

ST. LUCAS UNITED CHURCH OF CHRIST
CHURCH COUNCIL MEETING MINUTES

September 22, 2020

Members present: Debbie Ball, Mike Bohn, Barb Coughlin, Joy Dressel, Ken Hamilton, Gregg Heutel, Dave Johnston, Randy Jurgensen, Al Lichtenstein, Skip Salomon, Joanne Scheidt, Lisa Slyman, Carol Stelmach, and Justin Wenk.

Absent: Don Lang

PASTORS: Rev. Kelly Archer and Rev. Bill Smutz

GUESTS: There were no guests. The meeting was held electronically via Zoom due to the Coronavirus situation.

The meeting was opened with a prayer by Rev. Archer.

CONSENT AGENDA:

Building and Grounds: **See Attached**

Cemetery: **See Attached**

Membership and Evangelism: **See Attached**

Preschool: **See Attached**

The consent agenda was approved.

CLERGY REPORT: Rev. Smutz has been learning about the details of the congregation and the details attached to Debbie Heagle's job. He has been working with Joanne, Gregg, and Dave to figure out how to cover these areas with people. Ariel has picked up 12 extra hours a week. Worship has been moved back inside on Saturdays. He is communicating with families about grave site services, indoor memorial service, and a small indoor wedding. Rev. Archer covered for Rev. Smutz while he was on vacation. She worked on the Rite of Confirmation with Amy and Lynn. A new group of 7 confirmands has already begun. The pet blessing is at the end of September.

BUSINESS:

Report of Covid-19 Task Team- Bill/Dave: October 18 will be the first Sunday morning service in the sanctuary. They are working on the procedures that will need to be followed. There are new cleaning protocols that will need to be figured out. They have identified rooms where different sized groups can meet, time limits, etc. They are working on what kind of children and youth activities can take place. Lynda Klostermann received a phone call from a parent of a preschool student. The grandparent has Covid. The child of the grandparent has to be quarantined for 14 days, but the other classmates and teacher can continue with preschool. Should the child come down with Covid, then the other classmates and teacher would need to be quarantined.

Finance Committee Report- Gregg: **See Attached.** Under Financial Statement Review the deficit should be \$13,000 instead of \$9,000. The counting committee is no longer in place. Gregg will report back next meeting as to what help he needs. We need to begin thinking about our staff configuration for our future. Gregg will have a finalized budget ready for next month's Council meeting. Mike asked if we are factoring Covid expenses into the budget for next year. Gregg said it is factored into the cleaning supplies. However, labor for cleaning has not been factored in yet. Several Council members suggested it could be done through volunteers. Dave said the insurance company brought to his attention that large churches have had large claims for water damage. They are going to install sensors, and it will be monitored for free from now until June. Starting in July it will be mandatory for our insurance and will be around \$50 a month.

Task Force Reports/Status

Congregational Meeting- Randy: **See Attached** 92 or 94 people could be in the sanctuary, and 92-94 could be in the social hall. The rest of the attendees would have to be through Zoom. An exact number of people allowed in the building will be determined by the task force. Skip made a motion to give Randy up to \$500 for the equipment needed for the meeting. Ken seconded it. Motion passed.

By-Laws- Dave: The group is working on a finalized version of what needs to be done to accommodate online meetings. Skip asked if we need to change our by-laws before the congregational annual meeting to accommodate online voting. Dave said it will be the first item on the agenda at our annual congregational meeting.

Nominating Committee- Joy: They have gathered names of people who are willing to serve in the different positions. Bios have been requested from the people running for the committees. **See Attached**

KGCS- Dave: Dave asked Bill Brinkhorst to take a look at what we are actually doing with KGCS. We need to make sure we are following this.

Personnel- Joanne: Dave said the Cemetery Board has asked Cyndi Wrobel to work with them on all things related to this board. She will be paid by this board. Joanne said they implemented the personnel committee before Covid, and things have changed since Covid. They have decided that there is an opportunity to reevaluate medical leave issues. Debbie Heagle will continue to be paid; however, the work she did will need to be covered. Ariel will be hired to answer phones. When she is answering phones, it will be a lower pay rate than when she is working as our AV Coordinator. We need to evaluate the staffing needs of the congregation and plan for what that looks like moving forward. Thank you to Kelly, Bill, Barb, Gregg, and Al for filling in where needed.

