



BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, April 4, 2017

5:00 pm

Christian Life Center Room 200

Attendance

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

Staff: Jeff Marian, Jane Victorey, Julie Klein

Call to Order

Wendy called the meeting to order at 5:00 pm and Missy opened the meeting with devotions.

Agenda

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

Approval of March 7, 2017 Meeting Minutes

Motion by Gene to approve the minutes of the March 7, 2017 meeting; second by Missy. Motion passed.

Reports

• Lead Pastor Report – Jeff

The open position in Mission Outpost has given Eric Elton an opportunity to re-evaluate the Mission Outpost staffing structure. At this time he is a week or two away from creating a position description and is considering several options. Some of those options are contingent upon how we choose to fulfill the vacancy left by Pastor Paul Dean. For now, the interim solution that he has created is working well and the staff and volunteers seem to be moving forward flawlessly.

In response to our vision, Family Ministry and Mission Outpost are partnering to offer “Family Night Out” this summer. This new iteration of “Summer Loaves” from last year will be done in collaboration with a number of outside organizations bringing STEM enrichment opportunities to students. We are working together with Echo Park and potentially with one or two other local elementary schools to provide food for both the body and mind throughout the summer.

• Finance Director Report – Jane

Offerings in February came in almost right on budget. Stock and major gifts numbers are continuing better than projected – and some of these gifts are in lieu of ongoing their regular ongoing mission and ministry offerings. So while we’re behind by nearly \$85,000 in regular weekly ministry offerings, we’re ahead \$38,000 in stock and major gifts for the offering.

Current debt is \$419,000. There is \$6,875 in the debt retirement fund, and the capital replacement fund has a balance of \$645 as of March 21. There are no further expenses anticipated with the capital replacement fund – and both the debt retirement and capital replacement fund donations will end in April.

• Land/Building Update

The general contractor interview team met with 5 contractors, all with experience with worship facilities construction and renovation. The interview team narrowed down to two, either of which could do a great job on

our project. A second interview was scheduled with these two firms and the interview team was expanded to include three Board members. Consensus from the interview team was to work with both firms to further identify their fees to ensure they were being evaluated on a comparable basis. Wendy and Jane met with both construction firms and discussed the bids, the assumptions used and asked further questions on their experience on a project like this. We adjusted the cost assumptions based on what was included in general fees and what would be included in construction, along with the preconstruction fees and the profit/overhead charged.

Motion by Dan to move forward with Wenck as general contractor. Second by Gene. Motion passed.

The staff and land/building team had a first meeting with the architects on schematic design, and will hold two more meetings over the next six weeks. At the end of this work we will have finalized the site plan, floor plans, massing model, exterior material and 3D perspectives.

We will begin getting into expenses for consultants and more architect fees. Jane will meet with our architect next week to review those numbers and work on an overall budget for the preconstruction portion.

- **Capital Campaign Update**

The Lead Gift events were held in March and those who attended were energized about the project and the campaign to fund it. Information packets were distributed after services in mid-March and the 1,900 that were not picked up were mailed out. Commitment cards were distributed at major giver events, and were provided at the April 3 advance gathering and will be provided at the April 4 meeting. The remaining commitment cards will be mailed out at the end of April for the May 6/7 commitment weekend. The advance commitment totals will be announced at services the weekend of April 29/30 to encourage others to make a generous commitment. We've received 49 commitments, with the average commitment more than double what was pledged for NDKM by these same families. We've already received more than \$300,000 in donations towards these commitments.

- **Nomination Team Update**

Gene provided a brief update on the board nomination process. There are seven applicants to date and interviews will be scheduled soon.

Consent Agenda

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

New Business

Review of Draft Budget

Jane presented the board with a draft of the 2017-2018 Prince of Peace budget.

Staffing Discussion

The board continued conversation about two core options presented by Jeff to fill the vacancy left by Pastor Paul Dean. There was consensus among the board to move ahead with a lay staff position.

ELCA Constitution

Discussion was tabled until the May board meeting.

Adjournment

Wendy adjourned the meeting at 6:10 pm.

Respectfully submitted,

Julie Klein
Assistant to the Lead Pastor
Recording Secretary

Diane Burrow
Secretary