

*We are a community of all ages gathered by God's grace
for worship, learning, loving and service to all.*

**MINUTES - Good Shepherd Lutheran Church Council Meeting
Sunday, August 16, 2020**

Present: Anna-Marie Plyler, Donna Foster, Ed Beaman, Jamie Sanders, Jennifer Ross, Katie Bostic, Marcia Woodward, Mitch Uehling, Pastor Isenhower, Stacy Gross, and Steve Steck.

Absent: Karen Lucas, Noah Adams.

Call to Order and Devotion: President Ed Beaman called the meeting to order at 6:33 P.M. Jennifer Ross gave the devotion and offered prayer.

Adoption of Agenda:

With no changes to the Agenda, the **Agenda Adopted by Acclamation.**

Adoption of Minutes:

- 1) July 26, 2020 Council Minutes: Motion to approve by Stacy Gross, second by Donna Foster.
Minutes Unanimously Approved.

Attendance and Membership for July 2020

<u>2020</u>	<u>8:30</u>	<u>SS</u>	<u>10:45</u>	<u>Total</u>		<u>2019</u>	<u>8:30</u>	<u>SS</u>	<u>10:45</u>	<u>Total</u>
7/5/2020	DRIVE IN SERVICE			75	2020 COVID19	7/7/2019	49	36	91	140
7/12/2020	DRIVE IN SERVICE			88	2020 COVID19	7/14/2019	44	25	75	119
7/19/2020	DRIVE IN SERVICE			68	2020 COVID19	7/21/2019	44	27	75	119
7/26/2020	DRIVE IN SERVICE			86	2020 COVID19	7/28/2019	52	36	86	138
Average				79		Average	47	31	82	129

Total Membership 12/31/2019: 708

Total Active Members 12/31/2019: 402

Current active membership at the time of the July 2020 Council Meeting: 398

Members Added since the July 2020 Council Meeting: 0

Members Removed since the July 2020 Council Meeting 2020: 1

Lydia Wingard: Removed by Request

Current active membership at the time of the August 2020 Meeting: 397

Reports

1. Treasurer's Report: Profit and Loss January - July 2020 was submitted. Select Committee Financials Distributed Directly to Committee Chairs. President Beaman reminded Council that they should rely on the "NET OPERATING INCOME" as opposed to "NET INCOME" at the end of the report to obtain Good Shepherd's operating funds available. The "NET INCOME" line contains information related to the Money Market Account.
2. Pastor Andrew's Report: Pastor's Written Report Submitted.

Standing Committees:

1. Communication Committee – Karen Lucas, Council Liaison with Wade Wingard, Contact: No Written Report Submitted. In the Chair’s absence, Ed Beaman reported that The Communications Committee received a \$2,000 grant from the Good Shepherd Lutheran Church Foundation to fund the equipment to enable video streaming of worship.
2. Evangelism Committee –Stacy Gross, Acting Chair. No Written Report Submitted.
 - a. Stacy Gross reported that she had received another declination to Chair the committee.
3. Finance Committee – Jamie Sanders, Council Liaison with Rebecca Richardson, Chair: No Written Report Submitted.
 - a. President Beaman thanked Jamie Sanders for his time and effort on upgrading our technology software and hardware.
 - b. Jamie reported that he had already entered the financial data through June 2020 into Realm.
 - c. Discussions were held regarding when we would convert from QuickBooks to Realm. As a result of those discussions the follow **motion** was brought forward by Steve Steck: |
I move to authorize up to \$1,000 for training in the Realm System in support of the conversion effort.
Second by Jennifer Ross. **Motion was Unanimously Approved.**
4. Gifts Committee – Marcia Woodward: No Written Report Submitted.
 - a. Some members provided their suggested changes to the 2021 Time and Talent Card.
 - b. Marcia reminded other members to submit their suggestions for changes to her by Tuesday, August 18 in order for her to present them to the Committee at their meeting that evening.
5. Learning Committee – Katie Bostic, Chair: No Written Report Submitted.
6. Parish Life Committee – Karen Lucas, Chair: No Written Report Submitted.
7. Property Committee – Ed Beaman Council Liaison with Lauren Chandler Chair: No Written Report Submitted.
8. Social Ministry Committee – Steve Steck Council Liaison with Don Caughman Chair: No Written Report Submitted.
 - a. Steve Steck reported that the Committee had just received three requests for ramps.
9. Worship Life Committee: Donna Foster, Chair: No Written Report Submitted.
10. Youth & Children Committee: Mitch Uehling, Chair: No Written Report Submitted.

