

Pastor Nathan Keith

107 South 7th Street Laramie, WY 82070 307-742-4222 telclaramie.com telcofficemanager@gmail.com

Trinity Church Council Meeting Minutes October 12, 2021

The October meeting of the Trinity Lutheran Church Council was called to order by Stephen at 7:01 p.m. via Zoom. Larry led us in a devotion.

Roll Call

Mary Baldwin Stephen Boss

Martin Greller Pastor Nathan Keith Larry Oolman Jennifer Zenor

Unable to attend: Lindsay Reeve, Randy Wilkinson, and Linda Lebeda (Financial Director)

Approval of October Agenda

Stephen asked for a motion to approve the agenda. Mary asked to change the word 'mini' to 'midi.' Martin made a motion to accept the agenda. Mary seconded. Motion passed.

Approval of September Meeting Minutes

Stephen asked for a motion to approve the September meeting minutes. Martin made a motion. Larry seconded. Motion passed.

Financial Status Report

- Please see Linda's financial report below.
- Pastor shared that September income did not meet expenses. However, we are still over budget by \$11,000.
 Martin and Stephen suggested we watch this pattern.
- We are still waiting for the approval of PPP loan forgiveness.
- We will start to work on 2022 budget next month.
- Stephen asked for a motion to approve the September financials as presented. Mary made a motion. Jen seconded. Motion passed.

Unfinished Business

Day Center Updates

• Please see Stephen's report attached.

Rohr Fellowship Hall Restoration

- A small opportunity to gather and share thoughts about the fellowship hall was held to gather ideas.
- A poster with all of the thoughts and to add additional ideas will be posted on the Hub.
- Larry made a motion to establish a small ad hoc visioning committee to begin working on the ideas presented.
- See report attached.

Constitution and Fiscal Policy

• The Council met twice since the last meeting. The next meeting will be on October 25th from 6:00 to 7:30.

Organ Midi

Pastor is waiting to hear from Jim as to when we can get the equipment in; hopefully we can have it in the next two months.

New Business

Budget 2022

• Linda has begun work on the next year's budget. More work will continue at the next meeting.

Camera System

- A system that can accommodate events other than Sunday service has become necessary; Sally's funeral made this evident. These types of systems are expensive but would be worth the money.
- A conversation around engaging the Synod in helping support this work and in visioning what rural church will look like in the future ensued.
- Pastor will reach out to Shane Toven to begin this conversation/process.

Staff Reports

- There are seven in the confirmation class this year. Bibles will be handed out during this Sunday service.
- Pastor will be in Casper on October 20th for Synod Dean responsibilities; supporting a call to ministry and a retiring Pastor.
- About 50 pets were at the pet blessing last week.
- The ministerial association will meet tomorrow and will walk in the UW Homecoming parade this month. They will also talk about community Christmas worship opportunities.
- The Laramie homelessness coalition met today. Currently the group is working to create a diverse coalition to ensure voices are at the table.
- Pastor will meet with Stephen and Evelyn regarding the day center tomorrow.
- In Pastor's first call they served 300 to 400 people once a week at an event called 'The Banquet." This could be something we could vision with the Rohr Fellowship Hall.

Administrative Items

Correspondence

None

Counters

• Tish will continue to process offerings in the office.

Next Meeting

Tuesday, November 9, 2021 @ 7:00 p.m.

November Devotions

Mary

Adjournment

- Jen motioned to adjourn; Larry seconded. Motion passed.
- Stephen closed the meeting at 8:26.
- Pastor led the Council in the Lord's Prayer and a prayer for Martin's upcoming surgery.

