

Trinity Lutheran Church Council Meeting Minutes

Tuesday, January 14, 2025

(Approved by the Church Council on March 11, 2025)

7:08 PM Call to Order/Welcome – Chris Hoelter

7:09 PM Opening Prayer – Pastor Hoelter

7:10 PM Attendance and Approval of November 12th, 2024 Meeting Minutes.

In attendance tonight: Chris Hoelter, Elaine Von Wald, Suzanne Frank, Jim Riedl, PR Mark Hoelter, Edgar Burgos, Chuck Kunert, Ruth Gray, Amity Cunningham. Marsha Wolfe via Zoom. **Absent** - PR Ruberto Ek Yah. **Motion to approve Minutes Charles Kunert, 2nd Amity Cunningham – Approved by voice vote.**

7:15 PM Board/Officer Roundtable:

Board of Education Report – TLCS & TELC (Marsha Wolfe) 713 pm See Written report. (Suzanne Frank) Boe minutes included. 717 pm Garden contact signed, new curriculum to come.

Board of Finance and Properties Report - (Chuck Kunert/Ruth Gray) 722 pm See written report. Broken windows in the sanctuary and gym were replaced.

Council affirmed decision to go with the recommendation of the Arborist to remove the 5 Arbor vitae on the SE corner of the sanctuary. They will be replaced with shrubs that will be a better fit for the space.

Board of Ministry and Outreach Report - (Jim Riedl/Pastor Ek Yah/Pastor Hoelter) 730 pm See written report.

Pastor's Report (Pastor Ru / Pastor Hoelter) 800 pm See written report

Treasurer's Report (Elaine Von Wald) 810 pm See written report

President's Report (Chris Hoelter) See written report.

8:15 PM Board Action Items

Motion to Approve new Church & School Sign - Tabled to further discuss within the task force.

RESOLVED, that Trinity Evangelical Lutheran Church and School, authorizes and establishes the portion of annual salary that the following individual(s) elect to be treated as housing allowance:

Name Don Seleski Amount

Per Year \$22668.00

Per Pay Period \$ 944.50(24 paychecks)

NAME Krista Moore Amount

Per Year \$12075.72

Per Pay Period \$603.79(20 paychecks)

The housing allowance will be paid from January 1, 2025 to remain in force and effect until such time as amended or revoked.

Motion to approve : Elaine Von Wald, 2nd Chris Hoelter – Approved by voice vote.

9 PM Announcements

Congregation Meeting – 945 am February 23rd

Next Council Meeting – Feb 4th Mission meeting , March 11th

928 PM Closing Prayer – Chris Hoelter

930 pm Adjournment

Respectfully submitted,

Amity Cunningham



Trinity Lutheran Church Council Meeting

Tuesday, January 14, 2025

“Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all.”

1. **7:00 PM Call to Order/Welcome** – Chris Hoelter
 2. **7:02 PM Opening Prayer** – Pastor Hoelter
 3. **7:10 PM Attendance and Approval of November 12th, 2024 Meeting Minutes.**
 4. **7:15 PM Board/Officer Roundtable:**
 - i. **Board of Education Report – TLCS & TELC** (Suzanne Frank/Marsha Wolfe)
 - ii. **Board of Finance and Properties Report** (Chuck Kunert/Ruth Gray)
 - iii. **Board of Ministry and Outreach Report** (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)
 - iv. **Pastor’s Report** (Pastor Ru / Pastor Hoelter)
 - v. **Treasurers Report** (Elaine Von Wald)
 - vi. **President’s Report** (Chris Hoelter)
 5. **8:15 PM Board Action Items**
 1. **Motion to Approve new Church & School Sign**
 6. **8:30 PM Announcements**
 - i. **Congregation Meeting – February 23rd**
 - ii. **Paul Linnemann Meeting - TBD**
 - iii. **Next Council Meeting – March 11th**
 7. **8:45 PM Closing Prayer** – Chris Hoelter
 8. **Adjournment**
-

Trinity Lutheran Church Council Meeting Minutes

Tuesday, November 12, 2024

7:07 PM Call to Order/Welcome – Chris Hoelter

7:08 PM Opening Prayer – Pastor Hoelter

7:10 PM Attendance

Present: Chris Hoelter, Elaine Von Wald, PR Hoelter, Jim Riedl, Chuck Kunert, Marsha Wolfe, Suzanne Frank, Amity Cunningham - **Absent** (excused) Ruth Gray, Edgar Burgos, PR Ru Ek Yah.

Approval of September 10th, 2024 Meeting Minutes

Motion to accept Sept Minutes - Suzanne Frank, 2nd Chuck Kunert - Approved.

7:15 PM Board/Officer Roundtable:

Board of Education Report – TLCS & TELC (Suzanne Frank/Marsha Wolfe) - See written report. Update 52 Students.

Action Item: Motion to increase the Substitute Teacher pay to \$200 per day by Suzanne Frank, 2nd by Jim Riedl - Motion Approved.

Board of Finance and Properties Report (Chuck Kunert/Ruth Gray) –

Finance included in Treasurer's report.

Property:

- a. Still waiting for the release of the OEM funds so we can begin to implement the \$150,000 security grant. The delay is due to development of new forms that must be filled out. Expect these very soon. A 5 person Security Grant Task Force has been formed to prioritize activities and oversee the expenditure of funds.
- b. Action item: We request Church Council discuss and approve the recommendation of the board to continue to attempt to develop the Latino property into affordable housing.
- c. Action item: Church Council should discuss and determine an approach to funding the pending deficit as well as the major repairs required in the near future to the buildings.
- d. Action item: Church Council should discuss and approve some form of the Memorandum of Understanding with Cully Neighborhood Farm (see below). Should there be some contribution from CNF to Trinity for continued use of the property? Items highlighted in yellow below may be considered but require input from the school and early learning center.
- e. In the process of completing the annual evaluation of the business manager.

Board of Ministry and Outreach Report (Jim Riedl/Pastor Ek Yah/Pastor Hoelter)- See Written report.

Pastor's Report (Pastor Ru / Pastor Hoelter)- Holiday schedules are set for Services for Thanksgiving through Advent/Christmas Including a Christmas Day Service this year.

Treasurer's Report (Elaine Von Wald) - The budget was updated for tuition and fees billed as of the end of 9/30/2024 as well as several adjustments based on the actual fiscal year end 6/30/2024 operating results (preliminary budget projected through the year end). School tuition last reported on the enrollment tracker was 54 fully enrolled with 3 moving in October for 52 students. This is significantly below the school breakeven level of enrollment. The special gifts received at year end and during the summer were drawn down significantly to apply to 2024/2025 scholarships and the school operations deficit to date. Scheduling and planning for this year's Advance the Potential Fundraiser is critical to providing the necessary funding of approximately \$145,500 of the school deficit (church income without a new pastor will need to cover the remainder).

Attached are the following 9/30/2024 financial reports:

- TLC&S P & L with quarter with full year updated budget.
- Balance sheet at 9/30/2024.
- P & L by Ministry at 9/30/2024

Subsequent to the 9/30/2024 financial reports, a special gift to the Property & Capital Improvements fund of \$50,000 was received and deposited on October 25, 2024. Need further encouragement to the congregation for funding the properties project list.

