



BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, July 14, 2020

5:30 pm – via Zoom

Attendance

Board Members: Donna Blaul, Chad Caswell, Camilla Fischer, Mike Heidemann, Diane Horsager, Jay Olstad, Erin Persons, Barb Peterson, Josh Tuhscherer

Staff: Jeff Marian, Jane Victorey, Julie Klein

Call to Order

Mike called the meeting to order at 5:35 pm. Jeff led the Board in devotions and Chad, Erin and Jay updated the board on the *Be the Bridge* organization and their racial justice and reconciliation planning discussions.

Agenda

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

Approval of June 30, 2020 Meeting Minutes

Motion by Barb to approve the minutes of the June 30, 2020 meeting; second by Mike.

Motion passed.

New Business

Motion by Mike to approve a staff Sabbath week from July 4 -July 10, 2021; second by Josh. Motion passed.

Reports

- **Lead Pastor Report – Jeff**

In these past few weeks, Jeff has devoted much time in personal reflection and learning about racial justice, and planning with the worship team to address recent events. Jeff acknowledged and affirmed the commitment and coordination of the staff team as they adapted and adjusted worship plans to address racial issues, and the appreciated the encouragement and support he received from staff.

The Board further discussed a timeline on Jason Kramme's pastoral call and subsequent ordination. The decision was made to hold a special congregational meeting on August 9 during online worship when Jason is scheduled to preach. The Congregation will be given the opportunity to vote on extending a Letter of Call to Jason as a pastor at Prince of Peace. Pending voting results, Jeff will coordinate ordination plans with Jason and Synod Bishop Patricia Lull.

Jeff's direct reports have all submitted their self-review and he will meet soon with each of his direct reports to celebrate their successes and talk about the year to come.

The Synod's capital campaign has been on hold, much as our own has been. Like Prince of Peace, the Synod is considering launching their initiative in Fall 2020. Prince of Peace will be one of several congregations in the Synod to provide a lead gift to launch this campaign. Those funds will come as a percentage of the monies raised in the Get It dONE campaign.

- **Finance Director Report – Jane**

May offering numbers are down about \$50,000 from budget, but otherwise the trend since the pandemic has been for offerings to come in ahead of projections. Some significant additional gifts given have helped at the start of the closure from the pandemic. June numbers are nearly all posted, and offerings will be at least \$20,000 ahead. Jane anticipates that annual offerings will be down about \$80,000 from budget, after facing a \$210,000 offering shortfall as of January.

Expenses are better than budget nearly across the board, with the most significant variance from not starting loan interest payments until May. Interest had been budgeted to begin last fall. Final construction bills for Phase 1 were paid at the end of March, and loan interest is being paid from the operating budget beginning May 1. It is an allowable expense for the Paycheck Protection Program. We will also come in better than budget in salaries and benefits, and in facilities cost. Overall we will show positive net revenue for the year.

The rules keep changing on the Paycheck Protection Program. Our lender has recommended that no paperwork be completed for loan forgiveness on the \$436,000 we received, until they have a portal set up to apply for the loan forgiveness which will happen soon.

A COVID-19 preparedness plan was drafted for our staff, and we are also drafting a preparedness plan when we are ready to reopen for onsite worship. We continue to require all staff to work from home if they are able to do so. Our congregation was notified of the continued campus closure at least until fall.

Director Marie Strain is assessing what needs to be done to reopen CDLC safely in the fall. It is unlikely that children would wear masks, but all staff would. Children would also stay in their classrooms more vs. large group time. Special cleaning processes would be implemented also.

Continuation of pay for staff unable to work their full average hours was committed through July 18, which is paid out on the July 31 payroll. We will have provided full income to all staff for 18 weeks during our campus closure. Prince of Peace is not a part of the state unemployment plan, so there are no benefits available to staff if they are furloughed or lose their position. One goal we have is to ensure that we protect as many of our staff as possible, so that on the back end of this pandemic we have everyone in place to help us move forward. We've been working across all ministry areas to find hours for those who can't work all of their usual hours.

- **Construction Update**

Excavation work on the berm at the north end of our parking lot begins on Monday, July 20. This will provide a better view of our Worship Center from McAndrews Rd. All new landscaping will be installed to replace removed trees and beautify the area. Excavation of the main parking lot will begin mid-week and will take about 10 days to remove the current parking surface and curbs, and work on the utilities under the parking lot. When the excavation work is complete we will have new parking lot lights installed that will provide greater safety and energy efficiency.

Our architects continue to meet online with the Prince of Peace Construction Team on design of the new Mission Outpost space, dental clinic and child care area, which will be located in the lower level of the original triangle portion of the Worship Center building. Design development drawings will be completed by our architects this week, and our General Contractor will get initial pricing estimates on this project. The proposal includes nearly 20,000 square feet of renovated space and construction of a 5,000-6,000 square foot addition for garage space and Mission Outpost storage. We anticipate initial pricing in late August, and will begin planning for relaunch of the Get It dONE capital campaign later in 2020.

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

Adjournment

Mike adjourned the meeting at 6:55 pm and closed the meeting in prayer.

Respectfully submitted,

Julie Klein
Recording Secretary

Erin Persons
Secretary