

**Grace Lutheran Church Council Meeting Minutes**  
**Tuesday, October 20, 2020**  
**7:00 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: Pastor Marv Combs, Betty Wardle, Drew Williams, Darin Zylstra

Staff Absent:

Guests Present:

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

- a) The meeting was called to order at 7:05pm by President Marlin Golnitz
- b) Jon Timmons gave the opening prayer.

**II. Council Consent Agenda**

- a) Minutes of the September 22, 2020 council meeting was previously approved via email.
- c) b) Pastoral care report and report of baptisms, weddings, memorial services and membership changes for May thru October were presented.

**Motion was made to approve and accept the Consent Agenda.**

**Motion was seconded.**

**Motion was approved.**

**III. School Update**

a) Treasurer's Report

Christine McGraw presented a written treasurer's report. (attached)

- The school finances are doing well. They were "in the black" as of the end of September. The new budget is working well.

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

**Motion was seconded.**

**Motion was approved.**

b) Principal's Report

- Rec club has added 2 new students.
- Elementary school currently has 182 students and parents are still touring.
- Everyone on the first grade waiting list was contacted to see if there was still interest in moving their child to Grace. There were 4 yes. 2 teachers were interviewed but are now on hold. 6 confirmed students are needed to open 2<sup>nd</sup> class. Still touring, hoping to get the additional 2.
- "Coffee with the Principal" was a success. Agenda is attached
- PTL has elected their Board for this year.
- Wood chips have been added to the play structure area and it open for students.
- Mr. Zylstra will pursue a clear admin credential.
- Tuition for next school year will be on the November council agenda.

c) CLOSED SESSION

- The council entered into closed session for school related discussion.

**Motion was made to accept the Principals Report.**

**Motion was seconded.**

**Motion was approved.**

#### **IV. Care Connections Update**

a) Treasurer's Report

Christine McGraw presented a written treasurer's report (attached)

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

**Motion was seconded.**

**Motion was approved.**

b) Care Connections Director's Report

- Written re-opening report was presented. (attached)
- The Care Connections Board plan to open in person care 2 weeks after Orange County is in the orange covid category.
- Weekly zoom classes are continuing.
- Council discussed support for Care Connections until they can support themselves.
- Christine McGraw will meet with Mary Taylor and bring a proposal to the November council meeting.

**Motion was made to accept Care Connections re-opening plan.**

**Motion was seconded.**

**Motion was approved.**

#### **V. Church Update**

a) Treasurer's Report (attached)

Christine McGraw presented a written treasurer's report

- The church is "in the black" for the first quarter of this fiscal year.

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

**Motion was seconded.**

**Motion was approved.**

#### **VII. Capital Campaign update**

a) Current projects are painting, landscaping, sanctuary lighting and parking lot asphalt.

#### **VIII. Real Estate Loan Update**

a) During our 5 year loan review, our payment was reduced by \$867.00 per month. This was primarily due to a large amount of principal reduction contributions we have received. Council chose to continue paying our budgeted amount for the remainder of this fiscal year, thus lowering the principal \$867 more every month.

#### **IX. WOW Report**

a) Pastor Marv Combs updated the council about the return of the WOW service

- 22 people attended the first service last Wednesday. Most were not Sunday attendees.
- The service was well received.
- Covid protocols were followed.
- Pastor Marv will get input from WOW attendees before the next council meeting.

## **X. Congregational Meeting Planning**

- a) Budget Considerations
  - Drew Williams becoming a pastor/replacing him as tech director
  - Missionaries
  - Christine McGraw and Betty Wardle will review issues as we move forward.
- b) Election of Elders
  - Recommendation as made that the terms of the current elders be extended for 6 more months until June 30, 2021.
  - Exec committee will look at ways to hold a congregational meeting.

## **XI. Covid 19 (Those In Need) Fund**

- a) One request for funds has been approved. One school employee may be requesting funds. The fund currently has \$9,000 of donated funds.

## **XII. Pacific Lutheran High School**

- a) Pacific Lutheran High School in Gardena has contacted us regarding the possibility of holding classes on the Grace campus. Their students are having difficulty with on-line learning and they are looking for viable alternatives until schools can open in Los Angeles County.
- b) Exec team discussed the proposal. Grace's cost would be \$1,800 to cover our additional utilities.
- c) the principal brought 9 families to tour the Grace campus. He is now discussing the possibility with his board.
- d) Council will need to approve the agreement prior to finalization.

## **XI. Adjournment**

- a) Marlin Golnitz adjourned the meeting at 8:55pm.
- b) Pastor Chris gave the closing prayer.

Respectfully submitted,  
Betty Wardle, Council Clerk

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

<b>Current Cash Assets</b>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>
General Fund Balance	\$ 194,906.74	\$ 222,397.77	\$ <b>225,390.62</b>
Payroll Fund Balance	\$ 3,722.83	\$ 4,728.60	\$ <b>4,758.60</b>
Petty Cash	\$ 400.00	\$ 400.00	\$ <b>400.00</b>
<b>Total - Church Operating Cash</b>	<b>\$ 199,029.57</b>	<b>\$ 227,526.37</b>	<b>\$ 230,549.22</b>

<b>Long Term Assets</b>			
Total Other Restricted Funds*	\$ 303,222.94	\$ 403,442.71	\$ <b>430,603.15</b>
Foundation Balance (as of month-end)	\$ 115,951.96	\$ 125,668.17	\$ <b>109,257.33</b>
<b>Total - Church Assets</b>	<b>\$ 419,174.90</b>	<b>\$ 529,110.88</b>	<b>\$ 539,860.48</b>