DISCUSSIONS:

Communication Session with Congregation- Joy: We have talked about having a Zoom session so the congregation can ask questions to the Council. We need to set some rules and choose a good facilitator. We could set these sessions up quarterly or every other month. Joanne thinks we need to do one Zoom meeting with the congregation before the annual meeting. We don't all need to attend; we can ask for volunteers. Joy, Dave, and Bill will talk about this some more and come up with some ground rules.

Usher Duties- Debbie: Debbie Ball obtained the Usher Manual from Usher Captain, Terry Marcille. She is working on abbreviated usher duties to put on the website for new and existing ushers to use as a reference. Debbie would like to get with Sunset Hills police and fire so the intruder procedures can be updated.

OPEN FORUM: Congregational members are wanting to know how they can help Debbie Heagle. Carol suggested doing an eblast on how to help Debbie. Justin wanted to know what the requirement is for the senior pastor search committee. The basic requirement is that when the council, church, and interim are comfortable in the learning process and understanding, then it's time to start a search committee. Dave doesn't feel we are close to starting the search committee. Justin has been having meetings with young people in the congregation. There are some topics that have come up. He wants to know if these should be on the agenda for the annual congregational meeting. Randy thinks we have enough on our plate with the elections and budget. Putting some of these "hot topics" could cause challenges and be controversial. Rev. Smutz said these topics normally are studied for a long time before coming to a congregational meeting. Justin said people are frustrated that these topics haven't been talked about or voted on. Randy said we need to get groups to study this and have a planning process before we present this to the congregation. Skip said the insurance company wants the cemetery board to make back up copies of all the cards. There is a safe in the basement where back up copies can be stored. Dave suggested making a digital copy. Rev. Smutz and Debbie Heagle have been researching programs to use to go digital. Work on the preschool HVAC has been started.

ADJOURNMENT: The meeting was adjourned at 8:07 with the Lord's Prayer.

Respectfully Submitted by Lisa Slyman

Finance Committee Meeting Minutes v1
September 15, 2020

In attendance via Zoom: Gregg Heutel, Noel Knobloch, Bill Linnenbringer, Dave Johnston, Al Lichtenstein, Carol Stelmach and Reverend Bill Smutz. **Absent:** Don Lang

Minutes: Minutes from last meeting from August 2020 were previously reviewed and approved via email.

1. **Financial Statement Review:** Preliminary Financial Statements for August 2020 were reviewed. These are not final. Regular Offering was \$49k compared to the budget of \$66k. Overall, there was a (\$9k) deficit (expenditures greater than revenue) for the month. For year to date August, regular offering is \$430k compared to the budget of \$552k.
2. **Cool, Safe, and Dry:** There was no update for Cool, Safe, and Dry.
3. **Audit:** Jabouri & Schowalter provided a list of follow up items and additional test items to pull. With Debbie Heagle on medical leave, there has been a delay in providing items to the auditors. We are attempting to meet the completion date by the November Annual Meeting.
4. **2021 Budget Process -** We reviewed the second version of the 2021 budget at our meeting. Adding a line item for the cost of audit procedures in 2021. This will be presented to council for review at the September meeting. Final budget to be approved at the October Finance Committee meeting with subsequent approval at the October Council Meeting.
5. **PPP Loan Forgiveness:** The portal at BMO Harris Bank is still not yet available to file the documents for the PPP Loan Forgiveness. Once available, the appropriate documents will be filed.
6. **Office Update:** With Debbie Heagle out on medical leave, Barb Coughlin is filling in on a part-time basis to complete various financial duties in the office. Al Lichtenstein and Gregg Heutel also assisting as needed.
7. **Stewardship Program:** Gregg Heutel, Dave Johnston and Pastor Bill are taking a 6 week Stewardship Seminar offered by the Lake Institute through the UCC. We will be working on a Stewardship Program through the fall.

There being no further business, the gathering adjourned.

Next regular meeting is Tuesday October 15th at 6:00 pm.