Respectfully Submitted

Junnifer Zenor

Jennifer Zenor TELC Council Secretary

Trinity Evangelical Lutheran Church												
Financial Snapshot September 30, 2021												
Income and Expenses	Sep Actual	Sep Budget	YTD Actual	YTD Budget								
Giving and Other Income		\$0.00		44.4								
Benevolence	\$0.00	\$0.00										
General Offerings	13,167.26	16,666.67	160,811.54	149,999.9								
Rocky Mtn Synod - Campus Ministry	1,158.33 583.33	583.33	6,350.01	5,250.0								
Donated Services	400.00	400.00	3,600.00	3,600.0								
Transfers from Temp. Restricted Fds.	157.88	41.67	1,546.99	374.9								
Investment & Building Rental Income	150.00	41.67	657.08	374.9								
Total Income	\$15,033.47	\$17,733.34	\$172,965.62	\$159,599.9								
Expenses												
Benevolence	\$1,520.16	\$1,603.49	\$14,530.55	\$14,439.4								
Pastor Salary and Benefits	8,719.36	9,031.84	78,796.22	81,286.4								
Christian Education	200.00	529.17	2,498.57	3,362.4								
Worship and Music	2,460.14	1,665.83	13,999.24	12,342.5								
Leadership Materials and Training	0.00	37.08	347.80	333.7								
Fellowship and Social Ministry	147.18	87.50	640.11	787.5								
Administration and Building	4,529.42	5,099.79	42,595.30	46,183.6								
Total Expenses	\$17,576.26	\$18,054.70	\$153,407.79	\$158,735.8								
Net Income	-\$2,542.79	-\$321.36	\$19,557.83	\$864.1								
Checking and Demand Accounts												
U.S. Bank Checking	\$133,213.44											
Mission Investment Fund Demand Account	30,225.78											
Temporarily Restricted:												
Building	-7,678.58											
Memorial	-9,138.24											
Campus Ministry	-5,232.98											
Music Development	-8.07											
Thrivent	-3,241.00											
Leadership Lab/Youth	-2,539.00											
Washer/Dryer	-228.52											
Safe Project	-100.00											
Good Samaritan (was Pastor Discretion.)	-400.00											
Total Temporarily Restricted	-28,566.39											
Total Unrestricted at US Bank and Mission Invest Fund	\$134,872.83											
Investments	<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>											
Edward Jones - Cash	0.00											
ELCA Mission Investment Fund - mif.elca.org		6/30/2021*• 3 /55	% CD's mature 9/28	/2022								
Total Investments	\$3,221.67	0, 50, 2021 , 5.455	70 CD 5 mature 5/20	12022								
*per most recent statement Payroll Protection Program Loan May 20, 2020	\$22,726.00											

Notes

General offerings for September were under budget by \$3,499.41. August expenses were under budget by \$478.44. Total expenses exceeded income by \$2,542.79. Year to date offerings are over budget by \$10,811.55. Year to date expenses are under budget by \$5,328.03 mostly due to those activities that are still not back to normal due to the pandemic.

We have not yet received word about whether our PPP loan has been forgiven.

Feel free to contact me with any questions. Linda Lebeda, Finance Director, telc.finance.director@gmail.com or 307-760-0894.

Statement of Activities

September 2021

	TOTAL
ncome	
4-0000 Support & Revenues	
4-2000 Current Offering	
4-2100 Envelopes/General	13,167.26
Total 4-2000 Current Offering	13,167.26
4-3000 Other Offering	
4-3410 Campus Ministry	1,158.33
4-3550 Building Rental	150.00
Total 4-3000 Other Offering	1,308.33
4-4000 In Kind Donated Services	400.00
4-5000 Transfers from Temporarily Restricted Funds	157.88
Total 4-0000 Support & Revenues	15,033.47
Total Income	\$15,033.47
GROSS PROFIT	\$15,033.47
Expenses	
6-0000 Expenses	
6-1000 Benevolence	
6-1100 Apportionment to Synod/ELCA	1,416.00
6-1300 Interfaith	104.16
Total 6-1000 Benevolence	1,520.16
6-2000 Salaries and Benefits	
6-2100 Pastor's Salary	
6-2110 Pastor/Salary	7,284.34
Total 6-2100 Pastor's Salary	7,284.34
6-2200 Pastor's Benefits	
6-2210 ELCA Benefits Package	1,435.02
Total 6-2200 Pastor's Benefits	1,435.02
6-2300 Staff	
6-2310 Organists' Salaries	600.00
6-2340 Parish Secretary's Salary/Vaca	1,230.51
6-2350 Custodial Services	250.00
6-2360 Staff Social Security	217.55
6-2370 Youth Director's Salary	200.00
Total 6-2300 Staff	2,498.06
Total 6-2000 Salaries and Benefits	11,217.42