Old Business:

1. PPP (Payroll Protection Program) Loan Forgiveness Process is underway.
2. Restart Task Force Will Reconvene on Thursday, August 18.

New Business:

1. Motion from Finance Committee
Finance Committee moves to transfer the balance in the Excess Checking Account Fund (FF-23) of \$50,000 to the Capital Fund (FF-05) for use for capital projects. After a brief discussion, a vote was taken. Motion was Unanimously Approved.
2. Assistant Treasurer Replacement:
President Beaman said that he had received some suggestions for Assistant Treasurer and he would place calls to the individuals in hopes to find a replacement.
3. Request Funds to Replace Internet Line from Education Building to FAB.
President Beaman informed Council that the existing CAT5 Cable which runs from the Education Building to the FAB is hung outside. CAT5 Cable is not intended for an outside environment and it

has been hit several times by lightening. The lightening has caused several of the lines to be fried. With continued requests of a reliable internet connection for the FAB, the following **motion** was made by Jennifer Ross.

I move to expend up to \$4,000 to install fiber optics cable to replace the existing impaired CAT5 Cable currently providing internet to the FAB contingent upon receiving competitive bids.

Second by Steve Steck. After discussion, the **Motion was Unanimously Approved.**

4. Seminary Scholarship for Emily Whitlow

Good Shepherd has traditionally supported its members who have chosen to answer their call by attending seminary. Council was happy to hear that Emily Whitlow had been entranced into candidacy at Southern Theological Southern Seminary. Mr. Beaman asked for a motion to provide financial support Emily in her studies. Jennifer Ross offered the following **motion**:

Move to grant Emily Whitlow a \$1,000 scholarship per semester for her time at seminary for the 2021 school year.

Second by Donna Foster. **Motion Unanimously Approved.**

5. Nominations for Council Elections

Well in advance of the August Council meeting, Council was asked to provide suggested nominees to fill 6 Council seats which will begin in 2021. The new council terms will be two-years. After receiving the Council's suggestions, Executive Committee vetted the submissions from Council and provided a list of nominees to Council. Council then voted on which submissions were to be placed on the proposed ballot. Pastor Andrew will contact nominees to obtain their willingness to serve.

Petitions and Communications:

1. Zoom Meetings

Council Members were reminded to stay in touch with their committees

2. COVID-19 Statistical Tracking

A spreadsheet containing the numbers of tests, deaths, and percentage of positive tests was presented to Council. To date, there has not been a 14 day downward trend.

Moving Forward

Social Distance Meetings in the FAB:

President Beaman queried Council about their feelings of resuming church sponsored meetings, but only in the FAB. He made it clear that he was not usurping the duties of the Restart Task Force but wanted to obtain Council's thoughts and bring them forward to the Restart Committee. There were several suggestions that a decision should not be made to resume in-person meetings until after school starts their in-person learning in order to gauge the COVID positive trend. However, Council agreed that when in-person meetings start back during the time of the pandemic, that they felt safe with the operational rules and physical set-up of the FAB as was used in the Council meeting that night. They also agreed that the attendees should be limited to 15 persons.

The Pulse:

N/A

Executive Session:

N/A

Adjourn:

Meeting was adjourned at 9:15 P.M. with Council Members joining in the Lord's Prayer.