Minutes recorded by Gregg Heutel

Minutes of Zoom Meeting
Membership and Evangelization Committee
September 1, 2020

Present: Sue Simmons, Barb Beck, Ken Bentlage, Cynthia Rosfeld, Barb Smith Carol Stelmach,
Pat Stephens

The meeting was opened with a prayer at approximately 6:00 p.m.

New Member Prospects Update

- Eric Aschinger has expressed a strong desire to join as a member. There was a discussion regarding how to make that happen during the pandemic.

New Member Metrics

- When confirmands are confirmed, they become members of the Church, and will be recognized as such; the manner of celebrating them may be altered during the Pandemic
- Our team will follow the details being developed for a special Rite of Confirmation worship service and provide what we can to acknowledge new membership in the church
- Recognizing Confirmands on the YouTube service the weekend the outside service happens was suggested

Financial Report

- Sue reported that she had emailed to Gregg Heutel, Financial Secretary, the budget for 2021 that we developed in our meeting last month: \$6,000. Gregg thanked Sue for sending the budget figures, and for contributing to the concept of reducing expenses.

Checking-in

- Pat said that callers were still making calls to their assigned church members. She will send another email to remind people to check in with their assigned members
- There was not a large response from the letters sent by Donna Alexander to those whose telephone numbers in the church directory were disconnected. Very few sent new numbers.

Imagining "Re-Engagement"

- Before the Pandemic, a pilot for the member engagement initiative was just beginning. The initiative checked in with members to provide them with information about the church, gather information about their involvement in the church, and to update their contact information.
- How do we imagine the church, post-Covid?
There was a conversation regarding how to engage people now during the pandemic in a way that would continue after pandemic is over.
- Two possibilities have been emerging:
 - A suggestion from Pastor Bill from the Presbyterian Church regarding a Deacon-like program. This concept would have church leaders formally responsible for maintaining connection with members; helping to identify pastoral care needs, helping members stay engaged in the church, etc. These leaders (name to be determined – shepherds, ambassadors, other?) would work as an extension of our clergy team. Details on how this concept would coordinate with our current Caring Ministry program will need to be explored.

- Small Groups ministry to engage people in the life of the church. In some churches, a minister of small groups (staff or volunteer) helps small groups form, helps individuals connect with small groups, and provides discussion materials, etc. Many healthy churches have strong meaningful small groups programming.
- Members of the committee will think about these possibilities and do our own research.
- We will invite Pastor Bill to join another special Zoom of this group to discuss these two possibilities.
- Carol requested that we put in writing a conceptual description of our new initiative that she could share with Council for their information.

Pictorial Directory Update

- Ken will contact Megan to buy the software program for the Pictorial directory tomorrow.
- This program might have four administrators: Megan, Debbie, Ken and another to be determined.
- Initially we will have a pilot which will include members of the Membership Committee as a start. We plan to have a few entries at the next meeting so that we can learn more.

Meeting was closed with the Lord's Prayer.

Respectfully submitted,

Kathy Herron

Congregational Meeting *Technical* Task Force

Final Draft *Technical* Guidelines and Recommendations to Council

1. General Meeting Arrangement
 - a. The sanctuary will be the location of the main meeting with the overflow seating located in the social hall. Existing AV assets will be used in the sanctuary, as in the past.
 - b. Sanctuary audio and video will be provided to the social hall overflow to allow active participation in all meeting activities.
 - c. Members in the sanctuary and social hall will move to a central microphone in the sanctuary if they wish to be recognized to speak on a topic.
2. Remote Meeting Access
 - a. A Zoom Webinar will be established to allow remote connection to members, either via streaming video/audio or telephone audio call-in number.
 - b. A Zoom moderator will facilitate participant interaction with the in-person meeting. (This moderator will be a council member, assisted by church staff as required.)
 - c. Zoom participants will address the meeting via projected Zoom meeting in sanctuary and social hall.
 - d. Facebook Live will not be implemented for the congregational meeting.
3. Technical Issues to be addressed
 - a. Establish Video and Audio Feed into Social Hall AV assets for projection of sanctuary meeting activities. (Wireless Long haul HDMI hardware purchase and testing)
 - b. Establish Zoom tie-in with sanctuary AV assets to allow switching in Zoom participants to address the meeting via sanctuary screens.
 - c. Develop plan to connect Zoom moderator, AV coordinator and Council officers to allow communication for Zoom participants requests for speaking recognition.
 - d. Develop plan to record all meeting audio and video to ensure an accurate record exists of all actions taken during the congregational meeting.

