



## BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, February 7, 2017

5:30 pm

Christian Life Center Room 200

### **Attendance**

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

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

**Guests:** Warren Kalsow, Dave Zerr

### **Call to Order**

Wendy called the meeting to order at 5:30 pm.

### **Agenda**

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

### **Approval of January 10, 2017 Meeting Minutes**

*Motion by Eric to approve the minutes of the January 10, 2017 meeting; second by Pat. Motion passed.*

### **Reports**

#### • **Lead Pastor Report – Jeff**

The congregation and staff did a wonderful job of sending Paul Dean off to his new call at Resurrection Lutheran Church in Woodbury with lots of love and appreciation. The transition plan is now in place. Jody Slaughter moved to full time status starting January 26 to cover pastoral care, on-call and funerals. Amy Oestreich started February 1 working 8 hours per week with a focus on Small Groups. The Saint Paul Area Synod bishop has offered to help us through the pastoral call process when we're ready.

Four staff members including Jeff are meeting with small groups of younger adults with the two-fold purpose of deepening their spiritual formation and engendering leadership for our future. About six months ago these small group leaders gave their group members a spiritual maturity assessment. In February those small group members will be asked to take the assessment again, note areas of growth and discuss how that growth happened. The purpose is to gain evidence-based information on how spiritual formation happens in younger adults, and build upon it.

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

Offerings in December were \$31,000 short of budget. We were impacted by two weekends of bad weather, and Christmas on Sunday. Christmas was budgeted \$8,000 below last year because of timing, and came in \$16,000 below last year. The Christmas envelope also brought in \$4,000 less than last year. Net revenue remains ahead of budget, and the year-end is projected at breakeven after adjusting for timing of income and expenses. Current debt is \$430,000 as of February 5, and the capital replacement fund has a positive balance of \$7,862.

Jane received quotes from 5 audit firms, including our current auditor. The audit/review proposals were reviewed by the advisory finance committee. The consensus from the group was to accept the proposal by Mahoney, Ulbrich, Christiansen & Russ. They are the audit firm for both the Minneapolis and St Paul Area

Synods, and have extensive background with church and non-profit auditing. The Board will need to determine whether we have an audit or review of financial statements, or a combination over the next three years.

*Motion made by Pat to hire Mahoney, Ulbrich, Christiansen & Russ as our audit firm. Second by Gene. Motion passed.*

*Motion made by Dan to approve a three year agreement with Mahoney, Ulbrich, Christiansen & Russ for review of financial statements for the first year and audit/review to be determined for years 2 and 3. Second by Phil. Motion passed.*

- **Land/Building Update**

- Cuningham Group Architecture (CGA) was notified that we are moving into the next phase of work. The proposed timeline of Phase II has schematic design work done by the end of April and design development completed the first week of July. This allows us to understand pledge totals on a capital campaign prior to moving ahead with construction documents and bidding. We will know if and how a project may need to be phased to ensure that the resources are in place for construction. If Phase III with the architect moves ahead in July, we could have final pricing set and confirmed by mid-November. Actual construction timing would be determined then, and would likely be a 12 month construction schedule. The cost for the second phase of architectural work is estimated at \$400,000-\$450,000 and will be paid on a monthly basis. Jane anticipates that \$200,000 of this cost will be paid by the end of April, and the final payment in July, after we have capital campaign dollars to cover.

Ten meetings have been scheduled between CGA and the various ministry areas to get into the details of space usage, proximities needed, number of occupants, schedule of use and opportunities to share space. This second phase of architectural work will mean bringing on a general contractor to work with the architect through design work. Some construction firms have a pre-construction fee that may be in the \$25,000 range of cost, and some will not charge for their services at this time in anticipation of getting the GC bid when construction documents are complete. Five construction firms were identified to meet with and these interviews are scheduled for March 2.

- **Capital Campaign Update**

The capital campaign theme is “One Church”, and the tagline is “One Church, One Vision, Under One Roof”. Multiple mailings have already gone out for the campaign. Our Ignite event (campaign launch) is scheduled for February 12. A Q & A document will be prepared following the Ignite event and mailed in late February. In March and early April the major gifts and advance gifts events will be held. Information packets will be distributed in mid-April and pledge cards mailed at the end of April for the May 6/7 commitment weekend. First gifts to the campaign will be brought May 20/21 along with a celebration of the total commitment announcement. We’re grateful for the many volunteers that this campaign will require.

### **Consent Agenda**

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

### **New Business**

#### **Boy Scout Fundraiser**

Warren Kalsow and Dave Zerr, representatives from the Boy Scouts attended the meeting to discuss potential wreath sales on campus next fall. The Boy Scouts are chartered by Prince of Peace, and Dave and Warren asked permission to sell wreaths on a weekend or two following Thanksgiving.

*Motion made by Dan to allow the Boy Scouts, chartered by Prince of Peace, to sell Christmas wreaths on the Prince of Peace campus. Second by Missy. Motion passed.*

#### **Refugee Conversation**

The board had robust conversation about the refugee crisis and how we as a faith community might respond. Jeff suggested a broader conversation about racism be considered, and encouraged the board to think and pray about next steps.

**Nomination Team**

Dan provided a brief update on the board nomination process. An updated board application and board qualifications and responsibilities document is available on the website and at the information desk.

**Adjournment**

Wendy adjourned the meeting at 7:45 pm.

Respectfully submitted,

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Julie Klein  
Assistant to the Lead Pastor  
Recording Secretary

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Diane Burrow  
Secretary