Respectfully Submitted: Anna-Marie Plyler

Good Shepherd Lutheran Church
Finance Committee Meeting Minutes
Classroom 1 6:00 P M
February 11, 2020

Present: Chairperson Rebecca Richardson, Jamie Sanders, Deb Embrey, David Lucas, Neal Inman, Janet Lockhart, Becky Shealy, Lauren Chandler, Rod Kent, Jerry Vaughn

Excused: Wilbur Smith

Guest: Council President – Ed Beaman

- 1) Finance Committee Chairperson Rebecca Richardson called the meeting to order at 6:04 P M and presented our devotion.**
- 2) Jerry Vaughn volunteered to serve as Note Taker for the meeting.**
- 3) Council President Ed Beaman asked for time to speak to the Committee reference our cash flow situation at GSLC.**

While we have \$124K in the bank with First Community Bank (FCB) we are facing the following expenditures in the near future:

\$49K – Roof repairs in the new sanctuary; funds have been received as a settlement from our roofer and repairs will begin as soon as weather and work schedules permit. Roof repairs are scheduled to start on March 2. No work will be scheduled on Lenten Wednesdays from 11:00 AM to 1:00 PM due to noon Lenten services.

\$27K – Water damage from leak outside the footprint of the new sanctuary is not covered by our insurance company. Church Mutual did reimburse GSLC for the diagnostic specialist's fee (less than \$700).

\$45K – Our HVAC system (units at the end of the Educational Building) is running on borrowed time and need replacement. Repair parts are not available.

These three expenditures will total approximately \$121K and leave very little in the bank for unexpected expenditures. President Beaman asked the Finance Committee to consider a mid-year capital request shortly after Easter to rebuild our Capital Fund. This item will come before the Gifts Committee during their February 18th meeting.

President Beaman asked how much money was in the Memorials. As of December 31, 2019 the Memorials balance was \$34K; of this amount approximately \$8K to \$9K is reserved for the stained glass project in the old sanctuary. President

Beaman asked the Finance Committee to consider moving all or a large part of the \$50K currently in account FF-23 Excess Cash from Checking account to replenish our Capital Fund (CF).

Rebecca Shealy suggested a newsletter article concerning our current cash status would be a good vehicle by which to keep the Congregation updated. Lauren Chandler, Property Chairperson, agreed to accept this task.

- 4) Drafts of the 2019 Financial Statements (profit/loss and balance sheet) were presented by the outgoing Treasurer Rebecca Richardson.

We ended 2019 with a small operating gain; income was \$25K above budget and expenses were \$2.5K under budget. Discussion followed about any funds available on the balance sheet for transfer to our Capital Fund (CF). A quick review given by the Chairperson revealed no significant funds were available beyond the \$50K mentioned above. The Committee did agree to transfer \$650 from the Mayer Scholarship Fund to the 2021 National Youth Gathering in Minnesota. (Note: The Finance Committee seeks Council's approval prior to taking action.)

- 5) A) Treasurer – Incoming Treasurer Jamie Sanders reported continuing progress on the transition from Rebecca Richardson. Expenditures of \$24,200 are expected to be paid out of the operating account in February and early March for the water damage in late December, 2019 / early January, 2020.

B) Financial Secretary Deb Embry reported 2019 Year End statements were mailed on Jan 12, 2020. A large number of the statements were hand delivered or distributed prior to or after both church services in an effort to keep postage cost to a minimum.

C) Chief Tabulator / Assistant Treasurer – Financial Secretary reported proceeds from a December stock sale were received in February, 2020.

D) Technology Sub-Committee – Ed Beaman reported due to numerous problems and frustrations over the years with our current phone provider (Vonage) a new provider has been selected. The new provider is Elevate with the local installer being Cimbas in Irmo. The church's present phones will work with the new provider and additional as part of the new package the church will receive five new phones. Having a local installer to call for support should eliminate much of the frustration we have experienced in the past few years.

- 6) Realm Demo – Realm demonstration was presented to GSLC personnel including Rebecca Richardson, Jamie Sanders, Nancy Hyatt, Anna-Marie Plyler, and Jerry Vaughn on January 30, 2020. Realm is the new flagship product of ACST which is the company providing the ACS system GSLC currently uses to track member contributions.

