



Executive Committee *Supplemental Meeting Minutes* (regular minutes follow)

Date: 11-04-2024	Time: 3:00 PM to 4:30 PM	Location: Online Meeting
Attendees: Kelly Meyers (Church Administrator), Nic Hermsillo (Amplify Sales Representative), Paul Savereide (President), Julie Maes (VP), Connie Cadden (Treasurer), Rick Ites (Financial Secretary), Kim Whalen (Secretary),		
Discussion: Discussed the Amplify software purchase decision, including a question/answer session with Kelly and the Amplify sales representative.. No vote was taken		

Date: 11-11-2024	Time: 3:30 PM to 4:00 PM	Location: Online Meeting
Attendees: Paul Savereide (President), Julie Maes (VP), Connie Cadden (Treasurer), Rick Ites (Financial Secretary), Kim Whalen (Secretary)		
Discussion: Further discussion on the Amplify software purchase decision.		
Voted to approve the purchase of the Amplify software: Connie moved, Julie seconded, all voted to Approve. Paul Nelson also voted to Approve via text message.		
Future Considerations: Would like to see a rollout plan for each Amplify module to be used, including: <ul style="list-style-type: none"> ● owner ● who is affected ● whose help is needed ● timing ● plan and time for training ● plan for support 		

November 12, 2024 Executive Committee *Regular Meeting Minutes*

Date: 11-12-2024	Time: 6:00 PM	Location: Fellowship Hall and Zoom
Attendees: Pastor Paul, Pastor Dan, Kelly Meyers (Church Administrator), Paul Savereide (President), Julie Maes (VP), Connie Cadden (Treasurer), Rick Ites (Financial Secretary), Kim Whalen (Secretary), Pastor John Hulden (MPLS Synod)		
Absent: N/A		
Call To Order: 6:04 PM Devotion: Pastor Paul Adjourned: 7:02 PM		
Approval of October 2024 Meeting Minutes: Julie moved, Connie seconded – all voted to approve		

Action Item	Who	Status	Expected Completion date
Audit Report Plan - reach out to team	Paul S.	Complete	November 2024
Audit Report Review	Connie & Kelly	Complete	November 2024
Schedule a time to go over Employee Guidebook changes with staff	Julie & Kelly	Complete	November 2024
Form Transitions Team	Pastor Paul and Julie	Complete	November 2024
Communication on Raise the Roof including celebration of success and additional roof section needs	Jim & Pastor Paul	In Progress	November 2024 (Stewardship)
Review Continuing Ed policy and form with Program staff at next meeting	Pastor Paul	In Progress	December 2024
Get updated quotes for roof from Tom	Kelly	In Progress	December 2024
Initial Plan for timeline for migration to Amplify software platform (for each module)	Kelly	In Progress	December 2024

Attendance - Rick I.

- In October about 2,100 attendance - highest since April and trending higher.
- Year-to-date (YTD) about 21,000 - comparable to last year
- In October, 66% of people in person (YTD 62%)
- Averaging 500 people per week, with about 300 of those in person
- More detail attached at the end of this document

Income - Rick I.

- \$75k offerings for October (4 Sundays compared to 5 Sundays in October last year)
- YTD about \$1000 more per month
- Raise the Roof at 96% of goal
- Anticipating end of year giving
- More detail attached at the end of this document

Financials - Connie C.

- As of Nov 1, have finished paying our loan back to ourselves from General Fund related to Raise the Roof
- Working toward benevolence.
- October income was \$75k, lower than budget but expenses were lower too, partly due to receiving an insurance refund.
- YTD negative \$84.8k. If we land on Nov/Dec forecast, we would have \$17,863 revenue shortfall at end of year. If we meet this expectation, it is ok for now, though it could be a challenge for next year. Hoping this is a conservative estimate and giving will be higher.
- 2025 Preliminary Budget Numbers
 - \$68k shortfall Income/Expenses - could save some by cutting \$10k audit budget, assuming we continue to be very happy with current audit results
 - Assumed 2% growth which is conservative
 - Personnel, Building, and Benevolence are the big items
- More detail attached at the end of this document

