

**Hope Lutheran Church**  
**The Board of Directors Meeting Minutes**  
**Held on: January 16, 2025**

**Attendance:**

Chairperson	Tim Kneeland	Present	Senior Pastor	Kirk Dueker	Present
Vice-Chairperson	Dave Day	Present	Head Elder	Dave Smith	Absent
Secretary	Tammy Davidson	Present	Executive Director	Maryanne Meier	Absent
Treasurer	Ross Koenig	Present	Director of Finance	Maryanne Meier	Absent
Members at Large	Aaron Bundschuh	Present	Center4Hope Board Chair	Jane Shukitis	Present
	Pat Monaco	Present	Center4Hope Board Treasurer	Tom Confer	Present
	Morgan Stoessel	Present			Choose an item.

Meeting called to order at 6:58pm by Tim Kneeland

Opening Devotion (Tim Kneeland)

Chuck Swindoll’s “Cracks in the Wall”

Review of December Meeting Minutes (Tim Kneeland)

*Aaron Bundschuh made a motion to approve the meeting minutes from December 19, 2024. Dave Day seconded the motion. Voice vote. 7 in favor. 0 opposed. Motion Passed.*

Center4Hope Updates (Jane Shukitis, Board Chair)

- Jane introduced herself to the board. She shared that her background is in healthcare. She has been at Hope for three years. She has been on C4H’s board for about two years and took over as board chair in September 2024.
- She shared that she wants to bring integrity to the mission of C4H by:
  - Doing the right thing for those they serve
  - Honesty and transparency
  - Better communication with the church and volunteers
- She also shared their WIG’s (Wildly Important Goals) for 2025 as well as a schedule for their monthly communications. *See Attachment.*
- Jericho Road Update:
  - They were able to design space upstairs without any outward expansion.
  - They are fine tuning the plans and working on getting final cost estimates.
  - Once they have those estimates and cost of the lease, they can go to the town of Greece for approval. (Note on the lease: Hope will lease the space to C4H and they will sublet to JR)
- There was a meeting with the leaders and volunteers of the food pantry to explain to them more about JR, its function as part of C4H and how they will work together. There were many good questions asked and answered.

- Mike Mordenga, who has been working on the financial and support piece of C4H, has been working on a pilot program to get help for people in real time who are in crisis situations that come to the food pantry.

#### Center4Hope Financial Updates (Tom Confer, Board Treasurer)

- They ended the year with a deficit of around \$32,000. There was funding coming in that they expected in December that didn't come in until January.
- Their checking account has about \$51,000 and investments of about \$53,000 to date.
- They will vote on their budget this month. It is very close to what the 2024 budget was.
- With their attempt to increase funding, they have realized that their website is lacking. They are working to switch to a new website provider. They also found that they were not on two major sites that are utilized to investigate and validate charities by grantors. Both guidestar.org and charitiesnys.com. This has been rectified.

#### HR/Staff Report (Pastor Kirk for Maryanne Meier)

- One of the Preschool teacher's assistants is looking to scale back to two days a week, so they are in search of someone to job share for three days.
- They are talking to an applicant for the NextGen leader position and just got another applicant. They are unsure if either a good fit, but will learn more through talks.
- The new Director of Finance starts on Monday.
- Russell is coming up on his 60 day mark and when he reaches 90 days, he likely will be given a pay increase for "knocking it out of the park" with his performance.
- Staff performance appraisals:
  - Self-appraisals are in.
  - Supervisors are reviewing appraisals now.
  - A meeting to discuss and decide on pay increases will be February 5<sup>th</sup>.
  - In March, suggested raises will be brought to the BOD for approval.
  - Raises will start in April, if approved.

#### Recognition Reports (All)

- The Buck family – Christmas worship
- John Robert – for keeping things going with AV Arts before Russell came on board

#### Finance (Pastor Kirk for Maryanne Meier)

- *See attached Financial Insights Report*
- There was discussion around calculations that were not correct on the finance reports. They have been corrected.

*Ross Koenig moved to approve the financial report as amended. Pat Monaco seconded the motion. Voice vote taken. 7 in favor. 0 opposed. Motion Passed.*

#### Strategy Update (Pastor Kirk)

- There were over 2000 in person and around 530 online worshipers total from all the Christmas services.
- The adult Bible studies are going really, really well.

