



## BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, April 5, 2016

5:30 p.m.

Christian Life Center Room 200

### **Attendance**

**Board Members:** Diane Burrow, Dan Fouberg, Wendy Horton, Gene Mickelson (absent), Eric Miller, Kyle Pederson, Curt Sommer, Pat Theis, Sharon Venne

**Staff:** Jeff Marian, Jane Victorey, Julie Klein, Kurt Oestreich

### **Call to Order**

Dan called the meeting to order at 5:30 pm and Diane led the Board in devotions.

### **Agenda**

*Motion by Kyle to approve the agenda with flexibility; second by Curt. Motion passed.*

### **Approval of March 1, 2016 Board Meeting Minutes**

*Motion by Eric to approve the minutes of the March 1, 2016 meeting; second by Curt. Motion passed.*

### **Reports**

#### **Lead Pastor Report – Jeff**

Pastor Sandy and a member of her leadership team met with leaders from Lutheran Social Services (LSS) in March. LSS is very flexible and willing to tailor their process to our needs, lowering the usual weekly volunteer commitment and providing training in collaboration with our team. We would be responsible for finding clients, which could come from the congregation or community. Further meetings have been scheduled. Details will follow, and no commitments have been made at this point. The preaching theme for June 25-26 will focus on Senior Companions to help the congregation understand the biblical calling, the local need and how they can be engaged.

On March 10 Jeff met with leadership from Missions and Family Ministry to get clarity around ownership of this initiative. Family Ministry will be one of the primary “pools” for volunteers. Linda Olson will serve as the volunteer coordinator. Missions’ staff will be responsible for food. Unlike other Summer Loaves programs we will utilize mostly food from the Mission Outpost to minimize costs, not just for the provided meal but for the take-home food for each family. Reaching Up staff will be responsible for coordinating the enrichment opportunities for children and parents, partnering with organizations like the YMCA, 4-H and Dakota County Library.

Jia will team preach with Jeff on April 9-10 to further introduce the congregation to Reaching Up and our partnership.

### **Finance Director Report – Jane**

February offerings are better than budget by \$7,000. Preliminary March numbers are below budget. Expenses continue significantly better than budget, with all but professional services running ahead of budget. \$70,000 of our positive expense variance may be due to timing.

Current debt is \$574,531. The debt retirement fund has a positive balance of \$12,738 so we will be paying additional principal on our debt with the April payment due. The capital replacement fund is back in a deficit balance at -\$9310. The heating system repair from January was considerably more than anticipated in spite of not needing to dig up the parking lot to make the repair. The replacement of the antifreeze in the system cost more than \$10,000, and we had the initial repairs to bypass the system, valve replacements and final repairs pushing the cost to nearly \$18,000. We continue to receive about \$2500 per month in the capital replacement fund.

Jane received a 'not to exceed' quote of \$9,600 (vs. \$9,000 this year) for review of financial statements from our audit firm. She will inquire about more preparation work that could be completed in advance to keep below the quoted price.

*Motion by Diane to approve the not to exceed quote of \$9,600 for the 2015-16 review of financial statements by Enestvedt and Christensen; second by Wendy. Motion passed.*

### **Consent Agenda**

*Motion by Diane to receive and file the written reports for March submitted by Jane Victorey, Finance Director and Jeff Marian, Lead Pastor; second by Wendy. Motion passed.*

### **New Business**

#### **Land & Building Update**

All of the questions asked at the 8 roundtable sessions have been compiled and answered. The Q & A document is available on the website.

Kurt Oestreich, Facilities Director and member of the Land/Building Team, provided an update. Requests for quotes on design services went to 10 firms and at least 7 have showed an interest in providing us a proposal for their services. They were provided the 5 building options along with parameters for their work. The Land/Building team which consists of Matt Johnson, Kurt Oestreich, Tim Graf, Curt Sommer and Jane Victorey reviewed the proposals and will shorten the list of firms to 3 or 4 to interview in person. The team hopes to have a recommendation for an architectural firm at the May meeting.

There are just 4 remaining members of the land/building team as we go into this next phase of work. There are several who have expressed an interest in this next phase, including another architect, a construction project manager, and a member with construction experience. We continue to look for more committee members, and ideally would find people with banking and/or legal experience and network technology project management experience.

**Budget – Preliminary Draft**

Jane presented a preliminary draft of the 2016-2017 budget to the board. A final draft proposal will be provided to the board at the May 3 meeting in preparation for the annual congregational meeting on June 11-12.

**Nomination Team Update**

Dan provided a Nomination Team update in Gene's absence. The board continued discussion on whether a staff member or board family member should have the opportunity to serve on the board. There is no current policy addressing the issue, and the board decided to leave the recommendation to the nomination team's discernment and suggested family and / or staff relationship disclosure be provided by the candidates.

There was consensus among the board to extend the board application deadline to April 11.

**Adjournment**

Dan adjourned the meeting at 7:25pm and Jeff ended the meeting with prayer.

Respectfully submitted,

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Julie Klein  
Assistant to the Lead Pastor  
Recording Secretary

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Sharon Venne  
Secretary