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| <p>July 19, 2018-Our Savior’s Lutheran Church Board of Directors Meeting Mission Statement: <i>Grounded in Faith, Gathered in Love, and Sent with a Purpose so that Others may gain the Kingdom.</i> MEMBERS PRESENT Voting: Pastor Christine Wenzel, Amy Stoffer, Greg Otsuka, Marci Gaertner, Ray Valley, Meredith Caskey Ex-Officio/ Visitors: MEMBERS ABSENT:</p> | <p>Time Called To Order: 6:35 pm Time Adjourned: 9:05 pm Location: Family Room- OSLC Meeting Lead: Ray Valley Recording Secretary: Marci Gaertner</p> |
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| DISCUSSION | RECOMMENDATIONS/ ACTIONS/ MOTIONS | RESPONSIBLE PARTY | |
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| | | Staff | Board |
| <p>Reading of OSLC Mission Statement Devotions</p> | <p>Joel led devotions based on reflections from Sunday’s transitional team listening session: “How do we move forward but still be mindful of the past?” In short, pastors, staff, members come and go but we still remain God’s church. Reminded us that God leads us to where we need to be. The key is to keep sharing and discussing to help see where God is pointing us for the future.</p> | | |
| <p>Approval of June 2018 Board Minutes</p> | <p>Joel motioned to approve, Amy seconded. Approved, motion carried</p> | | |
| <p>Approval of Agenda</p> | <p>Ray has addition to” staff reports” regarding board expectations of staff reports. Marci motioned to approve agenda, Amy seconded,</p> | | |

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| | approved/carried. | | |
| Pastor Report | See attached | | . |
| Staff Report | <p>Ray asking for clarification as to what board wants from staff members for monthly staff report? General consensus to have template which includes calendar specific items. Progress and record of activity could also be beneficial during annual review. Meredith will look for a form and forward to Christine. Also will set a deadline for the staff reports to be sent to secretary of the board by the 15th of each month.</p> | | Meredith— template form example to Christine |
| Committee Reports | <p>Fellowship committee— Now a revised job description regarding kitchen coordinator position New job description: Position will . be 6-8 hours a week at \$13 an hour. includes duties of keeping kitchen in adequate working order for health and safety rules. Also includes a checklist for everyone using kitchen. Position will be expected to include hours from 4:15 pm to 7:15 pm on Wednesdays. Karen Miller will purchase food and will be assisted by members of the fellowship committee (Karen, Jan Leppala, Shelly Hill, Nancy Fjestad in meal prep.) Shelly as chair of the fellowship committee and Christine will be interviewing the one candidate who has applied to go over the new job description duties. Joel provided reminder that staffing numbers allow one to two further</p> | | |

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| | <p>“employee” positions as additions before OSLC would meet criteria for stricter health care coverage for employees. Clarified that contract employees are not part of this until a certain number of hours/week are reached at which point they are then considered employee status and would affect the above rules. Currently we can fill the fellowship position and nursery coordinator position in addition to one to two further positions. Joel will continue to monitor numbers.</p> <p>Nursery Coordinator currently one open position for 3 hours each Sunday. This coordinator will then be in charge of finding volunteers to help staff nursery. Hours to begin in time each Sunday am to support Faith Formation and continue through last service. Job description also needed and Meredith will speak to Children’s Ministry team for this. Christine will look also. Position will be mid September to December and then be re-evaluated depending on number of children utilizing the service. Motion by Meredith , seconded by Joel to approve nursery coordinator position at 3 hours on Sunday at \$13 /hr. All in favor, motion carried. Notice of upcoming nursery hours/status changes to be posted in bulletin.</p> | | <p>Meredith and Christine—look for job description for nursery coordinator.</p> <p>Ray--?add review of nursery usage to January meetng</p> |
| <p>Treasurer Report</p> | <p>Overall, giving is down partially due to a very low giving amount one Sunday in June. Approx 5.6% decrease in cumulative giving for 2018 as compared to this date 2017. Joel notes that the 2018 giving budget included a 4% decrease so</p> | | |

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| | <p>overall we are 1.6% below budget expectations in giving. Quarterly budget meeting with congregational members on July 22 at 9:30 am with Joel. Continues to post budget numbers on bulletin board. Ray suggested that we include what budget expectation is in the weekly updates in the bulletin as well to clarify what is needed weekly. Treasurer's quarterly report/summary to congregation to also be summarized in Eblast narrative as well as mention of upcoming needs such as the upcoming security changes and tentative costs. Topic of security issue/costs to be added to August Board agenda . Joel will gather data on costs, consider task force to define objectives, etc.</p> | | <p>Joel—? upcoming Eblast narrative for treasurer's report /summary</p> <p>Ray—add security issue/cost to August agenda.</p> <p>Joel—gather data on security issue/quotes, etc.</p> |
| <p>Old Business</p> | <p>Transition Team—information sessions underway, lasting approx. one hour but only 45 people signed up to attend. Alternative measures to gain data from those who perhaps can't attend: t 1) questions on line to be commented on, 2) Shelly Hill updating website for transition content and alternate methods to participate 3)email address for comments is "transition@OSLCstillwater.org" . Transition team doing more study on demographics within specific radius of church., working on magnets with prayer for transition. Tentative retreat</p> | | <p>Amy— consolidate/process info from cottage meetings for retreat 9/9/18.</p> |

scheduled for 9/9/18 for staff, board, transition team to relay knowledge gained from the cottage meetings and info gathering sessions, work toward vision/mission clarification. Tentative plan is for lunch with family fellowship and then convene for business/ brainstorming from 1-5:00 pm. Amy to try to compile information coming in to summarize results for presentation at retreat.