This document outlines our best *technical* recommendations for conduct of a congregational meeting. These recommendations will have to be melded with the other task forces effort to develop a satisfactory solution.

2020-09-22 nominating committee report to Council

Nominees as of 9/22/2020

- Cemetery Board – 2 openings
 - Cookie Tunze
 - Jeff Heutel
- Council – 6 openings (5 three-year terms and 1 one-year term)
 - Marsha Fey
 - Kent Glovanovitz
 - Ken Hamilton
 - Jack Laudenslager
 - Marty Schmidt
 - Paul Simons
 - Skip Salomon
 - Jeff Wagener
 - Juanita Wagner
 - Justin Wenk
- Lay Delegates – ~2 openings (could also elect a youth delegate)
 - Carolyn Schwarz
 - Shirley Bild
- Perpetual Endowment Trustee – 1 opening
 - Dan Wenk
- Preschool – 1 immediate opening to fill unfinished term

Collecting bios for Annual Report – approx. 1/3 received

Oversee election...

St. Lucas United Church of Christ
Building & Grounds Committee Minutes
August 26, 2020

Members present: Wendy Gaume, Skip Salomon, and Karl Grattendick. Also present, Ken Hamilton, Dave Johnston & Charlie Singler.

The meeting was called to order.

Minutes: The minutes from the 7/29/20 meeting were reviewed and approved.

Financial Report: No report. Received status on individual accounts, but no composite report.

Building Security: Fire alarm was damaged by the storm and will be repaired by Sept 1.

Lower Parking Lot: The handicap parking area still needs to be power washed so the striping can be refreshed.

Sanctuary Windows: Will be completed as soon as weather permits.

Water Meter Box Replacement: Expecting a proposal Friday from a plumbing contractor.

Office Roof Leaks: Contract to repair was signed.

Preschool HVAC: IFS was unable to obtain a county building permit because the final inspection for the sanctuary HVAC was not completed. Skip is coordinating with C & R.

Staff Report: No report.

Council Report: Church Services will be held in the Pavilion for the next 4 weeks and will be limited to 50 people.

Water Usage: It was determine that the water valve controlling the water supply to the 1954 buildings abandoned under floor heating system was not shutting off properly, causing water to leak into the abandoned system and under the floor of the building. The asbestos line rap on the line has been abated and the defective valve will be replaced Friday.

Neighbor's Request to Install Fence on Church Property: Working with owner to determine an agreeable location.

Social Hall Floor: 2 rows of floor tile along with the asbestos adhesive have been removed to allow the repair of the crack in the concrete floor.

Unfunded Work Items: Funding approval will be requested from the congregation at the annual meeting.

2021 Budget: was submitted.

The next meeting will be Wednesday, September 23..

Respectfully submitted,
Wendy Gaume

St. Lucas Cemetery Board

June 17, 2020 Meeting Notes

Attendees: Lanny Wingbernuehle

Kirk Dalgaard

Ken Fey

Carl Heine

Dave Gildehaus

Dan Wenk

1. This is our first meeting since February 19, 2020 due to COVID-19. In accordance with guidelines from the Church Council and the COVID Task Force, all Board members wore a mask and maintained proper social distancing for this meeting.
2. February 19, 2020 meeting notes were reviewed and approved.
3. December 2019 financials were reviewed. Summary statistics of grave openings, lot sales, and foundations installed were not available. Subsequent to the meeting Lanny was able to obtain the summary report for 2020 grave openings. This was shared with everyone via email on 6-18-20.
4. Dan provided an update on the status of the tractor based on the efforts of Jerry Wiesehan. The front gear assembly needs to be repaired. The Board approved sending the tractor to Erb Equipment for repair. Jerry will be our contact with Erb as they move forward with the repair. The tractor was picked up by Erb Equipment on 6-22-20.
5. Discussed the contract with MS Lawncare – Kirk will talk with Mike Spears about pricing for 2021-2023. The consensus among the Board members is that everyone is satisfied with the services provided by MS Lawncare. There is no need to look for another contractor as long as the new pricing is reasonable.
6. New Cemetery rates for 2021 need to be looked at for possible adjustments. Future O&M costs and possible increases from our subcontractors need to be evaluated.
9. The next meeting is scheduled for July 15, 2020.