Cash Basis Tuesday, October 5, 2021 09:44 AM GMT-06:00

Statement of Activities

September 2021

	TOTAL
6-3000 Administration and Building	
6-3100 Administration	
6-3110 Office Supplies/Software	225.00
6-3112 Printing & Publicity	10.00
6-3130 Service on Office Equipment	350.78
6-3150 Publications and Subscriptions	15.89
6-3160 Administration Fees	44.17
6-3170 Bookkeeping	681.33
Total 6-3100 Administration	1,327.17
6-3500 Utilities	
6-3510 Electricity	176.11
6-3520 Gas	146.40
6-3530 Telephone	97.98
6-3540 City Utilities & Trash	346.23
Total 6-3500 Utilities	766.72
6-3600 Insurance	
6-3610 Insurance	445.58
Total 6-3600 Insurance	445.58
6-3700 Physical Plant	
6-3710 Maintenance & Improvements	291.89
Total 6-3700 Physical Plant	291.89
Total 6-3000 Administration and Building	2,831.36
6-4000 Ministry	
6-4200 Worship & Music	
6-4210 Pulpit Supply	125.00
6-4230 Bulletin/Worship Aides	316.17
6-4235 Online Worship Tech Staff	480.00
6-4250 Worship Band	290.59
6-4270 Piano/Organ Maintanence	490.50
6-4290 Music Dev. Fund	157.88
Total 6-4200 Worship & Music	1,860.14
6-4500 Fellowship	147.18
Total 6-4000 Ministry	2,007.32
Total 6-0000 Expenses	17,576.26
otal Expenses	\$17,576.26
IET OPERATING INCOME	\$ -2,542.79
IET INCOME	\$ -2,542.79

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BUDGET vs. ACTUAL FY 2021

January - September, 2021

	TOTAL						
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET			
Income							
4-0000 Support & Revenues							
4-2000 Current Offering							
4-2100 Envelopes/General	160,811.54	149,999.99	10,811.55	107.21 %			
Total 4-2000 Current Offering	160,811.54	149,999.99	10,811.55	107.21 %			
4-3000 Other Offering							
4-3410 Campus Ministry	6,350.01	5,250.01	1,100.00	120.95 %			
4-3550 Building Rental	300.00		300.00				
Total 4-3000 Other Offering	6,650.01	5,250.01	1,400.00	126.67 %			
4-4000 In Kind Donated Services	3,600.00	3,600.00	0.00	100.00 %			
4-5000 Transfers from Temporarily Restricted Funds	1,546.99	374.99	1,172.00	412.54 %			
Total 4-0000 Support & Revenues	172,608.54	159,224.99	13,383.55	108.41 %			
Total Income	\$172,608.54	\$159,224.99	\$13,383.55	108.41 %			
GROSS PROFIT	\$172,608.54	\$159,224.99	\$13,383.55	108.41 %			
Expenses							
6-0000 Expenses							
6-1000 Benevolence							
6-1100 Apportionment to Synod/ELCA	12,752.00	12,752.00	0.00	100.00 %			
6-1300 Interfaith	937.44	937.44	0.00	100.00 %			
6-1500 Good Samaritan Fund (formerly Pastor's Discretionary Allowance)	841.11	750.01	91.10	112.15 %			
Total 6-1000 Benevolence	14,530.55	14,439.45	91.10	100.63 %			
6-2000 Salaries and Benefits							
6-2100 Pastor's Salary							
6-2110 Pastor/Salary	65,558.98	34,650.00	30,908.98	189.20 %			
6-2120 Pastor Soc. Sec. Allowance		4,658.99	-4,658.99				
6-2130 Pastor/Housing Allowance		26,249.99	-26,249.99				
Total 6-2100 Pastor's Salary	65,558.98	65,558.98	0.00	100.00 %			
6-2200 Pastor's Benefits							
6-2210 ELCA Benefits Package	12,893.97	12,915.00	-21.03	99.84 %			
6-2220 Pastor's Continuing Education		1,499.99	-1,499.99				
6-2230 Pastor's Car Allowance		562.50	-562.50				
6-2240 Ministerial Expenses	343.27	750.01	-406.74	45.77 %			
Total 6-2200 Pastor's Benefits	13,237.24	15,727.50	-2,490.26	84.17 %			
6-2300 Staff							
6-2310 Organists' Salaries	4,760.00	4,350.01	409.99	109.43 %			
6-2320 Chancel Choir Dir's Salary		550.01	-550.01				
6-2340 Parish Secretary's Salary/Vaca	9,158.10	10,702.49	-1,544.39	85.57 %			
6-2350 Custodial Services	2,250.00	2,700.00	-450.00	83.33 %			
6-2360 Staff Social Security	1,653.40	1,937.25	-283.85	85.35 %			