GSLC will be using Realm Connect (which provides all the functionality of our present ACS system) and Realm Accounting with payroll. Following a one-time startup cost of \$449 monthly cost will be \$231. A 'kick-off' call will be scheduled with ACST for mid-March with an implementation target of early April.

- 7) Petty Cash – Feedback from Executive Committee – Members of the Executive Committee reported to Finance Committee following meeting of February 11, 2020 that no petty cash funds will be maintained on site; committees and individual must plan ahead; cash advances will be made only in emergency cases. In 2019, the Property Committee did put in place a Visa cash card for bus-related expenditures such as towing.**
- 8) New Concerns – No new concerns were brought forth.**
- 9) 2020 Meeting Schedule / Devotions Sign Up Sheet**
 - a) No meeting in March, 2020; next meeting April 2, 2020 at 6:00 P M. Classroom TBD in the near future.**
 - b) Devotions signup sheet was circulated for April – December, 2020**
- 10) The meeting was closed with the Lord's prayer and adjourned at 7:35 P M.**

Respectfully submitted,

s/Jerry W. Vaughn

Jerry W. Vaughn

Good Shepherd Lutheran Church
Finance Committee Meeting Minutes
August 6, 2020

Members In Attendance: Chair Rebecca Richardson, Treasurer Jamie Sanders, Financial Secretary Deb Embrey, Lauren Chandler, Rod Kent, Neal Inman, Jerry Vaughn

Excused: Pastor Andrew (vacation), David Lucas (death of his father), Becky Shealy, Janet Lockhart

1 – Welcome - Chairperson Richardson called the meeting to order at 6:02 P M.

2 - Prayer - Chairperson Richardson opened our meeting with a short devotional.

3 – Recent Deaths and Replacement Discussion

A. Chairperson Richardson shared with the Committee the e-mail she had sent following the death of longtime Assistant Treasurer/Chief Tabulator Wilbur Smith on July 4th. She reported also sharing the e-mail with Diane Smith who was very appreciative of the kind words and fond memories of Wilbur.

Below are the duties of the Chief Tabulator/Assistant Treasurer and who has stepped in to cover:

- a) Recruiting and training tabulators – Becky Shealy has volunteered to handle;
- b) Making bank deposits weekly and as required – Jerry Vaughn has been doing this since March and will continue until further notice
- c) Preparation and counting ballots for congregational voting as required; mostly adoption of annual budget and election of Council members – Becky Shealy has volunteered to handle
- d) Preparation of monthly Statement of Offerings – Deb Embrey and Jerry Vaughn have assumed this duty since March;
- e) Valuing non-cash contributions – Rebecca Richardson will assist Deb with this function going forward;
- f) Assignment of tabulators – Rebecca Shealy will assume this duty when needed; Karen and David Lucas plan to continue tabulating until further notice;
- g) Maintenance of Memorial Garden records – Lauren Chandler will assume this duty;

The Committee appreciates all the volunteers who have stepped in to manage the role of Chief Tabulator/Assistant Treasurer.

B. Chairperson Richardson also reported the death of Bill Boling our outside technology support person who passed away in the spring of this year. Treasurer Jamie Sanders has agreed to take over Bill's technology support duties. Jamie has already made some IT technology improvements (see IT Chairman section).

4 - Updates

- A. Treasurer Jamie Sanders reported we have \$70,562 in our Operating account and \$281,193 in the Money Market (MM) account as of August 6, 2020. The Committee discussed moving \$50K in the Excess Checking Accounts Fund to the MM account Capital Fund. A motion was made by Lauren Chandler and seconded by Deb Embrey and remaining committee members were in consensus. The following motion was sent to the Executive Committee for the August meeting on August 11, 2020:

Motion to transfer the balance in the Excess Cash from Checking Account Fund (FF-23) of \$50,000 to the Capital Fund (FF-05) for used for Capital Projects.

- B. Chair Richardson discussed the Payroll Protection Program Loan from the Small Business Administration. It can become a grant when the church applies and shows all funds were used to pay employees and no employees were terminated or laid off. The funds, \$30,992, were received in late April, 2020. Chair Richardson has been working with Ryan Barnes of First Community Bank (FCB) and will complete the necessary paperwork to request forgiveness of the loan.

