

Trinity Lutheran Downtown

Regular Voters' Assembly Meeting -Budget

Trinity Lutheran Church

Sunday – December 10, 2017 - 12:15PM

Word - Worship – Community

Minutes Approved April 9, 2018

I Welcome & Call to Order-Ted Lange

- **A total of 38 Voters were registered**
- **Call to order, passing out of Agenda and Financial Reports**
- **Agenda attached**

II Review Mission Statement-Ted Lange

- **Mission Statement:** Read in unison *“Our mission is to proclaim the Gospel of Jesus Christ through ministries which strengthen and equip people for Christian witness and service in downtown, metropolitan Orlando, and the world”*

III Opening Prayer-Pastor Kallesen

IV Approval of Minutes-Ted Lange

- **Regular Voters, Mar. 12, 2017**
- **Regular Voters, June 25, 2017**
- **Special Voters, Aug. 20, 2017**
- **Regular Voters, Aug. 27, 2017**
 - Minutes were posted online for review
 - Motion to pass all minutes-Ulysses Floyd
 - No questions or comments by congregation
 - Motion passed unanimously by raise of hand

V Senior Pastor's Report-Pastor Kallesen

- **Ministry Report**
 - Attendance is up by about 30 people per weekend
 - Generosity in offerings is also increasing
 - 3 funerals, 5 baptisms, 15 new members
 - Board of elders meeting regularly, as well as Administrative Directors
 - Bible studies going on
 - More community outreach events coming
- **Trinity Cottage Meetings**
 - 3 cottage meetings so far, plan is to meet with all who would like to meet to discuss 6 questions by April and get to know each other

VI Finance Report-David Wilkosz

- **See Attached Finance Reports**

- **Financial Reports** – David reviewed and presented the actuals and budget for our entire operation based on July through October and a projection through the end of the fiscal year.
 - Report has a new column called Forecast
 - The forecast is a guiding point, not actual numbers.
 - Forecasting less of a loss due to giving being up
 - All 3 COCs-\$41,098 budgeted, \$51,577 current, \$102,437 forecasted
- **Reviewed dedicated funds** - David reviewed the permanently restricted funds accounts: One item out of the audit is that what we identified as permanently restricted funds are actually temporarily restricted funds
- **Ministry & Education Funds** - The Finance Committee is an Advisory Committee to the Leadership and has brought a proposal to the Leadership Council to establish a Ministries and Education Fund invested with The Lutheran Foundation. This fund will eventually lead to a permanent Trinity Endowment Fund to preserve Trinity's ministry and education programs. Consideration is being given to utilize the Kasper, Betsy Johnson and Kunze Temporary Restricted Funds as initial contributions to this new investment fund. These initial contributions, as well as all future contributions, will be preserved for perpetuity, and only the earnings generated by sound, conservative investments will be made available for our ministry and educational purposes. Policies and guidelines will be established for management and distribution of these earnings. Finance Committee is expected to bring a proposal to the council in January. You will be hearing more about the opportunities available to participate in what we pray will grow into a significant, permanent Trinity Endowment Fund for the next century of Trinity's ministry work in downtown metropolitan Orlando and the world
- **Fiscal Year Audit Report, July 2015-June 2016** – The auditing firm has provided the written audit to Trinity. The Finance Committee has reviewed but the council has not yet seen the report. The report includes the opinion of the auditors on 19 areas of improvement. This is the first known full audit of Trinity finances ever performed. Work has begun on the second year of a three year audit process.

VII School Ministry Report-Beverly Middleton

- **Need to reach out to community-get the word out about what a great school we have**
 - A marketing team has been formed and is meeting to develop and implement plans to expand the awareness of Trinity Lutheran School as a provider of quality Christian education.
 - Need congregation support to spread the word
- **CDC**
 - Patty Moser reported that the current population is 299.4 children
 - New playground equipment installed on the Oak Playground
 - Have participated in many activities with K-8 grades: Reformation Walk, Oktoberfest, Thanksgiving Feast, Lake Eola Christmas, Rotations
 - Going on a field trip to see The Nutcracker

