54,778.25)	\$ (62,950.97)
Total Net Gain/(Loss)	\$ 30,140.75	\$ 9,901.39

<b>Church Budget Performance</b>	<b>YTD</b> <b>Perf-Actual</b>	<b>YTD</b> <b>Perf-Budget</b>
Total Giving/Program Income	\$855,869.81	\$682,653.28
Total Expenses (incl loan prin pymt)	(\$768,607.88)	\$ (667,296.06)
Total Net Gain/(Loss)	\$87,261.93	\$15,357.22

**Notes:**

The significant increase in the Restricted Funds balance reflects the addition of PPP funds in late April. The investment account recovered \$10K in April of the \$15K lost in March due to market instability. The monthly Real Estate Loan payment was made in April.

**OCCCO**

	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>
Care Connections Inc/Exp Stmt			
Total Program Income	\$ 10,412.50	\$ 8,582.50	\$ -
Total Program Expense	\$ (8,704.97)	\$ (7,893.71)	\$ (8,024.39)
Total Net Gain/(Loss)	\$ 1,707.53	\$ 688.79	\$ (8,024.39)

OCCCO Fund Balance (at month-end)	\$ 40,576.62	\$ 41,265.41	\$ 33,241.02
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	<b>YTD</b> <b>Perf-Actual</b>	<b>YTD</b> <b>Perf-Budget</b>
OCCCO Total Program Income	\$106,554.40	\$124,423.00
OCCCO Total Program Expenses	(\$100,827.74)	(\$126,125.48)
YTD Profit/(Loss)	\$5,726.66	(\$1,702.48)

OCCCO was shut down for the month of April due to COVID-19. There was no income. The staff was paid their regular salaries out of the existing Fund Balance.

**Grace Lutheran School**

School Balance Sheet - Summary highlights  
April 2020

<b>Current Cash Assets</b>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>
General Fund Balance	\$ 60,206.58	\$ 81,375.61	\$ <b>61,746.89</b>
Reserve Acct Balance	\$ 75,274.47	\$ 72,232.00	\$ <b>72,232.14</b>
MMkt Acct Balance	\$ 2.74	\$ 2.05	\$ <b>2.05</b>
<b>School Operating Cash</b>	\$ 135,483.79	\$ 153,609.66	\$ <b>133,981.08</b>

<b>School Budget Performance</b>	<u>ACTUALS</u>	<u>BUDGET</u>
	<u>April-20</u>	<u>April-20</u>
Total Program Income*	\$ 109,951.53	\$ 202,453.94
Total Expenses**	\$ (109,392.12)	\$ (217,248.04)
Total Net Gain/(Loss)	\$ 559.41	\$ (14,794.10)

<b>School Budget Performance</b>	<u>YTD 4-30-20</u>	<u>YTD 4-30-20</u>	<u>YTD 3-31-20</u>	<u>YTD 3-31-20</u>
	<u>Perf-Actual</u>	<u>Perf-Budget</u>	<u>Perf-Actual</u>	<u>Perf-Budget</u>
Total Program Income	\$ 1,813,651.39	\$ 1,812,487.36	\$ 1,703,864.86	\$ 1,610,033.42
Total Expenses	\$ (1,805,705.95)	\$ (1,872,741.05)	\$ (1,697,468.43)	\$ (1,655,493.01)
Total Net Gain/(Loss)	\$ 7,945.44	\$ (60,253.69)	\$ 6,396.43	\$ (45,459.59)

**Budget Notes:**

\*April income DID NOT include any transfers from the PPP funds we received in late April. All PPP transfers began in May. Tuition collection in May was approx. \$50K below that for April.

\*\*April expenses did not include the Q2 lease payment to the OVSD which was due 4/1/20. That was not paid until early May, using funds from the PPP loan. Salaries for April were \$80,240.00 (did not incl preschool teachers).

We will need to explore how we will make the school payroll over the summer given lower projected income over the summer. We will collect the final tuition payments in June, but we will pay the staff & teachers thru August.

Brethren made their rental payment this month, but they did not make their qtrly payment on the portables. Neither the Japanese or the Chinese schools paid any rental income this month.