President's Report (Chris Hoelter) - See written report

8:15 PM Board Action Items

- A. A motion to reactivate Pastor Call Committee to seek a head Pastor for Trinity was made by the Ministry and Outreach Board and 2nd by Chuck Kunert. After discussion the motion was amended to say, Motion to reactivate the Call Committee with the recommendation to seek the services of an Intentional Interim Minister. Amendment 2nd by Suzanne Frank - amendment adopted. Motion Approved.

- B. Action item: The Finance and Properties Board made a motion for the Church Council to approve the recommendation of the Board to continue to attempt to develop the Latino property (lot 300) into affordable housing in partnership with Edlen & Co. , 2nd by Elaine Von Wald - Motion Approved
- C. Action item: The Finance and Properties Board made a motion to direct the President of the congregation to form a task force to discuss and attempt to solve the problem of long term financial stability of Trinity. 2nd by Elaine Von Wald - Approved.
- D. Action item: Finance and Properties Board made a motion for Church Council to approve some form of the Memorandum of Understanding with Cully Neighborhood Farm to consider requiring a garden education component with the school and early learning center. 2nd Jim Riedl - Approved
- E. Action Item: Motion from Treasurer to approve the updated 24/25 budget. - 2nd Chuck Kunert - Approved.

9:15 PM Announcements

Next Council Meeting – January 14th

Voter’s meeting will be February 23rd 2025

9: 17 PM Closing Prayer – Chris Hoelter

9: 18 Adjournment

Respectfully submitted,
Amity Cunningham

**Trinity Lutheran Christian School Board Reports
Tuesday, January 14, 2025**

January 2025 Principal’s Report

January Monthly focus: Initiative Philippians 3:14 “I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

Current Student Enrollment:

Enrollment for the 2024-2025 school year: 51 Students

New Enrollment

- I have toured 2 families 2025-2026 enrollment
- One family with 2 boys, 3rd and 6th gr.
- One family with 1 boy 6th gr.

News for January 19-January 30

- Winter MAP Testing January 13-17
- Monday, January 20 MLK Day No School
- Friday, January 24 Teacher Work Day

National Lutheran Schools Week Sunday-Friday

January 26-30

Theme Dress Week:

Mon: Sports Gear

Tue: Twin Day

Wed: 80's Day

Thurs: Crazy Hair

Fri: Tiger Gear

Sunday, Jan 26 Handbells perform for 8:30 service at Trinity

Scholastic Book Fair Happening all week in the Library

Monday, January 27 OMSI Assembly 10:00 am "Altered States"

Wednesday, January 29 Grandparents/Special Friends Day

Music Performance for Chapel 8:30-9:00

PTO will be serving lunch to the whole school in the gym

Trinity Lutheran Christian School

Board of Education Minutes

January 9, 2025

In Attendance: Suzanne Frank, Marsha Wolfe, Allison Hoelter, Judy LeBrun, Paul Brandt, Pat Kunert. Absent: Deb Thompson

The meeting opened at 12:35pm.

Suzanne's devotion was based on the Psalms reminding us that God redeemed His people. He blesses, guards and defends us on a daily basis. Because of that, we are to have no fear and share His love with others.

The December 12, 2024 minutes were approved as written.

Administrator's Report:

In addition to the written report given to board members, the additional information below will be filed as part of these minutes:

*Marsha shared with us information about "squid games" that children are seeing on social media. She has emailed information to all Trinity families to be aware of what their children are viewing on social media.

*On Friday, January 24th, teachers have a work day. Marsha will be meeting with each teacher on that day to go over their yearly goals.

TELC Report:

There were no additions to this report. The TELC Board will be meeting next Tuesday and Paul will email us with any updates, especially to the cost of offering health insurance to the TELC employees.

PTO Report:

In addition to the written report given to board members, the additional information below will be files as part of these minutes:

- *The PTO will serve a lunch on Grandparent's/Special Friend's Day, Wednesday, January 29th.
- *Allison and Suzanne will work with Ruth to get a final amount raised at the spaghetti feed.
- *PTO Board was meeting after our board meeting today, so any new information will be sent to all of us by Allison.

Marketing Report:

This was an oral report given by Judy LeBrun. The committee approved the changes for the new sign and will present at church council meeting next week. If all approved, the process will begin. Also, Suzanne asked that the committee look at a flyer to be sent out for the spring Open House and other ways to get the information out about the event.

Old Business:

- *Pat received some information about a salary scale for the counselor position. Jim Scriven from the district office is reaching out to schools across the U.S and will let Pat know their responses. This will then be passes on to board members and discussed at our February meeting.
- *Suzanne informed us that there was no sexual abuse policy in our handbook, so the one the board approved will be put in the appropriate handbooks. All board members signed the policy. Faculty, staff, parents and students will also sign it.
- *Community garden curriculum will be discussed at the next faculty meeting.

New Business:

- *Kindergarten Roundup will be held Thursday, February 27th. A proposed schedule for that night was approved.
- *It was decided that registration for the 2025-2026 school year will start the week of March 10th.
- *Marsha will work with the faculty on setting a date before March 10th for "Moving Up Day." A tentative date of March 6th has been set for an all school informational parent meeting.
- *BOE Faculty Support sheet was given out. We have all been assigned our teacher for each month left in this school year.
- *BOE will provide snacks, etc for Sunday, January 26th which is the beginning of National Lutheran School's Week. Suzanne will email us, so we can sign up.
- *Our next meeting is going to be Thursday, February 6th instead of the 13th due to LEST. The time remains at 12:30pm.
- *Advance the Potential has been moved to the spring.

The Board members voted to go into Executive Session. Minutes will be taken, but will not be filed with these minutes.

Respectfully Submitted,
Pat Kunert, Secretary

**Board of Finance and Properties Report
January 14, 2025**

1. The board meeting was held virtually on January 9. Elaine submitted her report which will come as a separate report to the Council.
2. **Properties report:** The following items have been accomplished since our last meeting:
 - a. A larger capacity instant-on hot water heater has been installed in the Fellowship Hall sink and has greatly improved the flow of water at the tap.
 - b. Ceiling boards have been installed in the area of the gym entrance where the sky lights were removed.
 - c. The bay laurel tree that kids were climbing to access the roof of the building was cut down.
 - d. A congregational work day removed lots of leaves from the front lawn in one morning, saving the lawn and my back. ;)
 - e. Broken windows in the clerestory above the sanctuary and in the gym have been replaced.
 - f. Scoreboard controller and the cards that communicate with the controller have been replaced in both scoreboards.
 - g. Drain under the dishwasher was adjusted so that it will retain less crud and the staff have been trained in how to properly use the dishwasher so that it does not plug up the drain.
 - h. Emergency light fixture in the south hallway was burned out and replaced with an LED fixture (all the others are fluorescent).
 - i. Larger yard tools are undergoing routine maintenance (mowers, power washer, hedge trimmer, chain saw, blower, edger).
 - j. Arbor vitae along the east side of the sanctuary were trimmed up per the request of Portland Police.

Things that we still need to address:

- a. repairing/replacing the roof
- b. sealing parking lot and repairing sunken grades
- c. replacing missing or damaged curbing
- d. replacing damaged soffit under gutters and near downspouts
- e. routine maintenance of trees (One of our TELC parents runs Urban Forestry Pros and have graciously cared for our trees free of charge for the past couple of years. He came

out and assessed our trees this past week and will be sending crews out to take care of many issues).