Respectfully submitted,

Dan Wenk

St. Lucas Cemetery Board

July 15, 2020 Meeting Notes

Attendees: Lanny Wingbermuehle
Kirk Dalgaard
Ken Fey
Carl Heine
Dave Gildehaus
Dan Wenk

1. In accordance with guidelines from the Church Council and the COVID Task Force, all Board members wore a mask and maintained proper social distancing for this meeting.
2. June 17, 2020 meeting notes were reviewed and approved.
3. No financial reports for 2020 are available. Ken is working with Jason at Butler & Associates to get some paperwork taken care of. Ken will set up a meeting in August with Jason to review our investment accounts.
4. No report on the status of the tractor repair.
5. Bauer monument – Twin Cities will set the monument on the new foundation that was installed the week of 7-8-20.
6. MS LawnCare does not want the fill dirt. Pricing for 2021-2023 will be reviewed by Mike Spears.
7. Office of Cemetery Endowment form needs to be completed and submitted in September 2020.
8. Discussed a disinterment for Mr. Wilhite who was buried in 2018. Kirk is working with Ziegenheim on this process. Ziegenheim will coordinate all the details. DeClue will dig and then backfill. Fee will be for a standard burial. Ziegenheim is responsible for extracting the vault. The Cemetery will take back possession of the grave lot or the family can keep it. This will need to be discussed with the family. Board voted and approved the disinterment.
9. Lanny will talk to Happy Tree about removing dead trees in the cemetery.
10. The next meeting is scheduled for August 19, 2020.

Respectfully submitted,

Dan Wenk

St. Lucas Cemetery Board

August 19, 2020 Meeting Notes

Attendees: Lanny Wingbermuehle
Kirk Dalgaard
Ken Fey
Carl Heine
Dave Gildehaus
Dan Wenk
Jason Sturm

1. In accordance with guidelines from the Church Council and the COVID Task Force, all Board members wore a mask and maintained proper social distancing for this meeting.
2. Board members met at Jason Sturm's office. The purpose of the meeting was to introduce all Board members to Jason Sturm. Jason Sturm acquired Jim Butler's financial planning company upon Jim Butler's retirement. Jason provided a summary of his professional background. All Board members are very satisfied with our future working relationship with Jason.
3. Jason provided a summary report of the investment accounts that are held by the Cemetery Board. Jason will review our investment portfolio and provide us with any recommendations in the future. We will plan to meet with Jason on a semi-annual basis.
4. The next meeting is scheduled for September 16, 2020.

Respectfully submitted,

Dan Wenk

St. Lucas United Church of Christ
11735 Denny Road, St. Louis, MO 63126

Preschool Board Meeting Minutes ~ Tuesday, 8/11/2020

Board Members Present: Stan Burcham (Chairperson), Karen Papin (Vice-Chairperson), Ken Graesser (Financial Secretary), Ted Ball, Kristi Kienzler, Karen Eckert, Darin Hoggatt

Board Members Absent: Monica Knobloch (recording secretary), Susan Giesing

Preschool Director/Teachers Present: Lynda Klosterman (Director)

Council Representative present: Joy Dressel

Call to Order and Opening Prayer

The St. Lucas United Church of Christ Preschool Board meeting (via zoom) was called to order by Stan Burcham at 6:30 pm, on Tues, 8/11/20, with an opening prayer by Stan.

Review of July, 2020 Preschool Board Meeting Minutes

A motion was made by Ted Ball and seconded by Kristi Kienzler to approve the July, 2020, Preschool Board minutes as corrected. Motion approved.

Teacher's Report –

No teachers were present at the meeting.

Director's Report – Lynda Klosterman

Lynda reviewed the following items with St. Lucas Preschool Board members:

Enrollment is up & down each day. 126 enrolled as of today. Additional tours are set up. Lindbergh has canceled its half day program & we have gained some students because of this.

Fund raising: \$500 donation from the Miles Meyer memorial fund.

Old Business

- Doorbell is ready to be installed outside

- Orange Bird Room/Music Room (Flooring bill)

Floor is in & many things are going in this week. Received \$890 bill from church. We had approved this. Teachers received new key cards to get into preschool side.