- We have had several first time attendees in worship, so we are praying they return and that we are able to get them connected.
- Examples of wording will be shared during worship to help people to know how to promote/invite the sermon series topics.
- It has been discussed in the past that we have a need for a succession plan for our pastors and leaders that are close to retirement age. Due to this, a pastoral call committee has been formed and are having their first meeting next Thursday.
- Paperwork for the District Convention held in Tonawanda, NY from June 20 -21 arrived. Pastor Kirk will go as our pastoral delegate. We can have a layperson delegate and an alternate also. None of the board members were inclined to attend. Tim thought Doc Kavanagh would be a great person to ask if he would like to represent Hope as the layperson delegate. He will reach out to him.
- With the new plans for Jericho Road, Hope will lose two meeting rooms and about 6 feet of the café. We are working on plans to expand the building north of the café to create two new meeting rooms and more café space, including a patio. Our hopes are that construction can be done in conjunction with the remodel for JR. We don't think the town will have an issue with allowing us to expand for the café and meeting rooms. It is a totally different ask than it would have been for the medical facility.

Meeting Closure (Tim Kneeland)

*Pat Monaco moved to close the meeting. Morgan Stoessel seconded the motion. Voice vote. 7 in favor. 0 opposed. Motion Passed*

*Meeting was adjourned at 8:03pm. The meeting was closed in prayer by Pastor Kirk.*

The next Board meeting is scheduled for February 20, 2025.

The meeting minutes of the Board of Directors of Hope Lutheran Church are attested to and submitted by Tammy Davidson on this date, January 17, 2025.

Tammy Davidson,  
Secretary of the Board of Directors, Hope Lutheran Church



Maryanne Meier  
Director of Finance

## Financial Insights Report: January 2025

Reporting through December 2024 for the January 2025 meeting of the Board of Directors

### Treasurer's Report:

#### December P&L at a glance:

- Revenue for the month of December was \$231,858 which was 108% of our monthly budget.
- Expenses for the month of December were \$153,600 which is 88% of our monthly budget.
- We had a surplus of \$78,258 for the month.

#### YTD P&L Summary:

- Total actual revenue through December 2024 was 96% of our projected revenue through December 2024.
- Expenses through December 2024 were \$1,861,452 which is 11% under budget.

#### Cash Summary:

- We have a net cash available amount of 21% of the 2024 Budget.

#### Noteworthy items for December:

- We were able to keep expenses under budget for the year by 11%.
- We were able to hit the \$2m for giving in 2024.
- We finished the year with a surplus.

Blessings on your meeting.

*Maryanne*



C4H 2025 Wildly Important Goals (WIGs)	
<b>WIG 1</b>	
<b>Focus: Fundraising.</b>	
<b>Strategic &amp; Tactical Focus:</b>	
<ul style="list-style-type: none"> <li>A. Grants</li> <li>B. General</li> <li>C. Donor Development</li> <li>D. Jericho Rd</li> <li>E. Communication Strategy</li> </ul>	
<b>WIG 2</b>	
<b>Focus: Launch of Healthcare</b>	
<b>Strategic &amp; Tactical Focus:</b>	
<ul style="list-style-type: none"> <li>A. C4H Volunteer Reintegration</li> <li>B. Buildout: C4H - Hope Church - Jericho Rd collaboration</li> <li>C. Food Pantry alignment with Jericho Rd process</li> <li>D. Communication Strategy</li> </ul>	
<b>WIG 3</b>	
<b>Focus: Resource Connectors</b>	
<b>Strategic &amp; Tactical Focus:</b>	
<ul style="list-style-type: none"> <li>A. Ensure we can adequately move guests towards the C4H Pillar that can best serve them</li> <li>B. Ensuring we leverage all available resources at the C4H (soon Healthcare &amp; MyWayFinder and other community-based opportunities that may arise)</li> <li>C. Inviting guests to church</li> <li>D. Communication Strategy</li> </ul>	
<b>Communication Plan</b>	



Content Calendar Overview:	
Month	Focus
January	New Year's message, Newsletter format development, MLK Day
February	Community partnerships, client/volunteer spotlights
March	Q1 Newsletter, Live 2 Give (prep)
April	Live 2 Give campaign, Mental Health Awareness Month Social campaign
May	Volunteer spotlight, Mother's Day
June	Q2 Newsletter, Partnership events (golf tournament), community/business collaborations
July	Highlight major donor partnerships, end-of-year planning
August	*Back-to-school campaign, annual report
September	Q3 Newsletter, Share client success stories, fall volunteer drive
October	Donor event prep, volunteer recognition
November	Annual Donor Luncheon, start of year-end giving push
December	Q4 Newsletter, Year-in-review, holiday cards, end-of-year donations