



BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, September 4, 2018

5:30 pm

CLC Room 200

Attendance

Board Members: Missy Albachten, Diane Burrow, Joy Englund, Chad Caswell, Camilla Fischer, Dan Fouberg, Mike Heidemann, Erin Persons, Barb Peterson

Staff: Jeff Marian, Jane Victorey, Julie Klein

Guest: Marlys Herstad

Call to Order

Mike called the meeting to order at 5:35 pm and provided devotions.

Agenda

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

Approval of August 14, 2018 Meeting Minutes

Motion by Joy to approve the minutes of the August 14, 2018 meeting; second by Diane.

Motion passed.

Reports

- **Lead Pastor Report – Jeff**

Jeff was pleased to report that Pastor Paul Gauche's proposal for a Lilly Grant-sponsored sabbatical was approved. The grant provides funds for Paul's travels, along with funds for additional staff to fill in during his absence. Jeff is currently developing a plan with staff for coverage during Paul's absence, January–March 2019. Paul has announced this sabbatical to the staff, and will announce to the congregation in September.

Jake Greenaway will begin a one-year internship on September 4, and is beginning his M.Div at Luther Seminary this year. Jake's role will be divided into several areas including curriculum development, StuMin planning and being point person for certain events.

Dana Becker will begin a full-time position as Family Ministry Coordinator on September 17. This is a high-level administrative position that will organize events, leaders and major projects, and will also include curriculum development and direct work with students.

Jeff participated in the second year of a three-year continuing education process offered by TAG Consulting and Gordon-Conwell Seminary near Boston. Last year's focus was on personal leadership development, especially around conflict. This year's focus was on change management with a focus on the core principles of adaptive change applied to the congregational context. One of the takeaways that Jeff is pursuing is building several "pipeline" processes: new members (how do we reach them), assimilation (once we reach them, how do we effectively plug them in), discipleship (what intentional process do we offer to grow and mature people as followers of Jesus) and leadership (how do we identify and groom leaders for today and tomorrow).

- **Finance Director Report – Jane**

July offerings are short of budget and behind last year's actual. Half of the shortfall is in projected stock gifts that Jane anticipates will still be received later in this fiscal year. Expenses are better than budget, with salaries and benefits coming in below budget with a few positions open, and the \$11,000 capacity built into the monthly budget for future debt. Our parking lease revenue is additional cash flow.

The Mini Mega Sale was different in scope this year due to construction yet generated \$45,683 in total revenue. Expenses were down considerably and this was a great result considering the construction on our campus.

Due to a better than anticipated enrollment in CDLC this year, additional staff hours are needed to accommodate more sections, and we will have offsetting additional tuition. Jane is proposing a budget amendment with both income and expense increased by \$29,000.

Motion by Joy to amend the 2018-19 fiscal year operating budget, with an increase of income and expense by \$29,083 to \$3,979,900, maintaining a breakeven operating budget; second by Barb. Motion passed.

- **Capital Campaign Update**

Commitments have been received from 740 households. Commitments to date are \$6,818,628. There are 919 families now participating in the One Church campaign – with either pledges and/or giving to the campaign. Total campaign giving to date is \$4,377,162.

- **Land/Building Update**

The final loan documents from Mission Investment Fund have been received, and the loan closing is scheduled for September 17.

Total construction costs to date are \$1,419,693, campaign and soft costs are \$110,321, and \$2,847,148 remains in bank/sweep accounts towards construction expenses. Of the construction expenses, \$178,000 is for escrows paid to the city that will be returned within one year of the end of construction.

Construction is well underway with the basement excavation, interior demolition in the 1982 addition and demo of the Door B entrance. The sidewalk was removed between the buildings, and utilities marked and moved. The only exception is moving of three high voltage electric lines which run under where the chapel will be built. The cost estimate from Dakota Electric to move these lines is \$19,000 which had not been included in bid packages for the electrical work and will need to be paid out of the contingency budget.

Weekly construction progress meetings have begun to keep on top of schedules and construction issues. It is anticipated the basement will be poured in September and steel will go up in October and November. Framing of the offices in the renovated area will begin in late September. Per the current schedule, Wenck anticipates having the new addition enclosed by January and the project substantially complete by Labor Day, 2019.

We have received new pledges and gifts to match the entire \$230,000 Foundation grant towards funding construction of the exterior shell of the Chapel as a part of Phase 1. There were 192 gifts to match this grant, including 55 from families who had not yet pledged to the campaign.

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

New Business

- **Stewardship**

Our stewardship emphasis will kick off in November with a five week series. Pledge cards will be mailed out in early November, with the weekend before Thanksgiving slated for bringing pledge cards to worship. We did not have a stewardship appeal last year as the One Church campaign launched part way into the year, and we were continuing to try to raise capital campaign dollars.

- **Nomination Team Recommendation**

Marlys Herstad presented the Nomination Team's recommendation for Dan Fouberg to serve as voting member of the board for the remainder of the term vacated by Phil Preuninger.

Motion by Mike for Dan Fouberg to assume the responsibilities of the vacant board position; second by Erin. Motion passed.

- **Foundation Team Approval**

Motion by Dan to approve Scott Becker and Paul Gilje for their second four-year term on the Foundation Board of Directors; second by Diane. Motion passed.

- **Constitution and Bylaws Team Formation**

The Board will convene a team to review potential changes to the Prince of Peace Constitution and Bylaws precipitated by changes to the ELCA model constitution.

Motion by Diane to approve Polly Bergerson, Bill Newton, Erin Persons, Jean Roberts and Gene Schultz for a one-year term on the Constitution and Bylaws Committee; second by Joy. Motion passed.

- **Executive Staff Review**

The Board discussed the value of executive staff reviews, and how to best leverage the monthly reports from Jeff and Jane and ongoing feedback vs. a more formal, annual review process.

Adjournment

Mike adjourned the meeting at 6:55 pm and Jeff ended the meeting with prayer.

Respectfully submitted,

Julie Klein
Recording Secretary

Missy Albachten
Secretary