- Participated in many outreach events: Comfort Dogs-baked dog bones, brown bag lunches for homeless, blankets for homeless, coming up-message of candy canes in the neighborhood
- **K-8**
 - Kevin Brockberg reiterated that the K-8 cooperatively plans and conducts many events together with the CDC
 - Reformation rotations on October 27, Trinity students celebrated this 500th Anniversary with a Reformation Walk about our campus. Visiting ten stations in the church sanctuary, the courtyard, gym, and classrooms, students learned about the history, art, culture, and theology of Medieval Germany, using their Reformation passports to travel back in time with Luther to Wittenberg, Wartburg Castle, and the Castle Church. The most fascinating aspect of our campus festival was the debate between Martin Luther and John Tetzel over indulgences and the church practice of forgiving sins and earning heaven through monetary gifts. Pastor Doug Kallesen and Pastor Larry Schaefer played these roles, with Pastor Schaefer arguing that Christians had to purchase a letter of indulgences to attain eternal life. Pastor Doug countered with verses from the Bible that clearly showed, then and now, that faith in Jesus Christ, and belief in His suffering, death, and resurrection is the only way to gain the righteousness God demands of all human beings. A cornerstone of the Reformation is from Ephesians 2. 8-9. Other highlights included an enactment of life in Wittenberg, a skit directed by Mrs. Stroschein and her Language Arts class, and a mini-concert of renaissance music played on the organ by Mr. Howard. Mrs. Tesch organized this year's successful commemoration of the Reformation at Trinity Lutheran School.

VIII Leadership Council Report-Ted Lange

- **Senior Pastor Call** – A reminder through prayer for the Kallesens that Trinity has a responsibility to maintain vigilant prayer on behalf of our new team, Pastor Kallesen and Desiree. *“Lord Jesus, Chief Shepherd of the sheep, We thank You for giving to Trinity a pastor who is faithful and true. Keep us grateful to him for preaching Your Word in truth; for his fellowship in the Gospel; for his influence in our community; and for the example of his Christian life. May we always be aware of our obligation to pray for pastor Kallesen and Desiree, to honor them, and to support them in their ministry among us. Bless them and continue to make them a blessing to each of us and to the work of Your kingdom. Help the Kallesens and the Trinity Family to be devoted to the faith, and at last take us all to the Church Triumphant above. We pray in Your name. Amen.”*
- **Leadership Council Advisory Committees** - Advisory committees serve a role at Trinity to provide focused research or task oriented work on behalf of and in representation of the Church Council and are formed as per Section 4.D.F of the Trinity By-Laws. Four committees are currently chartered with documentation defining membership, objectives, and boundaries.
 - Finance Committee

- Campus development Task Force
 - Human Resources
 - Scholarship Committee
- **HR Advisory Committee** – Working with COC administrators to update complete Trinity position descriptions (PDs) and organizational structures. Upon completion, the Trinity overarching organizational chart will be updated on the web page. COC administrators, Patty, Kevin, and Eric have been instrumental in putting this work together starting with a process to update and approve a standard Trinity Employee Position Description form. Each employee had an opportunity to review the PD with their supervisor and provide input pertaining to their duties and responsibilities. The updated PD accurately reflects actual job duties and is signed by the employee in acknowledgement. Next step is the HR Advisory Committee consisting of David Tesch and Stephanie Landis to review and work with staff administrators on any identified questions or concerns with regard to PDs and Organizational Structures. The final product will consistent with the Trinity By-Laws and go before School Board (for school COCs) and Leadership Council for approval. Effort insures that all staff positions accurately reflect the responsibilities and tasks given to each employee which are well understood by the employee and supervisor. Employees are properly trained for their position. Supports clear employee review process. Supports clear and efficient development of staffing plans. Supports staffing contingency and succession planning.
- **Thrivent Pulse Fund** - Kathy Aber reported on a thank you note received from the Orlando Modern Quilt Guild
- Thank you note read for grant
 - Presentation of one of the thank you quilts provided by the guild. Two others were presented to the local Thrivent office and to the corporate office.
- **Sanctuary Lighting Fund** - Tim Norris encouraged that during Advent, when the light of the world came to us, a “Light the Sanctuary” campaign. Two of the light pendants have been retrofitted with the more energy efficient bulbs and visibly brighter LED bulbs while the rest of the sanctuary lighting remains to be upgraded to LED. During the renovation, these upgrades could not be completed with the current level of funding available. Tim suggested that this campaign could fit everyone’s budget and was a “Budget Buster” as options would be available to purchase a single bulb up to an entire pendant. A total of \$325 has been raised so far from a staff program. Watch for additional details.
- **Trinity Properties**
- **Foundry Commercial Facilities Management Contract**
 - By mutual agreement the Facilities Management Contract with Foundry Commercial has been suspended. Trinity realized great benefit over the course of 10 months with regard to proposing and developing campus wide cost savings with regard to the Financial Audit, Security Planning,