3. Security Grant update: The first step in implementation of the grant is to get permission from the Oregon Emergency Management Department. We have submitted the Environmental and Historic Preservation documentation that is required to prove our efforts will not disturb the environment or impact an historic building, but I have not heard back as to when the funds will be released. We have formed a task force that will actually guide the spending.

4. Latino Property: The Council approved our resolution to continue our attempts to gain the necessary funding to develop the property for affordable housing. Proposals are due in March and results in July. If we are unsuccessful, we will discuss the possibility of selling the property outright.

5. FOR DISCUSSION AT COUNCIL: The arborist is recommending the removal of the five Arbor vitae that were trimmed up earlier this fall that are up against the southeast corner of the sanctuary. They would be replaced with shrubs that would be a better fit for that space. We are asking the Council's opinion.

**Board of Ministry and Outreach Report
January 14, 2025**

Reports:

Pastor Mark:

- This Sunday will be Jim Thompson's final Sunday to play Organ for Trinity services as he is moving to Colorado.
- There has been a request for an informational class concerning Lutheran theology. Pastor is working on details for holding this class.
- Mark will take a vacation beginning Monday, Feb, 3rd. He will be gone two Sundays.

Lay Ministers:

- Mark Duin reported via email that:
- Campbells have started their Arizona stay, highlighting the need for additional Lay Ministers on the committee.
- Nominations for new committee members will be discussed at the next meeting (Jan. 28th).
- Care Group assignments have been updated over the past year to include newer members/regular attendees, but need to be re-done to reflect current active committee.
- January meeting will focus on review of Lay Minister duties/priorities:
 - Communion support, guidance for visitors, greeting visitor focus, Care Group contact and communication.

Marketing Committee:

- Judy LeBrun said the approval of the new sign on the front lawn will go before the Church Council tomorrow evening. It will be taller, easier to read and cleaner design than the present sign. Excited for the possibilities.

Sunday School, Adult Bible Class, Youth Program:

- Sunday School continues to grow with children loving to go to class. Bringing parents to church with them. Put on Christmas pageant with singing the Sunday before Christmas Day.
- Adult Bible class is two weeks into a new course: “Prayer, does it really make a difference”, a video-based course with Philip Yancy.
- Friday evening Bible study/Basketball for youth continues led by Steven Burgos. At the same time a Spanish prayer group meets in the Sanctuary, attended by 15-18 people. This group is led by Edgar Burgos.

Call Committee:

Committee Chair, Chris Hoelter, has made contact in pursuing the possibility of an Intentional Interim Pastor. Pastor Craig Schultz of Palmer, Alaska will be available for an interim position in the near future. Chris is arranging an interview with him and the Call Committee. The details sound complicated but the committee will look into the possibilities.

Old Business:

Thanksgiving Boxes Neighborhood Project: Sixty food boxes were assembled and distributed to sixty neighborhood families. This project was organized by Jill Gaylord who purchased products for the boxes, recruited volunteers to assemble the boxes, including help from upper grade Trinity students and oversaw the packing of the boxes. Distribution of the boxes was headed up by Anglelica Ek Juarez with the help of volunteers she recruited. The project was funded by gifts from congregation members and Thrivent Community Impact Cards.

Christmas Gifts Neighborhood Project: Gifts for 100 children and \$20 gift certificates for 50 teenagers were given out at this year’s Christmas Gifts project. Toys were provided from KGB TV. Congregation members financial support through donations accounted for the monetary gifts. Fred Kramer saw to it that the project was carried out smoothly and Angelica and her crew did the distributing of the gifts. This project made Christmas a bit more joyful for these many families with connection to Trinity and in our community.

New Business:

Trinity’s Mission: Pastor Mark led a board discussion on the need to focus on exactly what the mission of Trinity is in the future. We have always had a strong ministry of our school and now have a Spanish ministry established over 20 years ago. As our immediate neighborhood has changed, we have many opportunities for community ministry. Finances have been an ongoing challenge. We are seeking a pastor and need to establish a salary package for Assistant Pastor Ruberto Ek Yah. Pastor Mark Linnemann is available for consultation in this area of vision for our future ministry. The M & O Board feels that this visit with him and all Trinity leadership should take place.

School Request for special Open House Sunday, April 6th: The school, through the Board of Education, has requested that Sunday, April 6th, be set aside as an Open House Sunday for interested parents of potential students for the coming school year. It would also be an invitation for residents in our community to visit our church. Consequently, there will be one morning service at 10:00 with special music and video presentation from the school. Light refreshments will be served following the service and tours of the school facilities will be led by TLCS students. At this point, the 1:00 Spanish service is still planned to take place.

Next Four Months:

- 1/14 Church Council Mtg.
- 1/26 National Lutheran Schools Week begins
- LENT Begins
- 3/5 Ash Wednesday: Bilingual Service @ 6:30 pm.
Lenten mid-week services: 3/12, 3/19, 3/26, 4/2, 4/9,
6:30 pm. service, soup suppers @ 5:30 pm.
- 4/13 Palm Sunday – Regular Sunday service schedule
- 4/17 Maundy Thursday: Service 6:30 pm.
- 4/18 Good Friday: Service 6:30 pm.
- 4/20 Easter Sunday: Services @ 8:30, 11:00, 1:00 (Spanish),
9:30 am. Breakfast, Sunday School Easter Egg Hunt– No Adult Bible Class
12:00 Noon – Community Easter Egg Hunt on the field

Respectfully Submitted,
Jim Riedl, M & O Board Chairman

Treasurer’s Report Church Council Meeting ~ January 14, 2025

**Key Financial Information
For the Six Month Ended 12/31/2024**

Trinity Lutheran Church and School:

| Key Financial Balances at 12/31/2024 | |
|---|----------------|
| Cash in Checking | 121,836.41 |
| Cash in Savings | 142,444.85 |
| Due from TELC | 14,592.41 |
| Endowment Fund | 2,768,535.75 |
| Mortgage Balance | (1,261,185.60) |
| Accounts Payable | (8,832.30) |
| Clearing Accounts - Designated funds including Property & Capital Improvement | (152,227.88) |

- Church Income year to date is \$80,022.19 primarily due to no pastor salary and less expenses for Ruberto’s ministry. Note: Funds for assistance to the family are now

transferred to Lutheran Latino Ministries from Good Samaritan Funds.

- School Loss year to date is \$(101,480.86) before applying Trinity Funds to school operations. \$41,061.63 was transferred in the first quarter with no additional funding in the second quarter.
- Offering income is much closer to the budgeted 10% increase target compared to the first quarter.
- Scholarship Endowment funds due for the prior year plus a portion of the current year were received, in November and December, in the amount of \$140,000.
- The Property & Capital Improvements fund received an additional \$50,000 in October. The balance of the fund after expenditures is \$78,990.97 at 12/31/2024. The recommendation is to solicit pledges for the Roof & other major projects.

Chuck Kunert indicated at a prior meeting that he would check with the LCEF representative about possibly borrowing if funds cannot be raised for the major projects.

- Payroll Tax Expense is \$7,302.19 higher than budget year to date. This includes a prior year portion resulting from ADP reporting errors. Ruth has changed payroll services effective 1/1/2025.