- Playground/Mulch

Thanks to Ted Ball & a family who helped to remove gumballs. MS Landscape currently does the mulch for church garden. We asked for a price for our mulch & for extra sand.

- Hand sanitizer in classrooms - \$925.32

Haven't deciding yet who is installing these 15 units. They are refillable & automatic.

- Music class

As of the date of our meeting, Muffie will make a video for the music classes. A projector or TV to view outside is a consideration. Using the stage inside is another consideration.

- Parent Orientation

will be virtual this year. Each teacher will make a video. Lynda & Dr. Marty will also have videos about the guidelines. All this will be put together with a link going out August 26th.

- Peek 'N Plays

Peek 'N Plays were being held on August 27 & 28. Only one parent is allowed to come with each child and they must wear a mask. Temperatures will be taken at the door and hand sanitizer will be applied before entering. Parents will have chairs to sit in around the room and the children may play and come back and forth to them. The teachers have scheduled their classes so that only half of the class will be there at a time with a maximum of 10 people plus a teacher in the classroom. Lynda has staggered the different classroom schedules so that there is only one or two classes per floor coming in at the same time. There is a five minute break between groups so that one group can dismiss before the next one enters. They are entering and leaving the school in the same way that the children do on a regular school day.

The Board encourages families to ask children to wear masks & practice wearing masks. Teachers will not be asked to police mask wearing. Still looking for masks with clear plastic over the mouth for staff.

- Before Care/Lunch Bunch/After Care

When placing students, Lynda needs to keep stable groups & that these students go to these three groups. May divide the gym in half for two groups & also for the music room toys.

- Masks for staff are required.

Personnel

Changes for next year: *Re-hired Virginia Fischer for Monday through Friday before care, 7:15-9:15 a.m.

See the link for the School Nurse Algorithm & Protocol for Schools Assisting Contact Tracing

<http://wupaarc.wustl.edu/COVID-19-and-Children/Algorithms-for-Clinicians-and-Schools/-School-based-Algorithm>

New Business

- Legal Issues

Insurance guidelines in case someone tests positive. Have a plan, post it. Document all situations of concern & let Dave Johnston know of concern. Lynda will write another letter with more detail. Will ask if we should put in writing that by enrolling the child, the parents acknowledge the risk. Lynda will ask Dave Johnston if we need a waiver or to put this language in a new letter.

Barb & Lynda are considering better documentation for when someone calls with symptoms &

the daily temperatures.

Should families let Lynda know when they are going out of town? Ask families to be responsible for them to quarantine if they feel it is prudent. Lynda will add this to the letter of guidelines.

- Calendar

Add the line: This calendar is subject to change.

- Links for Updates

<https://stlcorona.com/dr-pages-messages/covid-19-safe-operating-protocols/face-covering-guidelines/>

<https://stlcorona.com/dr-pages-messages/covid-19-safe-operating-protocols/guidance-for-child-care-programs/>

<https://health.mo.gov/safety/childcare/pdf/covid-19-scenarios-with-action-steps.pdf>

- Upcoming Events:

Staff Meeting August 26

Parent Orientation virtually

Peek 'N Plays - August 27th and 28th @ 9:00, 10:00 and 11:00

First Day of School - August 31st

Council Report – Joy Dressel

New council member, Justin Wenk, replaces Jill Meyer who resigned. The \$ going to St. Louis Association was reinstated. New AV person was hired. Offerings are down. Ice Cream Social still is planned for September 13. Lynda & Stan attended a meeting about building concerns. Those concerns have been addressed & are now completed. Joy contacted some Council members & suggested more communication. Thank you, Joy.

Financial Report

Ken Graesser reviewed the following June 30, 2020 end of fiscal year financial reports with the St. Lucas Preschool Board members:

Balance Sheets – June 30, 2020 versus June 30, 2019

Cash – Checking Account – increased approx. \$15,800.

Cash – Money Market Account – increase approx. \$17,800.

Cash – Certificates of Deposit – decreased \$25,000 (one of the CDs matured).

Total Assets – increased approx. \$9,600.

