

Sherwood Park Lutheran Church  
Leadership Meeting  
Sunday August 20, 2017

Present: Dallas Kostna, Dallas Ganske, Cheryl Hemmett, Pastor Jay Zinko, Byron van Dijk, Tim Friesen, Megan Schwartz, Marty Thenhaus, Russ Malkoske

Regrets: none

1. Welcome and call to order: 11:40am
2. Opening Devotional: Pastor Jason lead prayer
3. **Adoption and Approval of Consent Agenda: MSC 2017-07**

4. Treasurer's Report:

We have more expenses than what was budgeted. Russ will contact Faye Schultz to assist in closing safety deposit box at RBC if necessary. Russ to look into the possibility of saving money on our insurance by adjusting our coverage. Mary is implementing a new procedure for paying the VISA statements, at the moment no one is checking the statement before it is paid, we would like someone from Leadership with signing authority to sign the statement to indicate it has been paid.

**Russ to transfer \$4,346.37 funds from BUILDING to the CURRENT account to cover building expenses previously paid at:**

- \$2,772.00 insurance deductible plus GST for the claim arising from the wind claim in 2016.
- \$778.43 taxes for street renewal 2016
- \$795.94 taxes for street renewal 2017
- **TOTAL \$4,346.37**

**MSC 2017-08**

5. Updates:

5.1 Reformation 500 Social

- 5.1.1 Social tickets are selling and we are hoping to sell out. Each of the four hosting congregations are collecting 3 silent auction baskets for the event. The committee's next meeting is Wednesday August 30<sup>th</sup>, 2017.

5.2 Small Group Initiative

- 5.2.1 Because of the extensive training needed for small group leaders and because we would like small groups to be a success we will postpone the starting date to January 2018.

5.3 Giving Statements

- 5.3.1 Mary has distributed donation statements for members for the year (up until July 31, 2017).

6. New Ministry Items:

6.1 Leadership team to-do list

6.1.1 Hard copy is posted in the Narthex for congregation to see. Furnace room is being cleaned Tuesday, August 22<sup>nd</sup>, the women's washroom storage will be cleaned sometime this week (Aug 21-25). The Sacristy cleaning will be planned for September 2<sup>nd</sup>. For the filing cabinet each leadership member will pick a drawer and go through the items. If you are unsure about something please put it aside and ask a member who might be familiar with the items i.e. Janet Giese or Liz Wiens.

6.2 RBC Munroe branch closing

**6.2.1 Russ will be looking into bringing the youth account into the general church account. Russ to speak with Karen Pokrant at Steinbach Credit Union for fees and possibility of bringing all our finances including youth account over to SCU. MSC 2017-09**

6.2.2 Russ has suggested that we use our pre-printed cheques with PowerChurch Plus instead of using credit union cheques.

6.3 Set date for town hall – November 26, 2017

6.3.1 Topics for town hall - leadership team update, budget and new business (open forum). Leadership members to make sure when announcing town hall topics to make it clear that the town hall is where questions about the church come up and not at AGM unless it is in the agenda. Questions will have to be submitted 30 days before the AGM to get it on the agenda. Cheryl to take minutes for the Town Hall as Megan is away.

6.4 Discuss and define roles - tabled

6.5 Board member training

6.5.1 Training for board members; Jay looked into Volunteer Manitoba and it was more expensive than what we were thinking. Jay will continue to look into other options.

7. Round Table:

Marty to give leadership update for September.

Do we have a set amount for tabernacle? Yes, we do; it's \$400/month. Do they have a specific amount of time that they are using the building - the contract stipulates which days they are using the church. Russ to acknowledge the receipt of funds to Pastor Catherine every month just to thank them for their payments. Dallas to re-send the to-do list for cleaning the church. [REDACTED] Megan to update the minutes and add them to Google drive.

8. Date for next meeting: September 20, 2017 at 7:00pm

9. Closing Prayer: Pastor Jason lead in closing prayer

Meeting adjourned at 1:15pm

Items/Tasks to be completed	Designated
Close RBC safety deposit box	Russ
Possible insurance coverage changes	Russ
Transfer funds from building to general account	Russ
SCU inquiry	Russ
Board member training	Jay
September Leadership announcement	Marty

Treasurer Report to July 31, 2017

As one would expect things got a little quieter in July. This report highlights activity.

BALANCES (as of July 31, 2017)

Current Account \$12,402.66 \*

Building Account \$28,891.04

Memorial Account \$27,269.39

· Note bank balance on July 31 was \$11,661.63 but last deposit of July 30, Sunday did not make it into the statement and issued cheques had not been cashed. The system reports do balance to the adjusted bank statement.

REVENUE

Donations \$13,083.00

Building \$520.00

Missions \$40.00

CLWR \$20.00

Coffee \$110.50

Rental \$625.00

Account Activity Summary

Income in July all sources totaled \$16,037.49.

Expense in July totaled \$16,771.84

Expense notables:

· We are taxed by the City for street improvements. We paid \$795.94 in July (we paid \$778.43 for this same tax in 2017.

- We paid Church Envelope Company \$597.22.
- Payroll, Benefits and Honorariums total \$12,778.87

#### ISSUES TO BE CONSIDERED:

- We have received notice the Royal Bank in the Munroe Shopping Centre will close in November, 2017. Council will need provide instruction. My suggestion is we switch to a credit union. Fees will be lower. As the counting teams actually make the deposit at the night drawer, SPLC will have to consider another way to handle this. I am suggestion a drop box in the church with all documentation ready for deposit on completion by the counting team. Treasurer or office would do actual deposit. Again a night drawer would be helpful and should be considered when looking for a new service provider.
- SPLC has a Safety Deposit box at the closing branch. The set up was not completed properly arranged. Current authorized signers cannot access but original applicants can. Russ will attend branch with an original (probably Faye Schultz) to access and empty. Once what is there is known, Russ will report to council with recommendation. I suspect we do not need the Box but until we know what is there...
- Rental income is lower than expected. Tabernacle have paid twice in 2017, the second in August and not reflected as income in this report, to a total of \$800.00.
- As Treasurer, I am recommending transfer of funds from BUILDING to the CURRENT account to cover building expenses previously paid at:
  - \$2,772.00 insurance deductible plus GST for the claim arising from the wind claim in 2016.
  - \$778.43 taxes for street renewal 2016
  - \$795.94 taxes for street renewal 2017
  - TOTAL \$4,346.37
- The insurance premium exceeds \$5,000. The Treasurer is seeking authorization to approach a new broker to see if we might come up with options other than those provided by the current broker/insurer.
- Other then payment for VISA, all cheques require two signature or are based on pre authorized payments arrange by the Treasurer. Mary has set up an excellent control feature requiring any payment request need be accompanys by a form making the request, again VISA is an exception. As Treasurer I would like to discuss this with council for guidance.
- I am a tad unclear what my authority as Treasurer is and would like to discuss for guidance.

Respectfully submitted Russ Malkoske / August 19, 2017