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BUDGET vs. ACTUAL FY 2021

January - September, 2021

		TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OI BUDGE		
6-2370 Youth Director's Salary	1,400.00	1,400.00	0.00	100.00 %		
6-2380 Staff Bonuses/Gifts	680.00	599.99	80.01	113.34 %		
Total 6-2300 Staff	19,901.50	22,239.75	-2,338.25	89.49 %		
Total 6-2000 Salaries and Benefits	98,697.72	103,526.23	-4,828.51	95.34 %		
6-3000 Administration and Building						
6-3100 Administration						
6-3110 Office Supplies/Software	1,035.44	1,499.99	-464.55	69.03 %		
6-3112 Printing & Publicity	632.38	75.01	557.37	843.06 %		
6-3114 Postage	146.00	374.99	-228.99	38.93 %		
6-3120 Offering Envelopes/Folders		75.01	-75.01			
6-3130 Service on Office Equipment	4,115.89	4,106.44	9.45	100.23 %		
6-3140 Copier Supplies		112.50	-112.50			
6-3150 Publications and Subscriptions	143.01	149.99	-6.98	95.35 %		
6-3160 Administration Fees	637.96	562.50	75.46	113.42 %		
6-3170 Bookkeeping	6,138.74	5,999.99	138.75	102.31 %		
6-3180 ISP Provider/Web Maintenance		0.00	0.00			
Total 6-3100 Administration	12,849.42	12,956.42	-107.00	99.17 %		
6-3500 Utilities						
6-3510 Electricity	1,408.61	1,499.99	-91.38	93.91 %		
6-3520 Gas	3,057.37	3,675.01	-617.64	83.19 9		
6-3530 Telephone	883.99	900.00	-16.01	98.22 9		
6-3540 City Utilities & Trash	1,902.84	2,025.00	-122.16	93.97 9		
Total 6-3500 Utilities	7,252.81	8,100.00	-847.19	89.54 %		
6-3600 Insurance						
6-3610 Insurance	4,338.42	4,312.49	25.93	100.60 9		
Total 6-3600 Insurance	4,338.42	4,312.49	25.93	100.60 %		
6-3700 Physical Plant						
6-3710 Maintenance & Improvements	4,413.15	4,500.00	-86.85	98.07 %		
Total 6-3700 Physical Plant	4,413.15	4,500.00	-86.85	98.07 9		
6-3800 Contingencies						
6-3810 Contingencies		374.99	-374.99			
Total 6-3800 Contingencies		374.99	-374.99			
Total 6-3000 Administration and Building	28,853.80	30,243.90	-1,390.10	95.40 %		
6-4000 Ministry						
6-4100 Christian Education						
6-4110 Sunday School		187.51	-187.51			
6-4130 Confirmation Classes/Jr. High		149.99	-149.99			
6-4140 Youth Ministry	433.17	262.49	170.68	165.02 9		
6-4145 Campership	435.00	500.00	-65.00	87.00 %		
6-4150 Adult Education		75.01	-75.01			