Vendor Management, Facilities Assessment and Maintenance (HVAC Systems, Roof Systems, facilities), Work order system processes, Commercial Insurance, Energy Savings, Janitorial Consumables and more

- Sanctuary Renovations were performed under the Facilities Management Contract the -Eric Havens provided a quick overview of the accomplishments realized with the renovations.
 - Painted walls, ceiling tiles, trim
 - Carpet replaced
 - Subfloor put in
 - Gate/fence painted
 - Pew cushions cleaned and pews
 - Eric encouraged a “No eating or drinking in sanctuary policy” to help keep it clean and in good shape.
 - There was a mutual agreement that the business model between Foundry Commercial and Trinity, based on mutual sharing of cost savings, was not working as planned with Trinity. Therefore the contract was cancelled and an alternative approach based on a monthly stipend was proposed. I have no doubt that we will continue our partnership with Foundry Commercial but the exact nature of this relationship will be different. The basis for payments under the contract relied on realized cost savings for campus initiatives. Although Trinity benefited greatly from Foundry’s work on campus, none of the significant cost savings initiatives were finalized in a time frame supported by Foundry Commercial. There are three main areas where the General Manager is currently investigating including Commercial Insurance coverage, energy savings with programmable thermostats, and janitorial supplies contracting. We are very interested in these areas of change, as well as other initiatives, but are proceeding with a full evaluation by staff as needed.
 - **Foundry Commercial Campus Development projects**
 - Foundry Commercial also provided as-is assessments and project development scopes of work and costs in support of Trinity requests specific to meeting ministry needs for campus properties. Three main areas of effort over the past year were,
 - Magnolia Building - Describe original need and SOW for both
 - Residential Renovations
 - Ministry and Support staff integration onto main campus
- **Current Properties Considerations** – There are currently two main areas of greatest focus regarding campus properties, being the Ruth Lane residences and the Magnolia Ministry Center.
- **Ruth Lane Residences** – A component of the New Century Center building project (includes CDC) was to move and preserve the homes located on Ruth Lane while maintaining the historic nature of the buildings (exterior). The houses were moved at great cost to Trinity (\$300,000) The current need is to lease and realize income from the properties; long-term

to perhaps utilize in specific ministries. We have City of Orlando code violations for exterior items that must be addressed. Since full renovations of the properties has not been available due to funding, the goal is to address code violations while at the same time restoring exterior areas of the residences as per the plans developed by Foundry Commercial for full renovation. Addressing the exterior of the buildings may not bring them to the point of leasing the properties; however, it will prevent further degradation of the properties and maintain good relationships with the local community, the City of Orlando, and the Trinity Congregation. The General Manager is currently leading efforts to develop scopes of work with three entities including Foundry Commercial, Laborers for Christ, and a private contractor. All may include the need for Trinity Volunteers serving on a properties ministry team as well as the campus development task force.

- **Magnolia Ministry Center** – Trinity purchased the Magnolia Ministry Center on 5/28/1997 for a purchase price of \$2.3 million with an original mortgage of \$1.7 million. This amount was rolled into the current mortgage which now represents a balance on our current mortgage of \$1.9 million. The property was purchased for its location as it became available as part of the vision to be realized as part of Trinity's Century 2 Vision Plan. The New Century Center housing the CDC was the first step in this plan.

The annual costs for the Mag and Compassion Corner buildings are,

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|------------------------|----------------|
| ▪ MORTGAGE: | \$141,975.00 |
| ▪ UTILITIES: | \$ 24,035.00 |
| ▪ CLEANING SERVICE: | \$ 12,000.00 |
| ▪ INSURANCE | \$ 11,538.00 |
| ▪ TAXES: | \$ 4,450.00 |
| ▪ SECURITY MONITORING: | \$ 672.00 |
| ▪ MAINTENANCE: | Not Determined |
| ▪ TOTAL | \$194670 |

The FY17/18 anticipated revenues

| | |
|------------|-----------------|
| ▪ Revenues | \$110 – 120,000 |
|------------|-----------------|