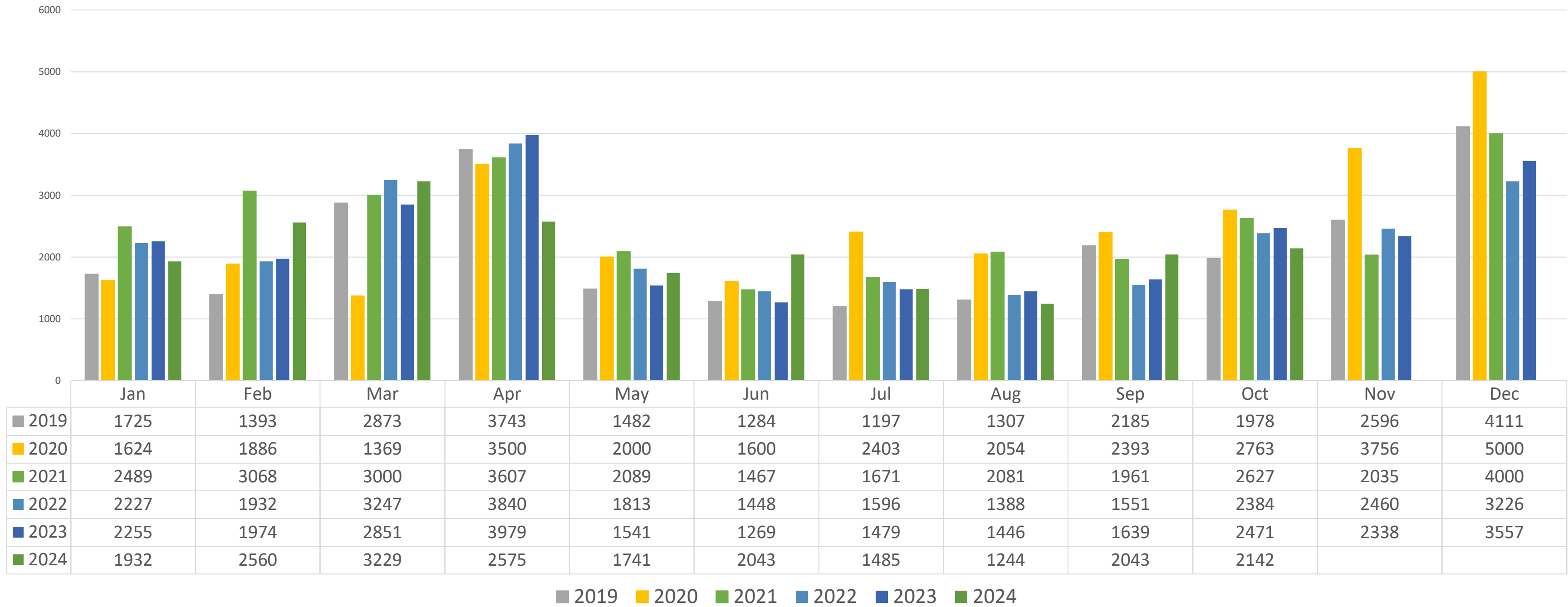
Pastoral Update - Pastor Paul

- Transition Team has been formed and will meet this week
- Fantastic benefit on November 9th
- Sabbatical Request for Paul E. - 20 years of service - 2 month Sabbatical request - Request needs some more detail added such as reading list and connection to ministry for each segment of trip