Treasurer Sanders continues to make good progress moving Quick Books (QB) information into the Realm format. He has entered expenses through April, 2020, and reports it is getting easier as he moves along. The goal is to move off of QB before year end, although we may need to retain Intuit Payroll through year-end.

We are billed by ACS at the same amount prior to working on their Realm software installation. Upon system installation, ACS will begin charging the church for Realm each month.

- C. Financial Secretary Deb Embry reported she prepared 156 Statements of Giving for the six months ended June 30, 2020; mailing cost was \$76. Fifteen members signed up for giving through Vanco in the first six months of 2020; we now have a total of 35 Vanco givers. GSLC received a check in the amount of \$4,028 from the Estate of Claire Mayer in August, 2020. Church Council decided to designate these funds to the Capital Fund. Deb reminded the Committee August 2, 2020 was our 20th week of worshipping outside the sanctuary due to COVID – 19. Deb shared that Diane Smith, widow of Wilbur Smith, dropped off files (paper and computer) regarding his role as Chief Tabulator/Assistant Treasurer.
- D. Chief Tabulator/Assistant Treasurer/Volunteer Tabulators

Jerry Vaughn will continue to make the bank deposits on a weekly basis. Becky Shealy has volunteered to handle assigning tabulators when Karen and David decide to take a break. Tabulators will be contacted to determine their continuing willingness to serve and weekly assignments made from the group who respond in a positive manor.

GSLC owes a big thank you to Karen and David Lucas who were asked by Wilbur Smith to tabulate during his illness. They have tabulated 19 of the 20 weeks we have been disrupted by the COVID-19 virus. Deb Embrey and Jerry Vaughn have also assumed some of Wilbur's duties.

Please take time to extend your thanks and appreciation to all our GSLC members who have given service above and beyond the call of duty during the COVID-19 virus.

E. Technology Sub-Committee

Jamie Sanders has agreed to take on this responsibility in addition to serving as Treasurer.

GSLC was being billed for business class internet, but was actually receiving residential service. The service was upgraded to business class with a small price increase from \$140 to \$159 per month.

New router/firewall in the basement (donated by Jamie and Suzanne Sanders.)

A quote has been requested from CIMBAS for the replacement of the network cable between the education building and the FAB. The existing cable is copper and is prone to lightning strikes. The new cable will be fiber optic to eliminate this possibility.

Since the church now uses a hosted phone system, the old phone system in the equipment room downstairs has been removed.

F. Finance Committee Chair (Including PPP Update)

Please see item 4- A.

5 - New Concerns – Insurance Request for Proposal (RFP) Project

A lengthy discussion centered on satisfaction with Church Mutual, previous claims, and the recent damage caused by water entering our buildings. Church Mutual recently paid a worker's comp claim associated with the Day School.

The church was not covered for the recent water damage under our current policy with Church Mutual. Lauren Chandler agreed to research the question of whether or not coverage is available in South Carolina for exterior water penetration into the buildings. The Committee will further discuss the matter at our September 3, 2020 meeting.

The Committee briefly discussed the 2021 budget. Suggestions included utilizing the 2020 for 2021. Jamie (chair in 2019) provided Chair Richardson with the forms he used last year as the chair handles the budget process.

6 - Meeting Schedule for Balance of the Year

All dates are the first Thursday of the month at 6:00 P M and via Zoom unless we are to meet in person at a future date.

September 3, 2020

October 1, 2020

November 5, 2020

December 3, 2020

The Committee shared information with Chair Richardson regarding an email she had sent to all about Quick Book clean-up. Aged checks, funds to be remitted to other charities, and the Office Windows vs color glass window project were all discussed.

7 - Prayer and dismissal – The meeting was adjourned at 7:45 P M.