TELC:

- Year to date income at 12/31/2024 is \$34,138.04. Of this year to date amount, \$29,910.56 was earned in the first quarter with much of the extra income from the summer camps. Subsequent quarters are expected to report smaller income. The full year budget projected a loss of \$(2,672.00).

Respectfully submitted,

Elaine Von Wald, Treasurer

Presidents Report

Marketing Task Force

The Marketing Task Force has received a final sign proposal from Vancouver Sign. The current design is priced at \$26,805.14. The full proposal is included in the meeting agenda appendix. The Marketing Task Force is seeking the Church Councils approval of the new sign and approval to fund the project from our PLACE Foundation disbursement as a school capital improvement.



Call Committee Update

As requested by the Church Council, the call committee met after the November meeting and discussed the calling of an Intentional Interim Minister. The call committee first attempted to contact Pastor Paul Linnemann about his potential interest in an Intentional Interim role. He communicated that his current plans are to find a role that would take him to a warmer climate. It is not likely he will be able to take this type of role at Trinity. He was open to spending time with Trinity leadership and have discussions about Trinity's mission and ministry.

Earlier this month we contacted the Interim Ministry Coordinator for the NW District – Pastor David Reinke. Pastor Reinke was able to inform us that there is an Interim Minister that will be available in the next couple months. Pastor Craig Schultz is in the last couple months of a n Interim role at a church in Palmer, Alaska. The call committee is currently working on scheduling a time to talk with Pastor Schultz. The logistics of this call could be difficult. He plans to maintain his residence in Palmer and travel weekly to Portland. In his contract we would need to determine an appropriate salary (it usually is recommended to be inline with that we were paying our prior full time pastor) and then we would need to figure out reimbursement for travel expenses and help with housing arrangements.

TRINITY LUTHERAN CHURCH AND SCHOOL

Balance Sheet

As of December 31, 2024

01/10/25

| | <u>Dec 31, 24</u> | <u>Dec 31, 23</u> |
|---|----------------------------|----------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 103 · Cash _ Umpqua Bank | 121,836.41 | 3,310.00 |
| 112 · SAVINGS ACCOUNT UMPQUA | 142,444.85 | 72,821.86 |
| Total Checking/Savings | <u>264,281.26</u> | <u>76,131.86</u> |
| Accounts Receivable | | |
| 120 · Acnts Receivable Tuition & Fees | | |
| 120.1 · Allowance for Uncollectible | -9,345.00 | -9,345.00 |
| 120 · Acnts Receivable Tuition & Fees - Other | 140,139.32 | 123,577.21 |
| Total 120 · Acnts Receivable Tuition & Fees | <u>130,794.32</u> | <u>114,232.21</u> |
| 123 · A/R Registration | 10,189.00 | 10,189.00 |
| 127 · Trinity Early Learning Center | 14,592.41 | 51,741.01 |
| Total Accounts Receivable | <u>155,575.73</u> | <u>176,162.22</u> |
| Other Current Assets | | |
| 126 · Accounts Receivable - Tuition | | |
| 126.1 · AR Endowment Scholarship funds | 87,000.00 | 107,000.00 |
| Total 126 · Accounts Receivable - Tuition | <u>87,000.00</u> | <u>107,000.00</u> |
| Total Other Current Assets | <u>87,000.00</u> | <u>107,000.00</u> |
| Total Current Assets | <u>506,856.99</u> | <u>359,294.08</u> |
| Fixed Assets | | |
| 200 · Furniture & Fixtures | | |
| 201 · Equipment | 13,666.48 | 13,666.48 |
| 200 · Furniture & Fixtures - Other | 119.99 | 119.99 |
| Total 200 · Furniture & Fixtures | <u>13,786.47</u> | <u>13,786.47</u> |
| 205 · Buildings | 646,619.19 | 646,619.19 |
| 206 · Shield House Property | 221,842.25 | 221,842.25 |
| 207 · Land | 65,000.00 | 65,000.00 |
| 208 · Improvements | | |
| 212 · TELC Building Improvements | -1,000.00 | -1,000.00 |
| 208 · Improvements - Other | 761,992.70 | 761,992.70 |
| Total 208 · Improvements | <u>760,992.70</u> | <u>760,992.70</u> |
| 210 · Land Improvements for Sale | 85,765.90 | 85,765.90 |
| Total Fixed Assets | <u>1,794,006.51</u> | <u>1,794,006.51</u> |
| Other Assets | | |
| Investments -- LCEF Youth | 7,039.19 | 5,758.11 |
| 275 · Restricted Invest Schol Endow | 2,768,535.75 | 2,393,154.57 |
| Total Other Assets | <u>2,775,574.94</u> | <u>2,398,912.68</u> |
| TOTAL ASSETS | <u><u>5,076,438.44</u></u> | <u><u>4,552,213.27</u></u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 301 · Accounts Payable | 8,832.30 | 8,620.22 |
| Total Accounts Payable | <u>8,832.30</u> | <u>8,620.22</u> |

TRINITY LUTHERAN CHURCH AND SCHOOL

Balance Sheet

As of December 31, 2024

01/10/25

| | Dec 31, 24 | Dec 31, 23 |
|--|--------------|--------------|
| Other Current Liabilities | | |
| 304 · Clearing Accounts | | |
| 304.04 · Property & Capital Improvements | 79,843.47 | 44,328.32 |
| 304.06 · Misc. Charity Clearing | 47.04 | 47.04 |
| 304.07 · Alumni Clearing Account | 363.00 | 0.00 |
| 304.10 · Good Samaritan Fund | 3,944.47 | 7,257.47 |
| 304.13 · Staff Christmas Gift | 35.00 | 220.00 |
| 304.27 · Sunday School Offering | 275.00 | 275.00 |
| 304.40 · LCEF Grant - Ministry Outreach | 13,364.27 | 13,563.27 |
| 304.5 · Technology Fund Balance | 25,232.83 | 23,943.25 |
| 304.8 · Designated Pastor Moving Expense | 4,622.00 | 0.00 |
| 305.01 · Field Trips | -1,225.50 | -756.00 |
| 305.02 · Chapel | 8.44 | 55.45 |
| 305.03 · Clearing Miscellaneous | 0.00 | 5.00 |
| 305.06 · PE Uniforms | -145.32 | -36.77 |
| 305.07 · Security Background Check | -5.00 | 20.00 |
| 305.08 · T.O.D.S. | 3,101.44 | 3,101.44 |
| 305.09 · Band/Music/Choir | 21.77 | 0.45 |
| 305.10 · 8th Grade Fundraising | | |
| 305.106 · class of 2024 | 68.58 | 68.58 |
| 305.107 · class of 2025 | 22.86 | 22.86 |
| 305.108 · class of 2026 | 68.56 | 68.56 |
| Total 305.10 · 8th Grade Fundraising | 160.00 | 160.00 |
| 305.11 · Student Council | 328.64 | 161.65 |
| 305.12 · Operetta/Musicals/Drama | 2,497.49 | 2,497.49 |
| 305.13 · Yearbook | 82.00 | 1,000.00 |
| 305.14 · School Library Donations | 1,408.70 | 1,484.74 |
| 430 · Fund Bal H.S. Youth | 7,039.19 | 5,758.11 |
| Total 304 · Clearing Accounts | 140,998.93 | 103,085.91 |
| 304.12 · Food Basket Gift Clearing | 2,096.65 | 0.00 |
| 308 · Due to Endowment Fund - School | 300.00 | 0.00 |
| 310.1 · Unearned Tuition | 220,797.70 | 205,000.00 |
| Total Other Current Liabilities | 364,193.28 | 308,085.91 |
| Total Current Liabilities | 373,025.58 | 316,706.13 |
| Long Term Liabilities | | |
| 352 · Mortgage Payable - Combined | 1,261,185.60 | 1,282,285.07 |
| Total Long Term Liabilities | 1,261,185.60 | 1,282,285.07 |
| Total Liabilities | 1,634,211.18 | 1,598,991.20 |
| Equity | | |
| 400 · Fund Bal - Church Gen'l Fund | -793,168.21 | -792,470.18 |
| 400.3 · Fund Bal-Mortgage PaydownOffset | 428,666.97 | 407,567.50 |
| 408 · Fund Balance - Memorial Fund | | |
| 408.7 · Matkevich Memorial | | |
| 408.73 · Matkevich-Dorcas-Altar Guild | 363.33 | 363.33 |
| Total 408.7 · Matkevich Memorial | 363.33 | 363.33 |
| 8531 · Frances Lohmann Memorial | | |
| 8531.1 · Frances Lohmann Bequest | 83,251.08 | 83,251.08 |
| 8531 · Frances Lohmann Memorial - Other | -83,251.08 | -83,251.08 |
| Total 8531 · Frances Lohmann Memorial | 0.00 | 0.00 |
| 8542 · Miriam Hoelter Memorial | 2,990.72 | 2,990.72 |
| Total 408 · Fund Balance - Memorial Fund | 3,354.05 | 3,354.05 |