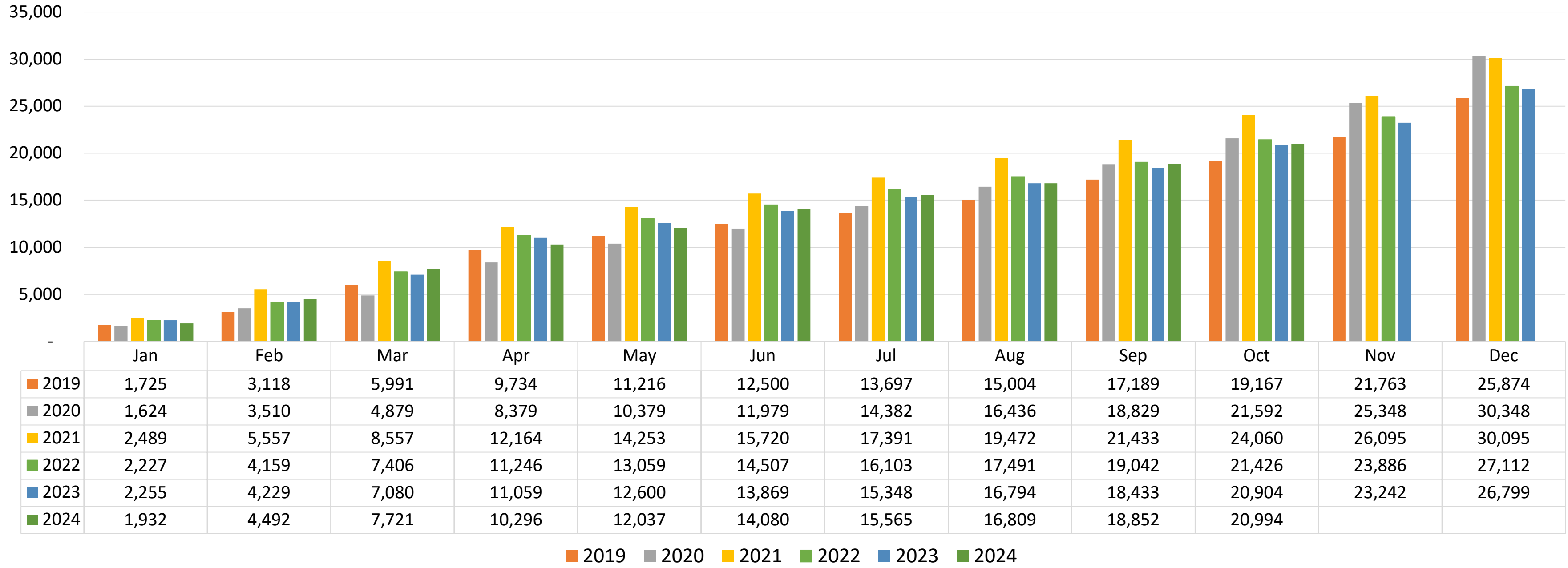
Staff Update - Kelly M.

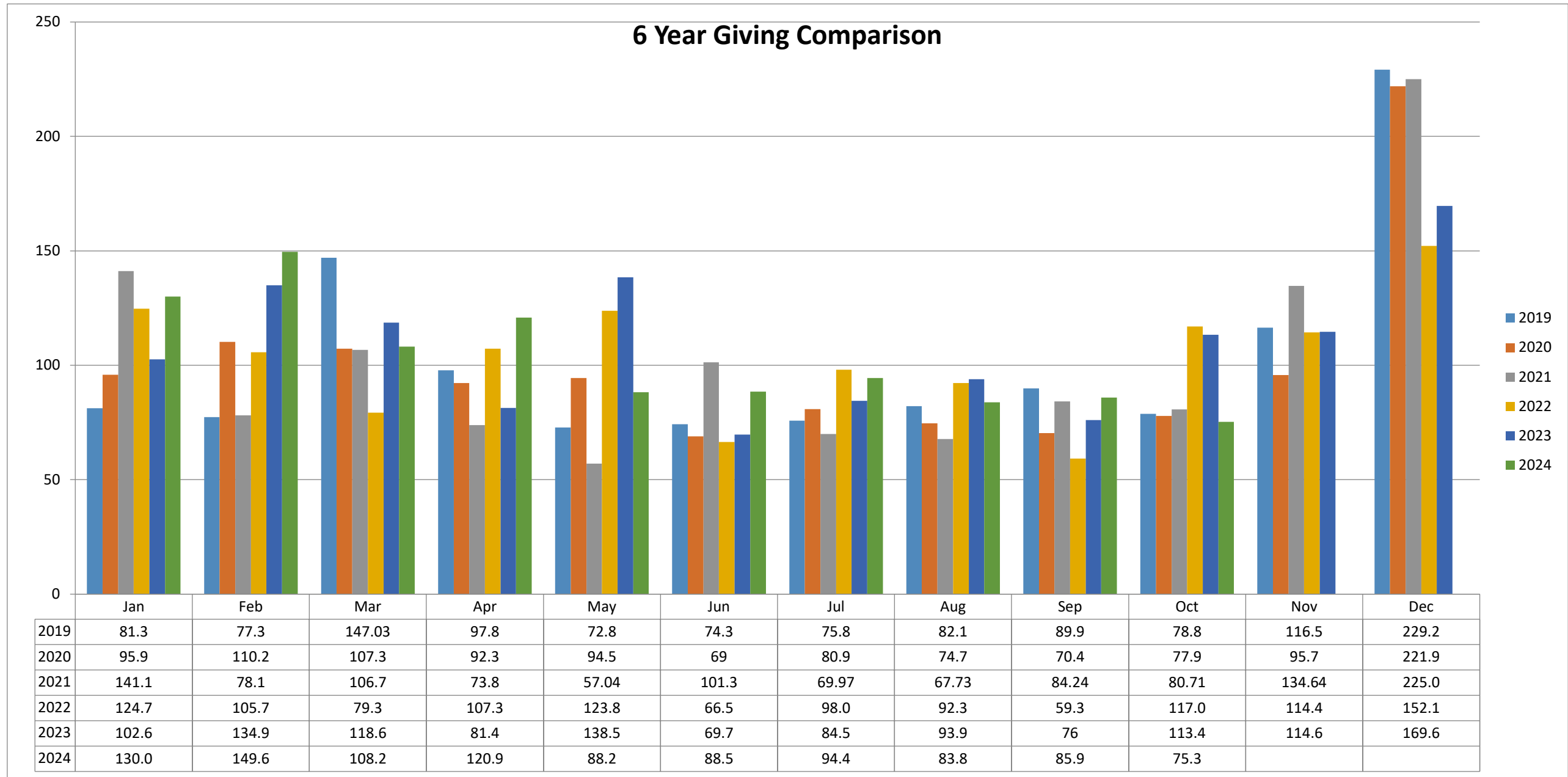
- Funeral Fee Schedule - new document to ensure consistent funeral fees, and ensure we are operating within employment laws as to how money is collected and reported for church employees. Funeral coordinator responsibilities would be moved back into the position description of Administrative Assistant to the Pastor. Pay would be different depending on timing of funeral and whether it lands within normal working hours.
 - **Voted to make schedule effective January 1, 2025** - Rick moved, Connie seconded, all approved