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BUDGET vs. ACTUAL FY 2021

January - September, 2021

		TOTAL								
	ACTUAL	BUDGET	OVER BUDGET	% O BUDGE						
6-4160 Campus Ministry	230.40	750.00	-519.60	30.72 9						
6-4170 Library		37.49	-37.49							
Total 6-4100 Christian Education	1,098.57	1,962.49	-863.92	55.98						
6-4200 Worship & Music										
6-4210 Pulpit Supply	1.088.62	400.00	688.62	272.16						
6-4220 Altar Supplies	406.96	262.49	144.47	155.04						
6-4230 Bulletin/Worship Aides	899.96	374.99	524.97	240.00						
6-4235 Online Worship Tech Staff	5,040.00	4,680.00	360.00	107.69						
6-4240 Chancel Choir Music		149.99	-149.99							
6-4250 Worship Band	290.59	75.01	215.58	387.40						
6-4255 Worship Band Leader Salary		200.00	-200.00							
6-4270 Piano/Organ Maintanence	1,018.00	750.01	267.99	135.73						
6-4290 Music Dev. Fund	495.11	374.99	120.12	132.03						
6-4295 Choir Support		175.01	-175.01							
Total 6-4200 Worship & Music	9,239.24	7,442.49	1,796.75	124.14						
6-4300 Leadership Materials/Training										
6-4330 Devotional Guides	72.80	108.76	-35.96	66.94						
6-4340 Conventions	275.00	225.00	50.00	122.22						
Total 6-4300 Leadership Materials/Training	347.80	333.76	14.04	104.21						
6-4500 Fellowship	241.11	562.50	-321.39	42.86						
6-4600 Social Ministry	399.00	225.00	174.00	177.33						
Total 6-4000 Ministry	11,325.72	10,526.24	799.48	107.60						
Total 6-0000 Expenses	153,407.79	158,735.82	-5,328.03	96.64						
Total Expenses	\$153,407.79	\$158,735.82	\$ -5,328.03	96.64						
NET OPERATING INCOME	\$19,200.75	\$489.17	\$18,711.58	3,925.17						
Other Income										
Interest & Investment Income	357.08	374.99	-17.91	95.22						
Total Other Income	\$357.08	\$374.99	\$ -17.91	95.22						
NET OTHER INCOME	\$357.08	\$357.08 \$374.99								
NET INCOME	\$19,557.83	\$864.16	\$18,693.67	2,263.22						

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Jan	1	Feb		Ma	r	Ap	r	Ma	У	Jun		July		Aug	ust	Sep	t	Oct		No	1	Dec	
2021 \$	18,301.64	s	41,401.15	\$	59,704.60	\$	83,741.01	\$	97,316.12	\$	113,708.56	\$	130,425.02	\$	147,644.28	\$	160,811.54	s	-	\$	-	\$	-
2020 \$	11,308.35	s	26,674.69	\$	44,244.50	\$	65,627.65	\$	81,222.14	\$	100,747.04	\$	116,133.97	\$	127,192.61	\$	144,739.50	s	160,680.56	\$	173,911.07	\$	213,688.92
2019 \$	17,569.78	\$	32,193.78	\$	50,859.14	\$	73,968.00	\$	92,419.39	\$	113,969.74	\$	139,528.98	\$	157,732.94	\$	178,454.92	\$	190,425.54	\$	205,649.78	\$	228,532.66
2018 \$	18,463.82	s	32,689.52	\$	54,732.27	\$	73,513.73	\$	91,277.45	\$	103,735.33	\$	142,742.92	\$	157,739.54	\$	172,385.01	\$	187,770.65	\$	200,137.13	\$	220,088.07

Day Center Report

10-11-2021 Stephen Boss

United Way

I have setup an appointment with Evelyn Edson with United Way to discuss and talk over ideas for setting up our day center. We will talk about staffing, fundraising, programs, and partnerships with other providers in Laramie. The meeting will take place via Zoom on Wednesday. I will report back on the outcomes of the meeting.

Colorado Coalition for the Homeless https://www.coloradocoalition.org/

I called the Colorado Coalition for the Homeless and discussed our ideas and plans for a day center at Trinity with their staff. I asked for recommendations for other organizations in the Denver area who are doing day centers. They recommended that I talk to people at the Saint Francis Center and the Denver Rescue Mission. They also mentioned that I talk to the New Genesis Center at Central Presbyterian Church in Denver. The New Genesis Center is a full overnight shelter but I thought I could get some good information from them. I might plan a site visit the next time I am in Denver for a period of time.

Saint Francis Center http://www.sfcdenver.org/

I reached out to the Saint Francis Center. I will continue to try to reach a staff member there to discuss their operational management/policies/procedures with them. Next time I have an extended amount of time I might also go and visit the site. In the meantime, their website has a lot of good information about the center their programs and services.

