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**BOARD OF DIRECTOR’S MEETING MINUTES**

**Tuesday, January 7, 2020**

**5:30 pm**

**Old Chicago, Apple Valley**

***Attendance***

**Board Members:** Donna Blaul, Diane Burrow (absent), Joy Englund, Chad Caswell, Camilla Fischer,

Mike Heidemann, Jay Olstad, Erin Persons, Barb Peterson

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

**Guests:** None

**Call to Order**

 Mike called the meeting to order at 5:32 pm and Jeff led the Board in prayer.

**Agenda**

 *Motion by Barb to approve the agenda with flexibility; second by Erin. Motion passed.*

**Approval of December 3, 2019 Meeting Minutes**

*Motion by Joy to approve the minutes of the December 3, 2019 meeting; second by Camilla.*

*Motion passed.*

**New Business**

The Board entered closed session at 5:38 pm for an update and response to current marketing of the Christian Life Center. Regular session resumed at 5:50 pm.

**Reports**

* **Lead Pastor Report – Jeff**

Jeff expressed kudos to staff for all of their work during Advent and Christmas. There were 37 worship services during this period of time, including choir concerts and all were excellent. Attendance was up by 1000 attendees over last year. A tremendous amount of time was spent in planning and rehearsals, and in all of the support functions.

Our leadership team for the Get It dONE capital campaign had their first meeting on January 8. There are great leaders on this team and a lot of enthusiasm about the next construction phase.

Jeff discussed the process and timeline for Jason as he completes his internship and moves towards ordination.

* **Finance Director Report – Jane**

Offerings rebounded a bit in November, but as of the end of November we were still nearly $100,000 under budget for offerings year to date. December numbers will fall a bit short of budget also. This will be communicated in our mid-year report and in other venues. Overall we are running better than budget as expenses are better than budget, including loan payments that will not start until the second half of the fiscal year. IRA giving impacts overall offerings, and January sees an uptick in IRA gifts as people learn their Required Minimum Distributions for the current year.

Our audit firm provided a quote for the next 3 years of reviews of financial statements. This quote will be reviewed by our Finance Advisory Committee before bringing to the Board of Directors.

Associated Trust is the administrator of our 403b plan. The IRS has now established plan compliance standards for 403(b) plans. Prior to this 403(b) plan documents had only implicit reliance on IRS approval. Our plan administrator met with me to review their ‘volume submitter retirement income account 403(b) plan’ and went over the specific details for use in our plan. There are no substantial changes to the terms of the plan under the new document.

*Motion by Joy that the form of the amended or restated* ***Prince of Peace Lutheran Church 403(b) Plan*** *(the “Plan”) effective* ***July 1, 2019****, presented to this meeting is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator one or more counterparts of the Plan. Second by Camilla. Motion passed.*

* **Construction Update**

Jane gave an update on Phase 2 priorities and timeline. Chapel construction drawings are in process and due this week. Once complete we can get official bids on the work. Several sanctuary meetings have been held with discussion on the organ, technology and the platform. Future meetings will focus on the design of the back of house and on the finishes in the sanctuary.

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

**Adjournment**

Mike adjourned the meeting at 6:05 pm and closed the meeting in prayer.

Respectfully submitted,

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Jane Victorey Erin Persons

 Secretary