St. Paul's Lutheran Church Annual Voter's Meeting

Sunday, June 23, 2020 – Event Center

Minutes

Call to Order

- Carl Van Fleet, President called the meeting to order at 6:05 am with a welcome to in house and Zoom attendees and opened in prayer.

Approval of Minutes

- Annual Voter's Meeting Minutes from June 9, 2019 were distributed prior to the meeting.
- A motion was made and seconded to approve the June 9, 2019 Annual Voter's Meeting minutes as presented.

Election of Board of Directors

- Ballot:
  - (2) Two Officer positions
  - (3) Three 2-year Member-at-large positions
  - Stefanie Ransom led the ballot counting group and presented the results.
- Officers
  - Paul Lavigne – Vice President
  - Pike Lambeth - Treasurer
- Members-at-Large (2-year term)
  - Cassandra Glastetter
  - Bob Westphal
  - Jack Mihr
- The Board of Directors for 2020-2021:
  - President and Chairman – Carl Van Fleet
  - Vice President – Paul Lavigne
  - Secretary – Gail Kanneg
  - Treasurer – Pike Lambeth
  - Members-at-Large
    - Cassandra Glastetter
    - Jack Mihr
    - Stefanie Ransom
    - Dawn Sandie
    - Nick Seierup
    - Bob Westphal
  - Non-elected Director
    - Pastor Scott Christenson

Treasurer's Report 2019/2020 – Bob Westphal, Treasurer

- Treasurer's Report was distributed prior to the meeting.
- We started the year off with the Building for the Future capital campaign.
- We were tracking well through February then COVID-19 hit and we started to lose revenue. SAC and ECDC were hit the hardest. Fundraisers had to be cancelled or postponed.
- The BOD decided to apply for a Paycheck Protection Program loan (PPP). We received a $800,000+ PPP loan to cover items such as payroll and benefits for staff and teachers, mortgage interest payments; and utilities. Our staff is working hard to be sure we fulfill the requirements so that the PPP loan will be forgiven.
- School tuitions were down about $600,000; offerings were down about $120,000. Expenses, across all ministries, were reduced.
- With the PPP loan we were able to cover payroll and benefits for all staff through June.

Recognition of Bob Westphal
Carl Van Fleet recognized Bob for his 19 years of faithful service as Treasurer for St. Paul's.
Bob thanked all the pastors, staff, fellow Board members, and the congregation for giving him the opportunity to serve.

Endowment Fund Report & Expenditure Recommendation – Pastor Christenson

- Current Endowment Funds
  - Undesignated
    - LCMS Foundation $135,654
    - LCEF $29,573
  - Vic Heim Scholarship
    - Thrivent $44,368
  - Tuition Assistance
    - Thrivent $157,346
- Last year the request was made to contribute $5,000 to the Building the Future campaign.
- This year the Endowment Committee is recommending a contribution of no more than $10,000 to purchase needed equipment for live-streaming worship services. Computer $2,500; Camera & Controller $4,500; Switcher $1,500; Labor $1,000. This is a great way to get the full worship experience if you can't attend an on-campus worship service.
- A motion was made, seconded and approved to authorize the expenditure of up to $10,000 of undesignated Endowment Funds for the purchase of needed equipment to begin live-streaming worship services.

Budget Presentation & Vote – Pastor Christenson

- Budget was distributed prior to the meeting.
- There was lots of uncertainty as this budget was prepared. This budget assumes a 3% increase in offerings over last year; but noted that this is a 6% decreased to the 2019 budget.
- This budget assumes 375 students enrolled in K-8. Currently we have 390 students enrolled with an additional 15 in process. We still are unsure if all these students will stay enrolled. Best indicator comes after the first tuition payment is due in July.
- Other enrollment numbers:
  - ECDC last year had 172 students; next year 169 enrolled
  - SAC last year had 224 students; next year 204 enrolled
  - There were 6 I-20 students last year; next year's anticipation is 3
  - There were 50 international camp students last year; next year there will be zero
- The following guidelines were followed while putting together the budget:
  - Be ready for anything.
  - All areas must find ways to reduce spending and re-engineer operations.
  - Review and change the budget as one ministry.
  - Must preserve the high standard of excellence at our school.
  - Must be able to comply with CDC guidelines when we reopen the school.
  - Can't waste our significant investment in the San Pablo ministry.
- The following is an example of items that were cut or eliminated in the budget:
  - No planned salary increases.
  - Holding off, for now, on filling the vacant teaching position.
  - All professional development funding has been eliminated.
  - Several positions will have hours reduced.
  - Eliminated the Men's and Women's retreats.
  - Eliminated the High School mission trips.
  - LCMS Mission line item eliminated (frees up $25K to help fund San Pablo pastor position).
  - Professional brass musicians eliminated for Kick-Off and Reformation services.
  - Family Ministry budget reduced by 55%.
  - San Pablo budget reduced by 17%.

    - Technology budget reductions.
    - Planned adoption of new curriculum delayed.
    - ECDC equipment expense reduced.
    - Cleaning plan re-engineered for significant savings.
- A motion was made and seconded to approve the proposed 2020-2021 budget as presented. Seconded.
- Discussion: The question was asked, if money comes in better than expected, is there a plan for putting some of these items back in the budget. Pastor Christenson explained that while this is being thought of all the time, no specific plan is in place as right now. The emphasis is on cutting in anticipation of ever-changing government restrictions and possibly a second COVID-19 wave.
- Discussion: What about transferring money from the capital campaign to cover some of these cuts. Carl Van Fleet explained that this is not an option as people gave for the specific purpose of the Sanctuary renovation. Carl also shared that the plan is still to move forward with the renovation, but it is on hold for now.
- All in favor. Motion passed.
- Robin Gomes shared a clarification that all students who are registered will be served. They are getting creative, but no student will be dismissed, and they are happily registering new students.

Thank You
Carl Van Fleet thanked Deryl Maxwell for making the Zoom meeting happen for those who could not attend in person. He also thanked Robin Gomes and Byanca Smith for all their hard work in preparing the budget.

Adjournment & Lord's Prayer
There being no further business to come before the assembly, a motion was made, seconded and approved to adjourn. The meeting was adjourned with the Lord's Prayer at 7:03 pm.

Respectfully submitted,
Gail Kanneg