Immanuel Lutheran Church
 Monthly Attendance Comparison



Immanuel Lutheran Church 2024 Attendance Comparison





2024 YTD	2023 YTD	2022 YTD	2021 YTD	2020 YTD
Actual	Actual	Actual	Actual	Actual
\$1,025	\$1,014	\$ 974	\$861	\$ 873

Raise the Roof Campaign Tracking

April 2022 - April 2025

3 Year Pledge TOTAL: \$

421,214

Year	Month	Received	Total	Actual %	Expected %
2022	Apr	\$ 11,998	\$ 11,998	3%	3%
2022	May	\$ 22,030	\$ 34,028	8%	6%
2022	June	\$ 50,788	\$ 84,815	20%	8%
2022	July	\$ 14,044	\$ 98,859	23%	11%
2022	Aug	\$ 8,530	\$ 107,389	25%	14%
2022	Sept	\$ 12,384	\$ 119,773	28%	17%
2022	Oct	\$ 13,013	\$ 132,786	32%	19%
2022	Nov	\$ 9,893	\$ 142,679	34%	22%
2022	Dec	\$ 17,214	\$ 159,893	38%	25%
2023	Jan	\$ 12,461	\$ 172,354	41%	28%
2023	Feb	\$ 13,342	\$ 185,696	44%	31%
2023	Mar	\$ 12,876	\$ 198,572	47%	33%
2023	Apr	\$ 7,802	\$ 206,374	49%	36%
2023	May	\$ 7,825	\$ 214,199	51%	39%
2023	June	\$ 9,619	\$ 223,818	53%	42%
2023	July	\$ 6,969	\$ 230,787	55%	44%
2023	Aug	\$ 12,338	\$ 243,125	58%	47%
2023	Sept	\$ 7,622	\$ 250,747	60%	50%
2023	Oct	\$ 13,103	\$ 263,850	63%	53%
2023	Nov	\$ 23,162	\$ 287,012	68%	56%
2023	Dec	\$ 17,302	\$ 304,314	72%	58%
2024	Jan	\$ 10,569	\$ 314,883	75%	61%
2024	Feb	\$ 12,505	\$ 327,388	78%	64%
2024	Mar	\$ 12,119	\$ 339,507	81%	67%
2024	Apr	\$ 8,604	\$ 348,110	83%	69%
2024	May	\$ 16,542	\$ 364,652	87%	72%
2024	June	\$ 7,687	\$ 372,339	88%	73%
2024	July	\$ 5,853	\$ 378,192	90%	78%
2024	Aug	\$ 13,954	\$ 392,146	93%	81%
2024	Sept	\$ 6,997	\$ 399,143	95%	83%
2024	Oct	\$ 5,877	\$ 405,020	96%	86%
2024	Nov		\$ 405,020	96%	89%
2024	Dec		\$ 405,020	96%	92%
2025	Jan		\$ 405,020	96%	94%
2025	Feb		\$ 405,020	96%	97%
2025	Mar		\$ 405,020	96%	100%