Key services are offered to day center clients including:

Personal Care/Basic Living Services

Showers Phones Mail Temporary Storage/Of-Site Storage Clothing Personal Care Items

Social Services - Staffing

- Basic orientation to obtain shelter, food and clothing
- Bus fare to get to a medical appointment
- Assistance in procuring ID's and Social Security cards
- Finding and applying for housing
- Assistance with understanding forms, letters and paperwork
- Budgeting income from work and/or Social Security

Wellness Services - Staffing

- The Wellness Office has dedicated staff members who provide coordinated physical and mental healthcare options to SFC guests through partnerships with and referrals to local health networks. Services provided include:
 - **Health Clinic:** We partner with Stout Street Health Center (SSHC) to provide physician-level care and pharmacy services five days a week at the clinic (located next to the shelter). The clinic features one physician, one nurse practitioner, one physician's assistant, a pharmacy, as well as offering blood tests, referrals for chest x-rays, MRIs, and other services.
 - **Mental Health and Substance Abuse Treatment:** A mental health specialist provides counseling, crisis intervention, and referrals for access to medication and for substance treatment programs. Additionally, they lead trainings for SFC staff on mental health and substance abuse issues
 - **Ear Acupuncture:** licensed acupuncturists trained in NADA's (National Acupuncture Detoxification Association) 5-point ear acuDetox protocol offer eekly 30 minute sessions that provide relief from stress and addiction cravings.
 - **Hepatitis C Testing and Resources:** Through a partnership with Liver Health Connection, SFC guests can receive a free and confidential hepatitis C test, and get the results in about 20 minutes.
 - **Foot Clinic:** This is an annual service offered by the University of Colorado College of Nursing. Nursing students offer comprehensive foot care, callus removal, and nail care to guests at SFC.

The Saint Francis Center also collaborates with both on-sit and off-site partners.

- Denver Human Services
- Veterans Administration
- Denver Health TB Clinic
- Mental Health America of Colorado
- Catholic Worker Soup Kitchen
- Mental Health Center of Denver

In addition, St. Francis Center works with many other community partners to provide services, including:

- Colorado Coalition for the Homeless
- Downtown Denver Partnership
- Metro Denver Homeless Initiative
- Denver's Road Home
- Mile High United Way
- Women's Homeless Initiative CHUM
- **** The Saint Francis Center is located at 23rd and Curtis Street which is the heart of agencies supporting the homeless. The Denver Rescue Mission is also located close by. Suffice it to say Denver is a large city with many services. Any type of day center we establish at

Trinity will have to work in concert with United Way and other existing service organizations in Laramie.

New Genesis Center (Central Presbyterian Church) https://www.newgenisis.org/programs.html

I have also reached out to the New Genesis Center at Central Presbyterian Church in Denver. They offer a unique program to homeless but working men and women. New Genesis works to transition people into permanent housing. Founded in Denver in 1986, New Genesis is the only Denver area homeless program for working people. Designed out of a need to more successfully improve the lives of the homeless, New Genesis provides a stable environment, helping people get off the streets and back into society. New Genesis emphasizes a proactive resident care management program and outlines specific behavioral objectives for residents, including the ability to live a more productive and independent life, maintain a job and help improve the lives of other residents. Residents are required to be substance free and hold a full-time job.

Rohr Fellowship Hall and Kitchen Remodel

Here is a list of ideas from Trinity members

- 1. New lighting in both spaces
- 2. Polished concreate floors in the Fellowship Hall.
- 3. Fix water damage and paint
- 4. Temperature controls, room heats up slowly.
- 5. New Carpet
- 6. Remove Ceiling tiles to expose the sheetrock.
- 7. Add Handicapped Ramp on the Right (West side) of the Fellowship Hall steps
- 8. Install an industrial kitchen
- 9. Retractable walls in the kitchen
- 10. Install a sliding Barn door at the entrance of the Fellowship Hall.
- 11. Open the kitchen more into the Fellowship Hall
- 12. Remove the West wall of the kitchen and install closable access and counter tops for serving meals.
- 13. Update all flooring.
- 14. Update Electrical and install networking/media.
- 15. Larger appliances like fridge and stove.
- 16. Stainless Steel Serving table with wheels for the Fellowship Hall.
- 17. Stainless Steel plate/cup storage on wheels.
- 18. Increase and lower the serving window into the fellowship Hall.
- 19. Visible First Aid Kit and fire extinguisher.
- 20. Install a 3-tub stainless steel sink.



Note: Bins not included.