- The building systems are aged and due to a lack of funding for maintenance and upkeep, Trinity has not been a good steward of the buildings and their systems. Bear in mind, the property was purchased not for the buildings but for the property while the final uses of the properties have not been realized yet.
 - Leadership Council has considered several options for upgrades and leasing as well as outright demolition of the property for parking. At the same time we have investment groups interested in purchasing the property. Any sale of the property is a matter ultimately decided by the congregation.
- **Campus Development Task Force** – The Campus Development Task Force (CDTF) is an advisory committee to the Leadership Council with primary focus on capital improvement projects. The CDTF is tasked with researching and

recommending a course of action to LC for properties projects. The chair of the CDTF is re-constituting the membership of the task force to include representation of the congregation and will be meeting to assist the council in discerning areas of Campus Planning, Ruth Lane Residences, Magnolia Property, and setting up an informative workshop on campus properties.

- **Town Hall Meeting-Jan. 8, 2018 @ 6:30 p.m.** – A town hall style meeting/workshop will be conducted to bring staff, Trinity volunteers, and the congregation up to speed on the Trinity Century 2 campus vision plan. This vision workshop is intended to bring bring clear understanding of the century 2 vision for ministry and properties to allow sound decisions on moving forward with campus properties initiatives. This workshop will be followed up on January 14th, 2017 with a special voter's assembly to take congregational action on properties.

- **IX Special Voters Meeting, Jan. 14, 2017 immediately following the 11am worship service**

X Adjournment & Close-Ted Lange

- **Closed by singing Doxology**

Trinity Lutheran Downtown

Regularly Scheduled Voters' Assembly Meeting

Trinity Lutheran Church Sanctuary

Sunday – December 10– 12:15PM

“Our mission is to proclaim the Gospel of Jesus Christ through ministries which strengthen and equip people for Christian witness and service in downtown, metropolitan Orlando, and the world”

Meeting Agenda

Welcome & Call to Order

Ted Lange

- *Eligible voters sign-in*

Review Mission Statement

Opening Devotion and Prayer

- *Devotional*

Approval of Minutes

- *Regular Voters Meeting from March 12, 2017*
- *Regular Voters Meeting from June 25, 2017*
- *Special Voters Assembly from August 4th, 2017*
- *Regular Voters Meeting from August 27th, 2017*

Senior Pastor's Report

Rev Doug Kallesen

- *Ministry Report*
- *Trinity Cottage Meetings*

Finance Report

David Wilkosz

- *Financial Report*
- *Ministry and Education Fund*
- *Fiscal Year Audit Report, July 2015-June 2016*

School Ministry Report

Beverly Middleton

- *Board Report*
- *CDC – Patty Moser*
- *K-8 – Kevin Brockberg*

Leadership Council Report

Ted Lange

- *Senior Pastor Call*
- *Leadership Council Advisory Committees*
- *HR Initiative*
- *Thrivent Pulse Fund – Orlando Modern Quilt Guild – Kathy Aber*
- *Sanctuary Lighting Project – Tim Norris*
- *Trinity Properties*

- *Foundry Commercial/Campus Development*
- *Sanctuary Renovations – Eric Havens*
- *Campus Development Task Force*

Adjournment & Close with the Doxology

Notes & Meeting Protocol:

All eligible voters (Communicant members, age 18 and up) sign roster attendance roster. *Votes Required.

In order to make the most productive use of the two and one-half (2.5) hours allotted for the Voter's Meeting, the following procedure will be announced by the chair where "in order" motions have been made or are anticipated:

- 1 – A maximum of ten (10) minutes of discussion or Q/A total per agenda item (as announced/published); except where approved by Voters (simple majority) to extend for an additional 10 minutes.
- 2 - Voters who desire to be recognized by the Chair to speak, please stand to be queued to gain access to the "floor microphone." Once recognized, each individual will have a **maximum of two minutes** to address the Voters.
- 3 – Speaking time limits of individual Voters recognized by the Chair, or Q/A limits will be kept and announced by Parliamentarian/VP.
- 4 - When the total discussion time limit is up, the chair will recognize (further) motions ("I move that...") and proceed according to Roberts' Rules of Order. Our By Laws specify that the VP is the permanent Parliamentarian.

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| <p>The next meeting of the Voters' Assembly is scheduled for January 14th, 2018</p> |
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