Loan Liabilities – increased approx. \$37,000. This represents the funds received in May for the Payroll Protection Program. These funds should be forgiven sometime during the 2020/2021 year.

Summer Tuition Deferred – decreased approx. \$7,100 due to the cancelation of summer school this year.

St. Lucas Preschool Equity – increased approx. \$15,000.

Current Year Net Income – decreased approx. \$31,500.

Total Fund Principal – decreased approx. \$16,800.

Actual Detail Comparison June 30, 2020 versus June 30, 2019

Total Tuition – decreased approx. \$44,900 due to not holding classes for more than 2 months this year because of Covid-19.

Total Revenue – decreased approx. \$43,400.

Total Teachers increased approx. \$7,700.

Total Salaries & Benefits – increased approx. \$4,500.

Facilities, Utilities, Custodial decreased \$3,000 due to not holding classes in April and May.

Capital Campaign – decreased \$5,000.

Equip/Furn – Office decrease approx. \$5,700 due to buying a new copier in the prior year.

Total Expenses – decreased approx. \$11,900.

Net Profit (Loss) – decreased approx. \$31,500 (due to Total Revenue being down \$43,400 and Total Expenses being down \$11,900).

Ken also reviewed the July 31, 2020 financial statements:

Balance Sheets – July 31, 2020 versus July 31, 2019

Cash – Checking Account – increased approx. \$11,900.

Cash – Money Market Account – increase approx. \$32,800.

Cash – Certificates of Deposit – decreased \$25,000 (one of the CDs matured).

Total Assets – increased approx. \$20,800.

Loan Liabilities – increased approx. \$41,700.

Next Year Registration – increased approx. \$7,700. This should have been adjusted to Registration Revenue during July to be consistent with the prior year.

St. Lucas Preschool Equity – decreased approx. \$16,800.

Current Year Net Income – decreased approx. \$12,200.

Total Fund Principal – decreased approx. \$29,100.

Actual Detail Comparison July 31, 2020 versus July 31, 2019

Registration Revenue – decreased approx. \$8,600 due to not adjusting deferred revenue to this account during July.

Revenue – Summer – decreased approx. \$7,100 due to not providing summer school because of Covid-19.

Total Revenue – decreased approx. \$15,700.

Total Teachers – decreased approx. \$2,600 due to not holding summer school.

Facilities, Utilities, Custodial decreased \$1,500 due to not holding summer school.

Total Expenses – decreased approx. \$3,400.

Net Profit (Loss) – decreased approx. \$12,200 (due to Total Revenue being down \$15,700 and Total Expenses being down \$3,400).

Ken also reviewed the preliminary budget for the year ending June 30, 2021. He noted that this year's budget is a moving target, with numerous changes in the enrollment. The following items included in the budget were noted:

Paycheck Protection Program revenue is approx. \$41,700.

Revenue – Tuition is approx. \$268,100 based on 115 enrollment. The updated enrollment is 126.

Total Tuition is approx. \$307,700.

Total Revenue is approx. \$351,700.

Salary expense includes some small amounts budgeted for bonuses.

Teachers' salaries are based on 9 teachers versus 12 in the prior year.

Facilities, Utilities, Custodial is \$15,000. This will be reduced to \$13,500 because of not holding summer school in July.

Capital Campaign – after discussion, it was decided to reduce this to \$0.

Donation to St. Lucas – after discussion, it was decided to increase this to \$10,000, for potential basement/leak repairs.

Total Expenses are approx. \$329,300.

Net Profit is approx. \$22,400

The Board approved the preliminary budget, with the understanding that a final budget will be presented to the Board for approval at the September meeting.

A motion was made by Ken & seconded by Karen Eckert to approve the June & July, 2020, financial report as presented. Motion approved.

A motion to approve a working budget for next year was made by Kristi Kienzler & seconded by Darin Hoggatt. Motion approved in tentative form with formal approval expected in September.

For the Good of the Order

Stan thanked Lynda, Ken, & Karen P for their recent efforts. Lynda thanked the Board for all their support.

A motion was made by Karen Eckert and seconded by both Ted Ball & Kristi Kienzler to adjourn the meeting. Motion approved. The meeting was adjourned at 7:47 pm.

Respectfully submitted,

Karen Papin

Karen Papin

The next meeting will be Tues, 9/8/2020