TRINITY LUTHERAN CHURCH AND SCHOOL

Balance Sheet

As of December 31, 2024

01/10/25

| | <u>Dec 31, 24</u> | <u>Dec 31, 23</u> |
|---|----------------------------|----------------------------|
| 410 · Scholarship Endow Fd-Restricted | | |
| 410.10 · Portland Lutheran Fund Endowmen | 835,574.36 | 722,280.19 |
| 410.2 · Fund Balance -- Elsasser Fund | 96,648.07 | 83,543.73 |
| 410.3 · Fund Bal--TLS Scholarship Fund | 695,866.13 | 601,514.78 |
| 410.4 · Fund Ba-- Kuhnau Scholarship Fd | 289,944.20 | 250,631.16 |
| 410.5 · Lohman Scholarship Endow | 162,368.76 | 140,353.44 |
| 410.6 · Lohman Seminary Endowment | 69,586.61 | 60,151.47 |
| 410.7 · Buescher Scholarship Fund | 289,944.20 | 250,631.16 |
| 410.8 · McLaurin Scholarship Fund | 57,988.83 | 50,126.23 |
| 410.9 · Dressler Scholarship Endowment | 270,614.59 | 233,922.41 |
| Total 410 · Scholarship Endow Fd-Restricted | <u>2,768,535.75</u> | <u>2,393,154.57</u> |
| 417 · The Trinity Fund | | |
| 417.1 · Total Designated Gifts | | |
| 417.11 · Financial Aid Gifts | 5,459.33 | 0.00 |
| 417.13 · Trinity Fd for Latino Scholarsh | 6,000.00 | 0.00 |
| 417.14 · Shirley Jean Wagener Mucha Gift | 18,907.43 | 0.00 |
| 417.7 · Advance the Potential | 7,090.31 | 325.00 |
| 417.9 · Thrivent Choice Dollars | 180.00 | -325.00 |
| Total 417.1 · Total Designated Gifts | <u>37,637.07</u> | <u>0.00</u> |
| Total 417 · The Trinity Fund | 37,637.07 | 0.00 |
| 420 · Fund Balance- Property Fund | 964,897.42 | 964,897.42 |
| 422 · Furniture & Equipment Fund | 13,786.47 | 13,786.47 |
| Net Income | 18,517.74 | -37,067.76 |
| Total Equity | <u>3,442,227.26</u> | <u>2,953,222.07</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>5,076,438.44</u></u> | <u><u>4,552,213.27</u></u> |

TRINITY LUTHERAN CHURCH AND SCHOOL

Profit & Loss by Class

July through December 2024

| | Church | School | TELC UNBILLED | TOTAL |
|---|--------------------------|----------------------------|--------------------|----------------------------|
| Income | | | | |
| 1000 · Income Offering | | | | |
| 1010 · Envelope | | | | |
| 1011 · Regular | 122,840.19 | 0.00 | 0.00 | 122,840.19 |
| Total 1010 · Envelope | <u>122,840.19</u> | <u>0.00</u> | <u>0.00</u> | <u>122,840.19</u> |
| 1020 · Plate | | | | |
| 1021 · Regular | 8,800.25 | 0.00 | 0.00 | 8,800.25 |
| Total 1020 · Plate | <u>8,800.25</u> | <u>0.00</u> | <u>0.00</u> | <u>8,800.25</u> |
| Total 1000 · Income Offering | <u>131,640.44</u> | <u>0.00</u> | <u>0.00</u> | <u>131,640.44</u> |
| 1030 · Other Income | | | | |
| 1031 · Rental | 2,800.00 | 0.00 | 0.00 | 2,800.00 |
| 1040 · Interest | 4.19 | 0.98 | 0.00 | 5.17 |
| Total 1030 · Other Income | <u>2,804.19</u> | <u>0.98</u> | <u>0.00</u> | <u>2,805.17</u> |
| 1050 · Tuition & School Funding | | | | |
| 1052 · Tuition K-8 | 0.00 | 441,595.40 | 0.00 | 441,595.40 |
| Total 1050.00 · Gross Tuition | <u>0.00</u> | <u>441,595.40</u> | <u>0.00</u> | <u>441,595.40</u> |
| 1056 · TLS - Scholarship Income | | | | |
| 1056.2 · Endowment Scholarship Income | 0.00 | 120,000.00 | 0.00 | 120,000.00 |
| 1056.4 · Scholarships from Trinity Fund | 0.00 | 61,670.61 | 0.00 | 61,670.61 |
| 1056.5 · Latino Scholarship Tuition | 0.00 | 13,882.88 | 0.00 | 13,882.88 |
| Total 1056 · TLS - Scholarship Income | <u>0.00</u> | <u>195,553.49</u> | <u>0.00</u> | <u>195,553.49</u> |
| 1057 · Costs of Tuition | | | | |
| 1057.11 · FACTS Fees | 0.00 | 565.00 | 0.00 | 565.00 |
| 1057.13 · Financial Aid Awarded | 0.00 | (181,141.50) | 0.00 | (181,141.50) |
| 1057.17 · Discounts Allowed | 0.00 | (16,256.99) | 0.00 | (16,256.99) |
| Total 1057 · Costs of Tuition | <u>0.00</u> | <u>(196,833.49)</u> | <u>0.00</u> | <u>(196,833.49)</u> |
| 1058 · Registration Fees | | | | |
| 1058.1 · Reg Fees - Current Year | 0.00 | 9,250.00 | 0.00 | 9,250.00 |
| Total 1058 · Registration Fees | <u>0.00</u> | <u>9,250.00</u> | <u>0.00</u> | <u>9,250.00</u> |
| 1059 · Technology Fee Income/Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 1050 · Tuition & School Funding | <u>0.00</u> | <u>449,565.40</u> | <u>0.00</u> | <u>449,565.40</u> |
| 1060 · Tuition - Adjust for Unearn | | | | |
| 1060.1 · Less Unearned Tuition K-8 | 0.00 | (220,797.70) | 0.00 | (220,797.70) |
| Total 1060 · Tuition - Adjust for Unearn | <u>0.00</u> | <u>(220,797.70)</u> | <u>0.00</u> | <u>(220,797.70)</u> |
| Total Income | <u>134,444.63</u> | <u>228,768.68</u> | <u>0.00</u> | <u>363,213.31</u> |
| Cost of Tuition | | | | |
| 2000 · Salaries | | | | |
| 2001 · Church Payroll | | | | |
| 2027 · Hispanic Salary | 9,000.00 | 0.00 | 0.00 | 9,000.00 |
| 2040 · Church Music & Choir Payroll | | | | |
| 2040.0 · 2nd & 3rd service music | 2,004.00 | 0.00 | 0.00 | 2,004.00 |
| 2040.1 · organ/choir - church | 5,619.84 | 0.00 | 0.00 | 5,619.84 |
| Total 2040 · Church Music & Choir Payroll | <u>7,623.84</u> | <u>0.00</u> | <u>0.00</u> | <u>7,623.84</u> |
| Total 2001 · Church Payroll | <u>16,623.84</u> | <u>0.00</u> | <u>0.00</u> | <u>16,623.84</u> |
| 2002 · School Salaries | | | | |
| 2026 · Principal Payroll | 0.00 | 38,609.40 | 0.00 | 38,609.40 |
| 2030 · Faculty Salary | 0.00 | 137,954.76 | 0.00 | 137,954.76 |
| 2030.2 · TELC Payroll | 0.00 | 0.00 | 0.00 | 0.00 |
| 2030.3 · Payroll - Art/Music/Garden | 0.00 | 11,203.59 | 0.00 | 11,203.59 |
| 2035.1 · Athletic Director Stipend | 0.00 | 400.00 | 0.00 | 400.00 |
| 2038 · Substitute Teachers payroll | 0.00 | 160.00 | 0.00 | 160.00 |
| Total 2002 · School Salaries | <u>0.00</u> | <u>188,327.75</u> | <u>0.00</u> | <u>188,327.75</u> |
| 2045 · Admin Assistants | 5,443.40 | 0.00 | 0.00 | 5,443.40 |
| 2050 · Business Manager Payroll | 3,669.48 | 9,199.80 | 0.00 | 12,869.28 |
| 2064 · Employee Benefits | | | | |
| 2065 · Health Benefits | 237.00 | 18,848.72 | 0.00 | 19,085.72 |

