



Living Water Church
3075 Prospect Road
Sun Prairie, WI 53590

Business Operations Team Meeting
March 9th, 2026

- 1) Call to Order and Attendance - Justin Hofmann, Rob Hecimovich, Lyn Koenig
- 2) Opening Prayer at 1847 by Lyn
- 3) Review and Approval of Previous Minutes- Motion by Rob. Lyn seconded. MC
- 4) Team/Committee Reports
 - a. Elder Review – Justin
Thao will be transitioning into BOT position in preparation for Justin’s leaving around August.
 - b. Financials – In Alfred’s absence, Emily’s email was reviewed.
 - i. Payroll Reports- Nothing to report
 - ii. Income- income remains low. The number of people attending is comparable to a year ago, but the number of people tithing has dropped. People are holding onto their money due to various reasons: economy, waiting for pastor to be hired world events.
 - c. Business & Grounds – (Short Term: Lyn)
 - i. Repair Requests
 1. Furnace Repair – Capital Air found a bad coil. Blower contractor was replaced. \$293.60
 2. Siding- Phil K nailed the corner in place. Needs caulking when weather is good.
 3. Duane replaced fluorescent bulbs as needed. Checked exit light issues as reported to Lyn by Caleb.
 4. Quarterly HVAC maintenance conducted. \$582
 5. Other issues this month: toilet plugged, shelf from LL refrigerator missing, men’s LL toilet seat lose, phones reset
 6. Upcoming needs- garage door springs to be replaced; rotted pedestrian door frame to be replaced
 7. Phones: At this time, due to budget constraints, phones will not be replaced. Lyn is unable to call out from her office phone but uses personal cell phone when appropriate or uses kitchen phone to make outgoing calls as necessary. Calls can be received on office phone.
 8. Justin will speak to Tim Awes about a potential designated ‘fix-it projects’ time after MoF meetings.
- 5) Old Business
 - a. 1st Quarter Priorities –
 - i. Custodial Care – The Coverall Team began cleaning on 3.2.26 and at the point of the meeting, cleaned two times. We need to give them time to get into their rhythm here and Lyn will monitor issues, etc. Cleaning days are currently Monday and Thursday after normal business hours.
 - ii. Filling the Team (Business and Grounds Member, Member-At-Large)



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1. Updates- Rob asked people to consider being B&G coordinator but was turned down. Justin or Rob will speak to a few other people. Do we hire a handy man for repair needs versus a stipend for someone within the congregation to entice them into the role? What happened to simply serving without expectations of a return in favor? Seeking also a member-at-large to be part of the BOT team.
 - iii. Fire Suppression System
 1. Valve replacement and relocating box from wall- waiting to hear from Don from Monona. Duane contacted him over a week ago and will do so again. Otherwise, the system is running as it should. Very infrequently. Air leak test cost \$2,329.
 - iv. Building Transparency – Quarterly updates to the congregation
 1. April 19th Meeting – building a handout for update to congregation between services in the Fellowship Hall.
 - b. Various Items
 - i. Key Policy – Reviewed and approved by BOT. Lyn will prep the form for elders' final review.
 - ii. Building Use Policy
 1. Pay through LWC or Direct- Lyn created a funeral contract for recent funeral service and handled stipends through LWC, then checks distributed via Emily. This proved to work well. We will continue with paying through LWC.
 2. Administrator responsibilities within building use contract- When the administrator's involvement goes above the job description, the event sponsors may be charged for those hours. A coordinator position will be added to the building use policy for events such as funerals or other events requiring having someone from the church to be present. (Wedding coordinator is required as part of the contract.)
 - iii. Computer Purchases – awaiting receipt from Shane. No report.
 - c. Sound Technician- Shane and Henry will fill in when Rob will be unavailable due to job demands. A friend of Candance did observe in the sound booth during first service recently but unclear to his availability at this time. Additionally, once Awana is done in May, sound set up could be made easier by leaving everything set up on stage week-to-week versus take down after services every Sunday. Possibly eliminate need for camera person and use that person on sound. Camera would just be left set in place for service.
- 6) New Business
- a. Computer for LWC Attendee – A person in our congregation is in need of a laptop replacement as it is essential to her day-to-day living needs. Rob made the motion to assist this person with \$300 from the Samaritan Fund. Lyn seconded it. Lyn will follow up with person and get info as to where to direct the money.



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- i. Samaritan Fund- A policy needs to be developed for this fund and needs to be added to the budget for it is an account at this time.
 - ii. Will continue with gas cards, but for bigger requests, create an application and provide pertinent info, i.e. landlord info, utility bill, etc., for Lyn to screen legitimacy of need. Dollar amount to be determined but possible up to \$300/yr for an individual.
 - b. Sign Replacement/Fixing- Rob Tranberg is taking lead on this. He says pray for good weather to begin. Money designated from Mary's memorial fund.
- 7) Items Not on the Agenda
- a. Copier- Transitioning between Gordon Flesch and Corporate Business Systems has taken more work and follow up than expected with canceling the old machine contract and relocation of the machine. A 'property damage' charge was on our first invoice for \$20.91/month. Lyn inquired about this charge and found that it was an option that was to be given, not assumed, as part of the contract. Our Grinnell insurance policy covers this, making the monthly \$20.91 charge unnecessary and cancelled. Following up on reimbursement from CBS to cover GF January charge.
 - b. Advertising- Email received with offer to place LWC in SP Star worship directory for 52 weeks/\$400. Team felt money could be better spent to advertise via FB boosts, Google Click, etc.
- 8) Adjournment- Rob made the motion to adjourn. Lyn seconded it at 2019