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**BOARD OF DIRECTOR’S MEETING MINUTES**

**Tuesday, February 4, 2020**

**5:30 pm – Conf Room 200 B|C**

***Attendance***

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

Mike Heidemann, Jay Olstad, Erin Persons (absent), Barb Peterson

**Staff:** Jeff Marian, Jane Victorey, Julie Klein, Dana Becker

**Call to Order**

 Mike called the meeting to order at 5:35 pm and Jeff led the Board in devotions.

**Agenda**

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

**Approval of January 7, 2020 Meeting Minutes**

*Motion by Chad to approve the minutes of the January 7, 2020 meeting; second by Jay.*

*Motion passed.*

**New Business**

Dana Becker, Student Ministry Coordinator, shared about her recent experience and key take-aways at the ELCA Youth Ministry Network Extravaganza in Anaheim, CA.

The board entered closed session at 6:10 pm for an update and response to current marketing of the Christian Life Center. Regular session resumed at 6:30 pm.

Chad provided an update on behalf of the Nominating Team. Board applications are due February 29.

**Reports**

* **Lead Pastor Report – Jeff**

Jeff provided further details regarding the process and timeline for Jason Kramme as outlined by our synod bishop Patricia Lull as Jason completes his internship and moves towards ordination. The bishop has offered to orient the call committee on the interview process.

*Motion by Chad to establish the Prince of Peace Board of Directors to serve as call committee for an associate pastor position; second by Donna. Motion passed.*

Jeff enjoyed the opportunity to participate in the message by Pastor Ryan Alexander at all services at Hosanna in Lakeville the weekend of January 25-26. The invitation came from Pastor Ryan for the kickoff of the Feed My Starving Children South Metro Meal Pack. It provided an opportunity to bear witness to their friendship and exhibit collaboration for the sake of the Kingdom.

Jeff, Jane and Facilities Director Kurt Oestreich recently met with a Burnsville police sergeant to discuss options for ensuring church safety best practices.

Jeff has been asked by Bishop Lull to serve as co-chair of the upcoming synod-wide “Planting Hope” capital campaign.

January has been “ramp up” time for our upcoming Capital Campaign – ***Get It dONE***. The Leadership Team has been recruited. Major events are being planned and communication pieces are being finalized. Jeff invited the Board to join him in praying for the Spirit to already be at work in the hearts and minds of our disciples as we move into this important season of our life together.

* **Finance Director Report – Jane**

December offerings came in about $40,000 short of budget, which is likely all attributed to some final One Church and initial Phase 2 capital campaign giving at year end, in lieu of mission and ministry offerings. At this time we are $138,000 short of budget in offerings, and $84,000 behind last year’s giving year to date. The expectation this year was a 3.3% increase in offering over actual offerings - assuming greater giving with construction ending. Jane did a year over year offering comparison from the first six months of this fiscal year and last, and she can identify just over $100,000 in larger gifts this fall to the One Church campaign that in the past were given to mission and ministry. We had another $25,000 in IRA gifts that were given at the beginning of 2019 vs. this half of the year that accounts for another portion of the current shortfall.  It will be important to message that ongoing offerings need to be supported as we move into our next capital campaign.   Expenses continue running better than budget.

Jane requested a quote for another 3 years of reviews from our audit firm, Mahoney, Ulbrich, Christiansen and Russ. The past three years we paid $7500 per year, plus were charged an additional $750 this year for extra work related to the construction, per our quote. The proposal for 2020-2022 is $9500 for year 1, plus up to $2000 for procedures related to construction, $10,000 for year 2 and $10,500 for year 3. They said that our review was more complex than they anticipated. Jane will ask for the additional billing related to construction to be at a not-to-exceed cost and itemized.

*Motion by Joy to approve Mahoney, Ulbrich, Christiansen and Russ as the audit firm for three years of reviews, FY 2019-2021, at a cost of $9500 for Year 1, $10,000 for Year 2 and $10,500 for Year 3. Up to $2000 for procedures related to construction are approved as a not to exceed cost. Second by Chad. Motion passed.*

* **Construction Update**

We received a quote of about $73,000 for all the furnishings on both floors. It includes furniture groupings around the fireplaces on both floors, the lounge area at the north end of the Community Room and in the Family Ministry wing. We can select our top priorities from the recommendations, likely spending close to $50-$60,000, and use both restricted funds and capital campaign funds for the final purchase. The team that made the selections was tasked with finding functional, flexible furnishings in commercial grade for longest wear. We need it both kid friendly and senior friendly.

We received an updated estimate on Phase 2 construction, with changes on costs of HVAC and electrical work. These are still not construction bids, but design development estimates. But the HVAC and electrical numbers now are based on a walk-thru of our facilities and current DD drawings. Our cost estimates have risen from the earlier numbers. All communications will include building costs estimates and will state that the Board will make the final decision on scope of Phase 2 work based on available resources.

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

**Adjournment**

Mike adjourned the meeting at 7:50 pm and Chad closed the meeting in prayer.

Respectfully submitted,

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Julie Klein Erin Persons

Recording Secretary Secretary