TRINITY LUTHERAN CHURCH AND SCHOOL

Profit & Loss by Class

July through December 2024

| | Church | School | TELC UNBILLED | TOTAL |
|---|-------------------|--------------------|------------------|-------------------|
| 2066 · Disability Benefits | 147.36 | 3,355.14 | 0.00 | 3,502.50 |
| 2070 · Retirement Benefits | 570.00 | 18,497.64 | 0.00 | 19,067.64 |
| Total 2064 · Employee Benefits | 954.36 | 40,701.50 | 0.00 | 41,655.86 |
| 2075 · Employer Payroll Taxes | | | | |
| 2076 · Oregon Assessment | 0.00 | 2,151.06 | 0.00 | 2,151.06 |
| 2077 · FIT and SS | 0.00 | 14,657.68 | 0.00 | 14,657.68 |
| 2078 · Medicare | 0.00 | 3,428.01 | 0.00 | 3,428.01 |
| 2080 · Worker's Compensation Ins | 219.02 | 3,190.89 | 0.00 | 3,409.91 |
| 2081 · State Unemployment | 481.45 | 4,500.74 | 0.00 | 4,982.19 |
| 2086 · Oregon State Family Plan | 0.00 | 2,303.52 | 0.00 | 2,303.52 |
| Total 2075 · Employer Payroll Taxes | 700.47 | 30,231.90 | 0.00 | 30,932.37 |
| Total 2000 · Salaries | 27,391.55 | 268,460.95 | 0.00 | 295,852.50 |
| 2500 · TELC Expenses Unbilled | | | | |
| 2500.2 · TELC Progr Dev & Training | 0.00 | 0.00 | (425.28) | (425.28) |
| Total 2500 · TELC Expenses Unbilled | 0.00 | 0.00 | (407.81) | (407.81) |
| 2505 · TELC Utilities Unbilled | | | | |
| 2505.3 · Water & Sewage | 0.00 | 0.00 | 86.68 | 86.68 |
| Total 2505 · TELC Utilities | 0.00 | 0.00 | 86.68 | 86.68 |
| 3100 · School Administration - Expense | | | | |
| 3118 · School Expense | 0.00 | 2,344.00 | 0.00 | 2,344.00 |
| Total 3100 · School Administration - Expense | 0.00 | 2,344.00 | 0.00 | 2,344.00 |
| 3150 · Marketing and Development | | | | |
| 3151 · Marketing | | | | |
| 3151.4 · Marketing Misc expenses | 156.00 | 312.00 | 0.00 | 468.00 |
| 3153 · Website Design & Maint | 76.50 | 165.75 | 0.00 | 242.25 |
| Total 3151 · Marketing | 232.50 | 477.75 | 0.00 | 710.25 |
| Total 3150 · Marketing and Development | 232.50 | 477.75 | 0.00 | 710.25 |
| 3154 · Development | | | | |
| 3154.3 · Credit Card Donation/Software | 2,000.76 | 0.00 | 0.00 | 2,000.76 |
| Total 3154 · Development | 2,000.76 | 0.00 | 0.00 | 2,000.76 |
| 3200 · School Operating Expenses | | | | |
| 3203 · Assemblies | 0.00 | 76.00 | 0.00 | 76.00 |
| 3205 · Accreditation | 0.00 | 750.00 | 0.00 | 750.00 |
| 3206 · Athletics | 0.00 | 108.88 | 0.00 | 108.88 |
| 3208 · Curriculum | 0.00 | 7,827.12 | 0.00 | 7,827.12 |
| 3218 · LEST | 0.00 | (5,560.00) | 0.00 | (5,560.00) |
| 3220 · Library | 0.00 | (9.00) | 0.00 | (9.00) |
| 3234 · Subscriptions | 0.00 | 84.00 | 0.00 | 84.00 |
| 3236 · Classroom Supplies | 0.00 | 237.11 | 0.00 | 237.11 |
| Total 3200 · School Operating Expenses | 0.00 | 3,514.11 | 0.00 | 3,514.11 |
| Total Costs of Tuition | 29,624.81 | 274,796.81 | (321.13) | 304,100.49 |
| Gross Profit | 104,819.82 | (46,028.13) | 321.13 | 59,112.82 |
| Expense | | | | |
| 4000 · Office & Administration Expense | | | | |
| 4200 · Office and Admin Expense | | | | |
| 4210 · Office Supplies & Expense | 475.28 | 970.07 | 0.00 | 1,445.35 |
| 4215 · Copy Expense | 1,937.22 | 3,967.38 | 0.00 | 5,904.60 |
| 4217 · Computer | | | | |
| 4217.1 · Computer Tech Support | 519.38 | 808.80 | 0.00 | 1,328.18 |
| Total 4217 · Computer | 519.38 | 808.80 | 0.00 | 1,328.18 |
| 4220 · Postage | 3.00 | 270.40 | 0.00 | 273.40 |
| 4240 · Bank Fees | 7.78 | 257.35 | 0.00 | 265.13 |
| 4245 · Licenses & Fees | 860.16 | 2,788.34 | 0.00 | 3,648.50 |
| 4250 · Payroll Processing Expense | 325.13 | 1,232.26 | 0.00 | 1,557.39 |
| Total 4000 · Office & Administration Expense | 4,127.95 | 10,294.60 | 0.00 | 14,422.55 |
| 4300 · Lay Ministry | | | | |

