



## BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, August 8, 2023

5:30 pm – Room 200 B|C

### **Attendance**

**Board Members:** Donna Blaul, Diane Horsager, Iver Johnson (absent), Gene Mickelson, Tom Nelson (absent), Jay Olstad, Barb Peterson, Marlene Robertson, Josh Tuchscherer (absent)

**Staff:** Paul Dean, Kienan Mick, Julie Klein

### **Call to Order**

Barb called the meeting to order at 5:35 pm, and Pastor Paul provided devotions.

### **Agenda**

*Motion made and seconded to approve the agenda with flexibility. Motion passed.*

### **Approval of July 12, 2023, Meeting Minutes**

*Motion and seconded to approve the minutes of the July 12, 2023, meeting. Motion passed.*

### **New Business**

- Iver Johnson will serve as board liaison to the Foundation Board and Marlene Robertson will serve as board liaison to the Changing Church Forum.
- *Motion made and seconded to accept the 2023 pastor housing allowance as filed for Paul Dean. Motion passed.*
- *Motion made and seconded to approve a baseline 3% COLA staff salary increase, plus some additional merit and market adjustment increases.*
- The Communications Director job has been posted and interviews for the position are in process.
- Paul is proposing a stewardship plan this fall which focuses on telling our story. The board will further discuss at the September meeting.

### **Reports**

- **Lead Pastor Report – Paul Dean**  
Paul Dean joined staff on August 1. He will meet with staff members for a brief one to one introduction. Listening sessions with the congregation will be scheduled this fall. Other areas of immediate focus include live streaming worship and stewardship process which will focus on telling our story. Paul's first weekend preaching will be September 9/10 and his installation at Prince of Peace will take place at all worship services October 7/8.
- **Finance Director Report – Kienan Mick**  
The month of June has seen a continuation of the positive trend reversal started in May; offerings totaled the 3rd highest grossing month of the year for the general fund offering with a \$35k positive variance to the budget. Versus last year, the month of June grossed \$55k higher as well. Despite the positive news of this trend reversal, we still finished \$327k short of budget and total offerings lagged 2021-2022 by \$54k.

The overall deficit looks to be about \$175k. On the expense side, admin costs went over budget by about \$20k and included audit fees, credit card processing fees, and ERC filing; facilities was roughly \$60k over budget driven by harsher weather and underestimates of the efficiency of the new building; and mission picked up an additional

\$10k expense for synod support that had not been paid in the 2021-2022 budget and spent about \$20k more on food than planned.

Kienan has been working to modernize some of our systems related to HR and accounting. CDLC Director Marie Strain has also embraced this and is going to use a system called Brightwheel. It is well known nationwide and is used by a huge number of pre-schools, including the YMCA's programs. It will serve as a clearinghouse for all forms, policies, invoicing, registration, etc. It will eliminate multiple entries from the prior system and will significantly reduce the people hour cost.

Three Prince of Peace members with decades of HR experience will serve on Kienan's Human Resources Advisory Team.

*Motion made and seconded to receive and file the written reports for August submitted by Paul Dean, Lead Pastor, and Kienan Mick, Director of Finance. Motion passed.*

### **Adjournment**

Barb adjourned the meeting at 7:00 pm and Paul closed the meeting with prayer.

Respectfully submitted,

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Julie Klein  
Recording Secretary

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Diane Horsager  
Secretary