Capital Campaign Balance	\$ 313,484.06	\$ 331,070.00	\$ <b>331,380.06</b>
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<b>Long Term Liabilities</b>			
Real Estate Loan Balance	\$ (273,848.77)	\$ (272,132.56)	\$ <b>(270,345.10)</b>

<b>Church Budget Performance</b>	<u>ACTUALS</u> <u>September-20</u>	<u>BUDGET*</u> <u>September-20</u>	<u>Sept YTD</u> <u>Perf-Actual</u>	<u>Sept YTD</u> <u>Perf-Budget</u>
Total Giving/Program Income	\$ <b>58,400.00</b>	\$ 66,916.15	\$ <b>187,599.66</b>	\$ 200,355.91
Total Expenses (incl loan prin pymt)	\$ <b>(48,996.90)</b>	\$ (64,470.27)	\$ <b>(162,440.99)</b>	\$ (214,669.91)
Total Net Gain/(Loss)	\$ <b>9,403.10</b>	\$ 2,445.88	\$ <b>\$25,158.67</b>	(\$14,314.00)

**Notes:**

-Recall that at YE, 6/30/2020, the church finished the year with \$139,159 in cash.

\*The PPP will remain as a liability on the balance sheet until it is forgiven. Once that happens it will move back to equity.

There are no PPP funds in any of the cash balances shown on the report. Any remaining funds were trans to GLS 7/1 (+/- \$98K).

-As anticipated, the Foundation account took a hit in Sept, but it is still ahead of where it was at the start of 2020.

-The monthly Real Estate Loan payment was made in Sept.

**OCCCO**

<b>Care Connections Inc/Exp Stmt</b>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>
Total Program Income	\$ -	\$ -	\$ <b>602.00</b>
Total Program Expense	\$ (4,808.63)	\$ (2,583.49)	\$ <b>(2,583.39)</b>
Total Net Gain/(Loss)	\$ (4,808.63)	\$ (2,583.49)	\$ <b>(1,981.39)</b>

OCCCO Fund Balance (at month-end)	\$ 12,295.62	\$ 9,712.13	\$ <b>7,730.74</b>
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	<u>Sept YTD -</u> <u>Perf-Actual</u>
OCCCO Total Program Income	\$ 602.00
OCCCO Total Program Expenses	\$ (9,975.51)
YTD Profit/(Loss)	(\$9,373.51)

The staff is being paid their salaries from the OCCCO Fund. Accountants have instructed us to continue to show their payroll coming out of that fund until the PPP loan is forgiven and then we can reflect the reimbursement of those payroll funds going back into the account.

**Grace Lutheran School**

## School Balance Sheet - Summary highlights

Sept 2020

<b>Current Cash Assets</b>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sept-20</u>
General Fund Balance	\$ 177,340.96	\$ 105,676.16	\$ <b>145,738.09</b>
Reserve Acct Balance	\$ 164,628.15	\$ 237,884.34	\$ <b>243,960.54</b>
MMkt Acct Balance	\$ 2.05	\$ 2.05	\$ <b>2.05</b>
<b>School Operating Cash</b>	<b>\$ 341,971.16</b>	<b>\$ 343,562.55</b>	<b>\$ 389,700.68</b>

**Net Tuition/Fees Collected**      \$ 361,817.70      \$ 77,195.60      \$ 154,648.63

<b>School Budget Performance</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>YTD 9-30-20</b>	<b>YTD 9-30-20</b>
	<b>Aug-20</b>	<b>Sept-20</b>	<b>Perf-Actual</b>	<b>Perf-Budget</b>
Total Program Income*	\$ 85,158.82	\$ <b>171,936.21</b>	\$ <b>542,470.42</b>	\$ 546,542.09
Total Expenses	\$ (147,047.49)	\$ <b>(140,195.95)</b>	\$ <b>(505,954.30)</b>	\$ (535,805.14)
Total Net Gain/(Loss)	\$ (61,888.67)	\$ <b>31,740.26</b>	\$ <b>36,516.12</b>	\$ 10,736.95

-Donation/fundraising/sublease income is ahead of projections and tuition discounts and expenses are lower than predicted which is all helping the overall cash position for the school.

-That the school is already showing a profit this early in the school year is a huge win, especially given the financial challenges we've faced this year. That we're in the black at the end of September is truly remarkable!

## **Care Connections Reopening Update – 10/20/20**

- Care Connections will reopen its doors two weeks after Orange County reaches the Orange Level, as determined by State and County authorities
- Care Connections will meet in the Cornerstone Room on Tuesdays and Wednesdays
  - No meetings at the Seal Beach site at this time
- A single POD will be offered only on Tuesdays at the beginning
  - A second POD will be held on Wednesdays if/when the wait list reaches 5 clients
- A Zoom class (music and chair exercises) will be held on Thursdays, offered exclusively to current and future clients of the Care Connections
- A “community” Zoom class will be offered to Grace members and friends (not current or future Care Connections clients) on Monday and will be limited to 10 people, not including the leader
  - A staff member will be paid to lead that class
  - If there is enough interest for a second class, a wait list will be created for a Friday class
    - Once there are at least 5 people on the list, another “community” class will be added on Friday, with a charge for the additional day

### PODs

*2 caregivers to a minimum of 5-7 clients per day - and the same two caregivers will be with the same clients. Having our clients in pods with designated staff that work only with that pod can help limit exposure, but also helps us with contact tracing if anyone comes down with COVID-19 or has been in contact with a person with COVID-19.*