



## BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, May 4, 2021

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 Tuchscherer (absent)

**Staff:** Jeff Marian (absent), Jane Victorey, Julie Klein

**Guest:** Nicole Dennis

### **Call to Order**

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

### **Agenda**

*Motion by Diane to approve the agenda with flexibility. Second by Donna. Motion passed.*

### **Approval of April 6, 2021 Meeting Minutes**

*Motion by Erin to approve the minutes of the April 6, 2021 meeting. Second by Jay. Motion passed.*

### **New Business**

- **Nominating Team Recommendation – Jay**

Nicole Dennis provided a report and recommendation on behalf of the Board Nominating Team which also includes Karen Mattingly, Lance Odegard, Drew Shaman, Taya Theis, Josh Wigley, and Jay Olstad and Josh Tuchscherer as board liaisons.

*Motion by Jay to accept the Board Nominating Team recommendation for three board candidates, Gene Mickelson, Barb Peterson and Marlene Robertson. Second by Diane. Motion passed.*

Jay expressed his gratitude for the team and their excellent work.

- **2021-2022 Budget Recommendation – Jane**

Jane presented the proposed 2021-2022 Prince of Peace budget. The offering was projected flat with the current year budget, but the overall projected revenue is below our projected costs because of the continuing impact of the pandemic on our operations. The Board of Directors discussed and supports the use of operating reserves to balance the budget in these unprecedented times as we continue to deal with the impacts of COVID-19. The use of reserves would keep our valuable staff in place and maintain momentum in the important ministry work we are called to do, especially in these times. As we come out of the pandemic into our 'new normal' our ministries would be intact to meet the future and the work that God calls us to do. This is the reason we have reserves in place, to carry us in extraordinary times, and our current savings are more than adequate to meet our cash flow needs.

*Motion by Chad to recommend approval of the \$4,152,770 Prince of Peace operating budget by the congregation at the annual meeting. Further move to approve the Changing Church Forum budget. Second by Mike. Motion passed.*

- **Annual Congregational Meeting Plans – Mike**

The Board discussed options for holding the annual congregational meeting in June. Based on the success of last year's congregational meeting in unprecedented times, the Board reached consensus to continue in the same manner this year and will conduct the meeting online and by mail, providing the best opportunity for the greatest number of members to participate safely. Annual meeting information and a link to vote electronically will be sent the first week of June to members via email. For members without an email listed in the database, information and paper ballots will be mailed. An informational forum will be held via Zoom on Monday, June 7.

The annual congregational meeting will be opened during the online worship service on Sunday, June 13, and will close following the worship service on Sunday, June 27.

## Reports

- **Lead Pastor Report – Jeff**

Pastor Jeff participated in a Creating a Culture of Calling conference with Vibrant Faith Ministries and other congregations and was not present for the May Board meeting.

- **Finance Director Report – Jane**

March offerings came in \$88,000 better than budget on substantial IRA giving. Offerings are still \$268,000 short year to date, but we have the potential to catch up another \$25,000 in offerings because the remaining months were budgeted more conservatively. Jane continues to project cost savings, and the year end is now projected with just under a \$100,000 deficit. Cost savings include facilities costs, payroll, and benefits expenses. Preschool costs will run higher than budget on additional staffing needed and additional program costs. CDLC received COVID- 19 grant funding to cover these extra costs.

Total campaign giving through April 19 is \$1,364,882 for Phase 2. Our current loan is \$6,085,978 and \$260,302 remains in the bank for construction expenses. The net proceeds from the sale of the CLC is \$6,369,150, and \$583,400 has been spent from these proceeds towards Phase 2 work, architect fees and the parking lot, leaving a balance of \$5,785,750 of dedicated CLC funds for debt reduction and construction expenses.

Jane is working the Mission Investment Fund on options for our loan and loan closing.

Phase 2 costs to date total \$1,543,052 including construction payments, architects, FFE (advance purchases of chapel & sanctuary worship technology), and the parking lot. Of this, \$121,355 is funding for sanctuary technology that is part of a later phase. These investments were made now to provide equipment for remote worship and replacement of equipment that is currently needed.

A follow up mailing went out just after Easter to all those who have not pledged to the capital campaign. These families also received an email reminder with links to pledge online. A worship announcement and worship slides were also created, encouraging people to get a pledge in by April 19 that we can make final decisions on construction and our financing.

Pledges to date are \$3,452,984 from 552 families. This includes 344 actual commitment forms returned or pledged online totaling \$2,862,761, \$320,614 in Vanco sign ups from 85 families (without having completed a pledge form), and \$251,316 in gifts from 123 families who contributed early in 2019 or 2020 but have not completed a commitment card, and \$18,293 in additional gifts above pledges. For the One Church campaign 1008 families had a recordable donation and just over \$7M was raised. We are pausing our campaign efforts after this round of communications and may try a booster appeal in the fall.

Vaccination rates are climbing in Dakota County, but the COVID infection rates stubbornly continue to rise. The case rate has risen to a 14-day average of 57.84. Jane also tracks the Johns Hopkins 7 day rolling average as it provides more current reporting. Based on that 7-day average, Dakota County's case rate is back to where it was the end of December/beginning of January. Jeff issued a communication to our congregation explaining the continued building closure during the week and the need for many of our ministries to continue to find alternatives to meeting on campus.

- **Construction Update – Jane**

The wood acoustical ceiling panels that were delayed for Chapel ceiling construction are now expected to arrive next week which pushes us back only 6 weeks on Chapel construction, with an anticipated completion date in July.

Mission Outpost work, both inside and the new addition are progressing right on schedule. Framing is complete and drywall work is in progress in the Outpost. A paging system is being installed, as well as TVs in various

locations in the new Mission Outpost. This wiring needs to be complete prior to completing the drywall. Footings are complete for the addition, and warehouse walls should start going up mid-May.

The site planning committee recently met with the architect and general contractor to finalize a location for outdoor worship and the Columbarium for future planning.

*Motion by Camilla to receive and file the written reports for May submitted by Jane Victorey, Finance Director and Jeff Marian, Lead Pastor. Second by Mike. Motion passed.*

**Adjournment**

Mike adjourned the meeting at 7:15pm and closed the meeting in prayer.

Respectfully submitted,

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Julie Klein  
Recording Secretary

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Erin Persons  
Secretary