TRINITY LUTHERAN CHURCH AND SCHOOL

Profit & Loss by Class

July through December 2024

| | Church | School | TELC UNBILLED | TOTAL |
|--|------------------|---------------------|-------------------|--------------------|
| 4330 · Subscriptions | 709.67 | 0.00 | 0.00 | 709.67 |
| 4360 · Small Group Ministry | 13.49 | 0.00 | 0.00 | 13.49 |
| Total 4300 · Lay Ministry | 723.16 | 0.00 | 0.00 | 723.16 |
| 4400 · Worship | | | | |
| 4410 · Altar Supplies | 573.14 | 0.00 | 0.00 | 573.14 |
| 4430 · Guest Music | 550.00 | 0.00 | 0.00 | 550.00 |
| 4440 · Piano - Organ Maintenance | 195.00 | 0.00 | 0.00 | 195.00 |
| Total 4400 · Worship | 1,318.14 | 0.00 | 0.00 | 1,318.14 |
| 4500 · Education and Youth | | | | |
| 4530 · NYG event | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| Total 4500 · Education and Youth | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| 4700 · Church Committees | | | | |
| 4710 · Fellowship | 9.52 | 0.00 | 0.00 | 9.52 |
| Total 4700 · Church Committees | 9.52 | 0.00 | 0.00 | 9.52 |
| 4800 · Misc Ministries | | | | |
| 4820 · Expenses | (1,533.19) | 0.00 | 0.00 | (1,533.19) |
| Total 4800 · Misc Ministries | (1,533.19) | 0.00 | 0.00 | (1,533.19) |
| 4900 · Facilities | | | | |
| 4910 · Cleaning/Janitorial | 1,601.28 | 5,994.21 | 0.00 | 7,595.49 |
| 4920 · Utilities | | | | |
| 4921 · Electricity | 274.52 | 2,929.78 | 0.00 | 3,204.30 |
| 4922 · Oil & Gas | 686.87 | 1,866.98 | 0.00 | 2,553.85 |
| 4923 · Water | 1,088.04 | 4,023.17 | 0.00 | 5,111.21 |
| 4924 · Telephone & Internet | 360.66 | 1,931.01 | 0.00 | 2,291.67 |
| 4925 · Garbage/Recycling | 266.71 | 821.79 | 0.00 | 1,088.50 |
| Total 4920 · Utilities | 2,676.80 | 11,572.73 | 0.00 | 14,249.53 |
| 4970 · Insurance | 1,231.50 | 6,280.00 | 0.00 | 7,511.50 |
| 4990 · Repairs & Maintenance | | | | |
| 4991 · R & M General | | | | |
| 4980 · Janitorial Supplies | 306.77 | 1,000.35 | 0.00 | 1,307.12 |
| 4991.2 · Security Grant Expenses | 937.50 | 1,406.25 | 1,406.25 | 3,750.00 |
| 4991 · R & M General - Other | 212.69 | 396.13 | 0.00 | 608.82 |
| Total 4991 · R & M General | 1,456.96 | 2,802.73 | 1,406.25 | 5,665.94 |
| 4993 · R & M Carpet Cleaning | 13.12 | 7.95 | 0.00 | 21.07 |
| 4994 · R & M Plumbing & HVAC | 518.69 | 2,133.00 | 0.00 | 2,651.69 |
| 4998 · Outdoor Maintenance | 172.08 | 238.64 | 0.00 | 410.72 |
| 4999 · Paints | 0.00 | 122.79 | 0.00 | 122.79 |
| Total 4990 · Repairs & Maintenance | 2,160.85 | 5,305.11 | 1,406.25 | 8,872.21 |
| Total 4900 · Facilities | 7,670.43 | 29,152.05 | 1,406.25 | 38,228.73 |
| 5000 · Debt Service | | | | |
| 5010 · Mortgage Payment - Total | 10,681.62 | 16,006.08 | 0.00 | 26,687.70 |
| 5020 · TELC Debt Service | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 5000 · Debt Service | 10,681.62 | 16,006.08 | 0.00 | 26,687.70 |
| 7000 · Missions | | | | |
| 7010 · NWD LCMS | 600.00 | 0.00 | 0.00 | 600.00 |
| Total 7000 · Missions | 600.00 | 0.00 | 0.00 | 600.00 |
| Total Expense | 24,797.63 | 55,452.73 | 1,406.25 | 81,656.61 |
| Net Ordinary Income | 80,022.19 | (101,480.86) | (1,085.12) | (22,543.79) |
| Other Income/Expense | | | | |
| 8000 · Fundraising and School Donation | | | | |
| 8001 · Trinity Fds - School Operation | 0.00 | 41,061.53 | 0.00 | 41,061.53 |
| Total 8000 · Fundraising and School Donation | 0.00 | 41,061.53 | 0.00 | 41,061.53 |
| Total Other Income | 0.00 | 41,061.53 | 0.00 | 41,061.53 |
| Net Income | 80,022.19 | (60,419.33) | (1,085.12) | 18,517.74 |



PROPOSAL

241128-02

Date: 12/04/2024

Expires: 01/03/2025

Drawing Numbers:

Project: Trinity Lutheran Church and School
5520 NE Killingsworth St
Portland, 97218

Client: Trinity Lutheran Church and School
5520 NE Killingsworth St
Portland 97218

Contact: Chris Hoelter (503) 705-4285

We are pleased to offer this proposal for the following services at the above location.

| Project Description: | Item Total: |
|---|------------------------------|
| 1. Remove and dispose of existing sign, brick base and footing. | \$3,300.00 |
| 2. Manufacture & install the following: | \$22,205.14 |
| A. (1) - DF monument sign with 4" interchangeable zip letters | |
| Design R2 | |
| Engineering | \$450.00 |
| City of Portland Permit Acquisition Fee | \$850.00 |
| Permits at cost and added to final invoice. | |
| | Subtotal: \$26,805.14 |
| | Total: \$26,805.14 |

Notes: All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change.

Exclusions: Sign permits, structural engineering, traffic control equipment and permits are not included in the above quotations and if required shall be invoiced on a time and material basis. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing (within 6 feet of sign location) or provided by others.

Warranty: 12 months against defective materials and 12 month unconditional guarantee on parts and labor.