Respectively submitted,

S/Jerry W. Vaughn

Jerry W. Vaughn

**Update to Council
Finance Committee
9.3.2020**

1. The Finance Committee met on 2.11.2020 (in person), 8.6.2020 (via Zoom) and 9.3.2020 (via Zoom).
2. Attached are approved minutes for: 2.11.2020 and 8.6.2020.
3. Minutes for 9.3.2020 will be forthcoming.
4. The Finance Committee did not meet in:

January 2020

March 2020

April 2020

May 2020

June 2020

July 2020
5. The Finance Committee is scheduled to meet:

October 1, 2020 (Fab and Zoom, for those uncomfortable meeting in the FAB)

November 5, 2020 (Fab and Zoom, for those uncomfortable meeting in the FAB)

December 3, 2020 (Fab and Zoom, for those uncomfortable meeting in the FAB)

Respectfully submitted,



Rebecca Richardson
Chair, Finance Committee
Good Shepherd Lutheran Church

Gift Committee Meeting

August 18, 2020

Via Zoom 7 p.m.

The following members were present: Lula Camp, Mark Lovern, Bruce Shealy, Gaye Tucker, Pastor Andrew Isenhower, and Marcia Woodward

Excused: Deb Embrey

Marcia began the meeting with prayer. After discussion, the following decisions were made:

1. The theme for this year's campaign is "Recognize God's Abundance."
2. Suggestions submitted by committee chairs for changes to the time and talent form were approved.
3. The Fall stewardship campaign will begin the week September 8. A letter containing a financial commitment card and a time and talent form will be mailed to each member.
4. Two letters will be mailed encouraging members to pray and think about how they plan to support GSLC and its ministries in the coming year. One letter will be sent during the week of September 21 and the second during the week of October 5. These letters are in lieu off temple talks.
5. Commitment Sunday will be October 11.

The meeting was adjourned with prayer by Pastor Andrew.

Respectfully submitted,

Marcia Woodward

Report of the Property Committee September 17, 2020

The Property Committee has not met recently due to the Covid-19. Matters of concern have been handled via phone and email. The following is a status report on the current projects in varying stages of completion:

1. **Narthex Roof Repair:** During the initial repair of the Narthex roof, additional damage was discovered by our roofing contractor, CE Bourne. It has taken a number of months to get approval from the materials supplier, VMZinc, to approve providing both the additional materials and the \$10,000 labor cost. Final approval has been given and we are now working on scheduling the repairs with CE Bourne.
2. **Stained Glass Project:** The broken stained glass panels have been replaced. The surrounding framework, wood, and the metal archway have been painted. The 36'x2' span above the double doors has been covered in vinyl siding. The remaining items on this project are nighttime backlighting of the glass, some additional aesthetic work, an irrigation system, and landscaping.
3. **Education Building HVAC Replacement:** The electrician has roughed in most of the wiring for the four new HVAC units. The service provider, Northpoint, is on site today installing the unit for the Youth Room. The next step is for Northpoint to fabricate and install two of the three attic platforms for the remaining three units. No date has been set for this, but we may be looking at a time as soon as next week. This work will not require the existing HVAC to be shut down. They will be working in the hallway and the "janitor's closet". The remaining platform will be fabricated and installed after the existing ductwork is moved. This step would be done as part of the 3-4 day process of cutting off the existing HVAC system, installing gas lines and equipment. We are all trying to pick part of a week in September or October that has a forecast of moderate weather, allowing the Day School to continue to operate. ***Guidelines are being developed in coordination with the Day School to provide adequate protection for the children and will be followed by the installers.***
4. **Office Windows Replacement:** A preliminary design was developed and used to establish an estimated cost of replacement of the seven bays of windows. Each bay contains 3 sets of windows. A fund for this project was established by Council and has received a \$2,000 grant in addition to donations from the congregation. As sufficient funds become available, the window bays will be replaced.
5. **Christmas 2019 Flood Repairs:** The only remaining item to be repaired from the flood is replacement of a portion of the suspended ceiling system and tiles. A contractor is being selected for this job.
6. **Sanctuary Rail:** The rail facing the Contemporary Service music area will be removed and will be used to replace the shorter rail now in place.

Respectfully submitted,
Lauren Chandler, Chairman