



BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, August 9, 2016

5:30 p.m.

Christian Life Center Room 200

Attendance

Board Members: Missy Albachten, Diane Burrow, Camilla Fischer, Dan Fouberg, Wendy Horton, Gene Mickelson, Eric Miller, Phil Preuninger, Pat Theis

Staff: Jeff Marian (absent), Jane Victorey, Julie Klein

Call to Order

Wendy called the meeting to order at 5:30 pm and led the board in devotions.

Agenda

Motion by Dan to approve the agenda with flexibility; second by Diane. Motion passed.

Approval of July 12, 2016 Board Meeting Minutes

Motion by Dan to approve the minutes of the July 12, 2016 meeting as amended; second by Gene. Motion passed.

Reports

Lead Pastor Report – Jeff

Jeff was on vacation at the time of this board meeting. There were no further questions regarding his written report.

Finance Director Report – Jane

Preliminary net revenue for last fiscal year is \$246,000 better than annual budget. Reduced payroll costs from open positions, the impact of a mild winter on facilities costs, and savings on loan interest were the largest positive variances. These savings have provided a margin of safety for us as we move into our future. Offerings came in under budget for the year by \$54,000, but still about 2.6% above offerings for last fiscal year. Stock gifts for the year were right on budget, and overall revenue was off slightly from projections. Nearly all accrued expenses are now posted in 2015-16, but there will be some additional adjustments and last minute billing.

Current debt is \$513,000 with the August principal and prepayment made. We will drop below \$500,000 in loan balance in September. The capital replacement fund has a deficit balance of \$5653, and we continue to receive about \$2500 per month in this fund.

We have a stewardship goal of engaging 100 new givers by June 2017. One action item to reach new families will be the emphasis on special offerings to engage people to give to something tangible for their first time giving.

Jane is proposing pooling the Women's Ministry bank accounts with our operating accounts. The financials would continue to be run through a separate fund and the reporting will look identical. This will eliminate double postings and electronic funds transfers back and forth and still provide independent accounting statements.

Child Development and Learning Center (CDLC) Registration is currently at 140 students, with 222 slots taken, which is 11 slots ahead of last year at this time and about 97% of total enrollment for the last fiscal year, with 5 more weeks to register students. The Five Alive kindergarten readiness session was cancelled when only 2 students enrolled in it. All other sessions are filling nicely.

Currently there are seven open positions at Prince of Peace – the Mission Outpost Leader position, four CDLC teachers and one aide position, and a Production Technology Specialist. The hope is to have all of these positions filled by the end of August.

Capital Campaign Report

Our initial work with RSI Stewardship is program design – identifying key dates and team structure. The next meeting in August will focus on themes, a case statement and how leadership positions will be filled. Once we have the leadership in place we can begin the pre-campaign training work and the advance phase of the campaign. The commitment and announcement weekends are proposed for May.

Land & Building Report

Four architect meetings have been held with a large group and/or core team. In addition the Cuningham Group Architecture Inc. team met with staff to discuss educational and office needs for needed space and proximity. There are two more core team meetings scheduled through September 1. The goal is for the core team to reach consensus on a recommended option after the Sept. 1 meeting.

Three wider congregational meetings have been scheduled and publicized to allow everyone in the congregation to give input and ask questions about the process. The first two sessions were held on August 7 at 9:30 and 10:45 with 76 in total attendance. The third session is August 17 at 6:30pm for our architectural firm to give an update on the work done to date and give people a chance to speak into the planning. These meetings were purposely scheduled far enough into the summer after a substantial amount of work had been done, but before a final recommendation is made so that people have a chance to give their input. The architects will also discuss the process to determine what options may be eliminated.

A cost estimator will be needed soon and will likely cost \$5,000-\$7,500 which was part of the anticipated price when hiring an architect. Kurt Oestreich and Jane met with the Burnsville Planning Department to discuss height and setback requirements to understand how a building would need to be sited to meet city zoning. They discussed the long term access plans for Mc Andrews Road and Fairview Drive and the implications of vacating Fairview Drive. Our architect is interested in how we might orient our property if Fairview Drive could be vacated or realigned. They also received information on the park dedication and storm sewer charges that would apply to the land across the street, and the additional ponding that may be required.

Jane has worked with our architect on a proposed timeline, and will provide all preliminary information at the September meeting, but that will not provide enough time to ask the Board to act at that time. Enough information will, however, be available to provide in advance of the October board meeting for a possible recommendation from the Board at that time, or a special board meeting later in September. A congregational vote would then be most likely in November. This timing would work well with a projected capital campaign.

Jane and Kurt attended a regular meeting of the Ridges Owners Association on July 28, and have not yet received a revised owners' declaration with the changes in property use that was requested. Ongoing work on Prince of Peace facilities options was discussed at this meeting.

Consent Agenda

Motion by Gene to receive and file the written reports for July submitted by Jane Victorey, Finance Director and Jeff Marian, Lead Pastor; second by Missy. Motion passed.

New Business

Staff Sabbatical

Motion made by Dan to approve a staff sabbatical period of July 2 – July 8, 2017 for all vacation eligible staff, providing one paid holiday and 4 additional days off, prorated for part time eligible staff; second by Diane. Motion passed.

Diane asked about Mission Outpost food delivery during the sabbatical period. Jane will follow up with Eric Elton about process.

Executive Staff Goals

Discussion of the Executive Staff Goals was tabled until the September 6 board meeting to allow more time for the board’s review.

Columbarium Discussion

The Board had extensive discussion regarding the Columbarium information presented at the July Board meeting. The Board decided that further information was needed including actual construction costs, anticipated initial sales and longer term sales projections. Since we are in the process of getting cost estimating for our building options, a better number on construction cost for a Columbarium can be determined. The Board delayed further action on approving a cost of a niche without having enough information to know that the proposed fee would be adequate for expenses.

Adjournment

Wendy adjourned the meeting at 8:00 pm.

Respectfully submitted,

Julie Klein
Assistant to the Lead Pastor
Recording Secretary

Diane Burrow
Secretary