Terms: 50% advanced deposit with balance due upon completion of project. A 3% processing fee will be

Salesperson: Ron Robinson

Buyer_____Seller_____

PRESENTATION DRAWING

A (1) D/F Pylon Sign

1 4"X8" STEEL REC TUBE LEGS PAINTED TO MATCH P1

TOP CABINET:

2 D/F ALUMINUM EXTRUDED CABINET W/ 2" RETAINERS & 2" DIVIDER BARS PAINTED TO MATCH P1

3 WHITE POLYCARBONATE FACES W/ FIRST SURFACE GRAPHICS TO MATCH VINYL COLOR KEY (COPY REVERSED OUT)

4 INTERNAL 6500K LED LIGHTING

TOP CAP:

5 2" ALUMINUM SQUARE TUBE REVEAL PAINTED TO MATCH P1

6 2"X4" ALUMINUM REC. TUBE TOP CAP W/ .125" ALUMINUM SKINNED TOP PAINTED TO MATCH P2

ZIP TRACK CABINET:

7 D/F EXTRUDED SUN CABINET W/ 2" RETAINERS - CLIP MOUNTED TO INSIDE OF REC TUBE LEGS - PAINTED TO MATCH P1

8 (2) 4" ZIP TRACK FACES

BANNER EYELETS: (BANNER NOT SUPPLIED)

9 (4) BANNER EYELETS LOCATED 5' APART VERTICALLY

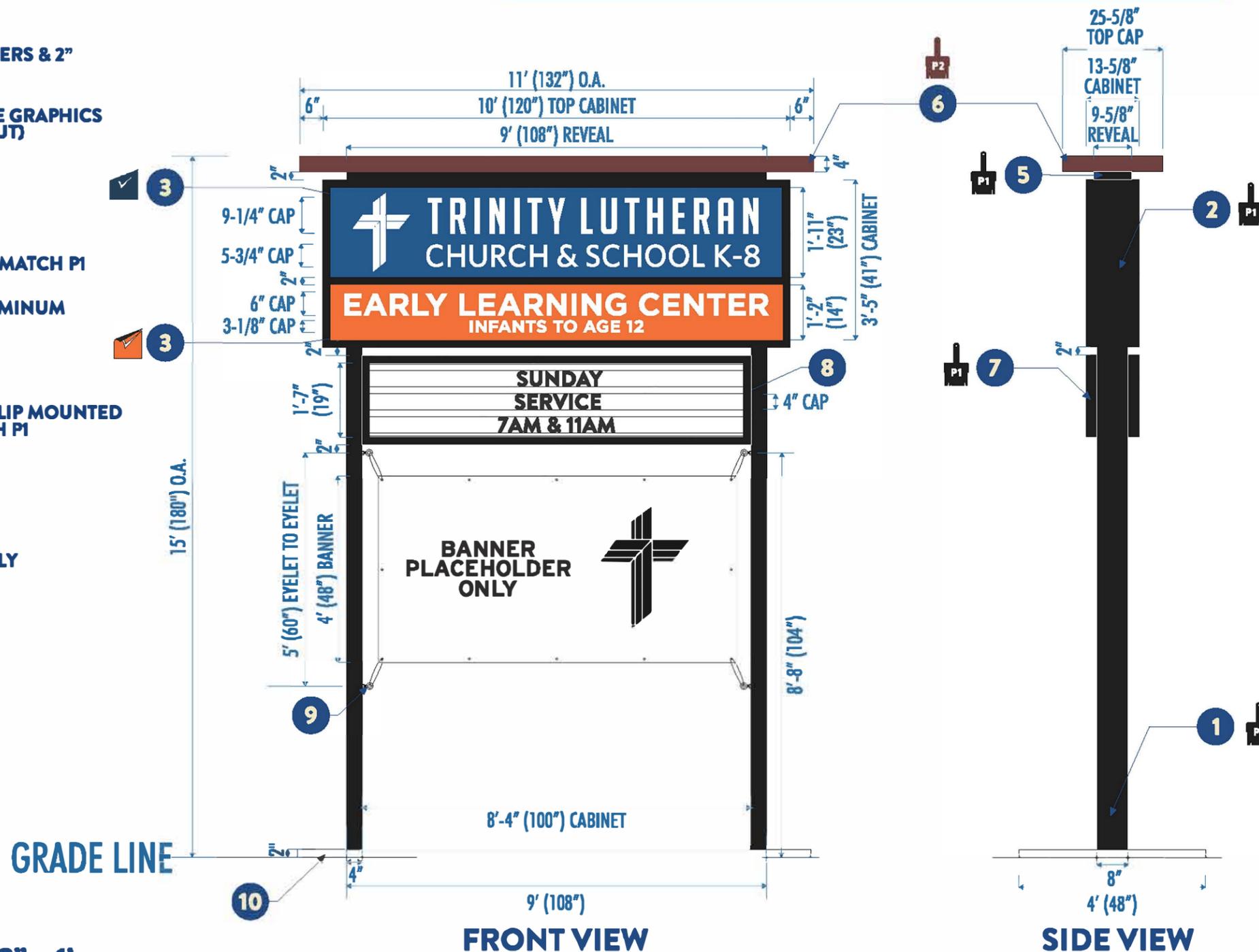
BASE:

10 2" CONCRETE PAD

*FOOTING TBD BY ENGINEERING

| Vinyl Color Key | | Paint Color Key | | Attachment Key | |
|-----------------|---------------|-----------------|-------------|----------------|--|
| | 230-167 Blue | | Satin Black | | |
| | 230-44 Orange | | Rust Brown | | |

OFFICIAL USE ONLY



Scale: 3/8" = 1'

SQFT: 48.42 TOTAL



| | | | | | | | |
|--|---|---|--|---|-------------------|----------------------------------|---|
| Trinity Lutheran Church & School 5520 NE Killingsworth St. Portland, OR 97218 | File: 241128-03 Trinity Lutheran Church & School.cdr Design #: 241128-03 Date: 12.20.24 | Location: Portland, OR Designer: GM Account Executive: RR | Survey by: Initials: _____ Date: _____ | Initial upon agreement: Client: _____ Landlord: _____ | Affiliations: | Online: www.vansignco.com | 2 |
|--|---|---|--|---|-------------------|----------------------------------|---|

PHOTO RENDERING

A (1) D/F Pylon Sign



EXISTING



PROPOSED
Scale in photo rendering is approximate



3800 Fruit Valley Road, Suite B, Vancouver, WA 98660
Phone: 360.693.4773 Fax: 360.693.2747

| | | | | | | |
|--|---|---|-----------------|-------------------------|---|---|
| Trinity Lutheran Church & School 5520 NE Killingsworth St. Portland, OR 97218 | File: 241128-03 Trinity Lutheran Church & School.cdr Design #: 241128-03 Date: 12.20.24 | Location: Portland, OR Designer: GM Account Executive: RR | Survey by: | Initial upon agreement: | Affiliations: | Online: |
| | | | Initials: _____ | Client: _____ |    |  |
| | | | Date: _____ | Landlord: _____ | www.vansignco.com | |

This original design is property of Vancouver Sign Company and is protected under Federal copyright laws. This design may not be shown to anyone outside your organization. Dimensions are approximate and may vary until a field survey is conducted. The colors represented herein are the closest match to the actual material colors. Reproduction of the design concept without written authorization by VSG is subject to a minimum penalty fee of one thousand dollars.