**Immanuel Lutheran Church
Oct-24
Financial Summary**

	Current Month					Year to Date					Progress to Budget		
	Prior Year	Budget	Actual	Variance	% Var	Prior Year	Budget	Actual	Variance	% Var	YTD Giving / Expense	Annual Budget	% Budget YTD
Giving	\$ 110,102	\$ 116,105	\$ 75,564	\$ (40,541)		\$ 944,414	\$ 962,027	\$ 984,625	\$ 22,598	2.3%	\$ 984,625	\$ 1,243,700	
Misc. Income	\$ 3,287	\$ 2,454	\$ (285)	\$ (2,739)		\$ 69,885	\$ 70,346	\$ 43,292	\$ (27,054)		\$ 43,292	\$ 76,300	
Total Income	\$ 113,389	\$ 118,559	\$ 75,279	\$ (43,280)	-36.5%	\$ 1,014,299	\$ 1,032,373	\$ 1,027,917	\$ (4,456)	-0.4%	\$ 1,027,917	\$ 1,320,000	77.87%
Benevolence - ELCA (9%)	\$ 9,909	\$ 10,449	\$ 6,801	\$ (3,649)		\$ 84,997	\$ 86,582	\$ 88,616	\$ 2,034		\$ 88,616	\$ 111,933	
Benevolence - Other (8%)	\$ 8,808	\$ 9,288	\$ 6,045	\$ (3,243)		\$ 75,553	\$ 76,962	\$ 78,770	\$ 1,808		\$ 78,770	\$ 99,496	
Church Expenses	\$ 81,396	\$ 90,297	\$ 65,666	\$ (24,631)	-27.3%	\$ 800,504	\$ 902,975	\$ 926,876	\$ 23,900	2.6%	\$ 926,876	\$ 1,077,354	86.03%
Program Expenses	\$ 3,623	\$ 4,728	\$ 1,303	\$ (3,425)	-72.4%	\$ 41,587	\$ 47,277	\$ 18,519	\$ (28,758)	-60.8%	\$ 18,519	\$ 62,948	29.42%
Total Expenses	\$ 103,737	\$ 114,763	\$ 79,815	\$ (34,948)	-30.5%	\$ 1,002,642	\$ 1,113,797	\$ 1,112,781	\$ (1,016)	-0.1%	\$ 1,112,781	\$ 1,351,731	82.32%
Giving less Expenses	\$ 9,653	\$ 3,796	\$ (4,536)	\$ (8,332)		\$ 11,657	\$ (81,424)	\$ (84,863)	\$ (3,440)		\$ (84,863)	\$ (31,731)	

Cash Reserves used to balance budget

	Prior Month	This Month	Inc / (Dec)
General Fund Balance	\$ 499,597	\$ 518,113	\$ 18,516
Unrestricted Fund Balance	\$ 190,749	\$ 198,556	\$ 7,807
Fidelity Investment Account	\$ 202,791	\$ 203,570	\$ 779
Raise the Roof	\$ (6,763)	\$ (886)	\$ 5,877
All Other Restricted Funds	\$ 112,820	\$ 116,874	\$ 4,054
Total Unrestricted Funds	\$ 393,540	\$ 402,125	\$ 8,586

As of early Nov, this acct is positive

Thrivent Endowment Fund	\$ 5,103	\$ 5,103	\$ -
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Oct Giving \$75.2 vs. budget of \$118.6 - variance of (\$43.3)
Oct Expense of \$79.8 vs. budget of \$114.7- variance of (\$34.9) - driven by \$26.7 insurance refund

YTD Income	\$ 1,027.9
YTD Expenses	\$ 1,112.8
	\$ (84.9) YTD Income vs. Expense Shortfall

Still expecting approximately \$3K in additional insurance refunds

Months To Go			
Benevolence and Exp Ave \$110K / month			
	Months	Income	Extra Income
INCOME	Nov	\$118K	8,000
FORECAST	Dec	\$169K	59,000
Projected Q4 Income greater than budget			67,000
Actual Jan - Oct Income vs. Exp gap			\$ (84,863)
Revenue Shortfall			\$ (17,863)

months elapsed

83%