Solar Rewards Legal Review of Proposal— clarification of process: Ray and Joel have attended workshop by Solar Energies. No cost for installation of panels by Solar Energies and OSLC will lease these panels from a third company (Green 2 Solar). Ideal gets 80% of savings (20% to OSLC) for the first 13 years, at which point OSLC will then own panels and receive full savings. Lifetime expectation for the panels is 25 years. Joel has built in to contract agreement a clause to remove and replace panels during expected OSLC re roofing process in 10-15 years at no cost to OSLC. Ray has reached out to Tim Quarberg at Cummins Law Office for contractual review. Ray feels there is need to do due diligence to truly understand 1) what are we on the “hook” for in terms of exposure to risk? Other clarifications which may/may not need clarification pending bylaws

Christine—talk to Kathy to reserve the Bayport park building again.

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| | <p>review are 2) ? property insurance needed to cover 3) do we need to go to congregation to approve this project as it does involve property changes? --bylaws to be reviewed with respect to this. Ray is requesting approval of approx. \$1500 for legal review of contract. Motion by Greg to approve \$1500 expenditure for legal review to determine exposure to risk with solar panel project. Amy seconded. All approved. Carried.</p> | | |
| <p>New Business</p> | <p>Air conditioner/furnace issue—2 air conditioners leaking freon and this implicates the respective furnaces as well. The remaining furnaces are also operating at approx. 70% efficiency and are 30 + years old. General consensus that data/bids should be gathered to 1) establish cost of fixing the two associated with the air conditioning problem 2) establish cost of replacing all 5 furnaces. Further discussion upcoming as bids gathered and to be revisited in August.</p> <p>Budget Planning—Joel working on template for each staff member which will have category for last years budget to compare to category with current/future numbers. Plan is for August prep, then September/October board work and final budget in December to present to congregation before the annual meeting.</p> | | |

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| | <p>Treasurer Succession Planning—hope is to have a Finance Committee set up by time Joel rotates off board in January 2018. Work being done on charter outline and vision statement . Joel has defined three items to clarify and have in place: 1) financial controls in place working with audit team, 2) longer term planning initiated, 3) memorials—clarification of usage, etc-- adding possible 4) potential for capital campaign. Joel states he will train in new treasurer. Question arose –What role does board treasurer play--- further discussion in August in event bylaws need changing for December approval and recommendation to congregation for annual meeting.</p> | | |
| <p>Member Concerns</p> | <p>Concern from parent with youth attending mission trip --. Who is liable for injuries sustained during mission trip? Joel will forward current liability form that Chad has regarding parent sign off. Christine also believes whatever sponsoring organization on “the other end” should also have some rules in place regarding this. Joel also notes the topic of youth safety rules /protection will be part of updated security procedures.</p> | | |
| <p>Next Meetings Adjournment</p> | <p>August 16, 2018--? Deck party –to be determined. Meredith moved to adjourn, Joel seconded , approved.</p> | | |

Pastor's Report – June 2018

STAFF

- Staff will designate a day to clean out storage areas.
- Staff Retreat was held on July 10. Planned calendar through Christmas
- Need nursery coordinator. Who is responsible?
- Completed Kitchen Coordinator job description with Fellowship team – 6-8 hours needed – have 1 person express interest. 2 others will cook.
- Gillo's security pay will be addressed and finalized at Board Mtg.

HR TEAM

- Next meeting is at the end of July.
- Will meet with 2 HR team members to check personnel files to make sure they are complete.
- HR team members are willing to meet for individual concerns.

TRANSITION TEAM

- Meeting bi-weekly through the summer.
- Transition Listening Sessions have begun - get congregation feedback through various means in July and August. 45 people have signed up to participate.
- Thank you to all the hosts of these gatherings.

GOVERNANCE:

- Governance is about how a church is organized – Energized and Visionary?
- Present to both the Minneapolis Area Synod and the St. Paul Synod staff and Interim pastors on July 12th.
- Looking at new possible committee structure.

OBSERVATIONS:

- Thank you to the Transition Team for their ongoing hard work.
- I hope to pull program staff together weekly.
- Summer means staff is out of office a lot. I look forward to fall when there is a lot more going on.

- OTHER
- Working with LADC on security. Shari Ohland from Property, Jon, Joel Frost, and myself will continue discussion around security.
- Talked about the use of fobs which can be controlled by time and days of the week.
- Met with the community police officer and the fire department to get their input on safety procedures.
- Wedding on the river on a boat = July 29, 2018!

You are in my prayers. Please keep me in yours! Pastor Christine Wenzel

Children's Ministry Report – July 2018

- **Update**

- **Camp Wapo-19 youth & 8 Seeds**

- Tough having kids sign up under our church who don't go to our church- We had one student who really struggled at camp and I didn't have any background to help deal with the situation.
 - I denied some people for scholarships if they didn't attend our church
 - Kids had an awesome week- kids prayed for each other & built relationships
 - I was at camp with our kids for a full week and it was a great time to build relationships- Gary brought our boat and we took our OSLC kids out for a ride!

- **Faith Formation**

- Keeping the same schedule/Curriculum as last year
 - Having Time For Parents every week that we have Faith Formation- Gloria has volunteered to lead the group- when Chad and I were visioning for the group we had hoped that it would be taken over by a parent, so we are glad that has happened.
 - We will have All Worship on the 1st Sunday and Wednesday of the month during the school year. I have asked for volunteers to do skits, puppet shows etc but haven't gotten any reply. I won't plan to do skits this year unless students or other come forward. We will have students participate with other parts of the service. We can use sign up genius this year to get people to sign up. We need to get more students involved in All Worship on Wednesday nights
 - I have a draft calendar ready for the year that we used for planning at our staff meeting
 - I helped with planning our staff retreat day
 - We will have the preschool choir led by Natalie and the Youth Bells led by Emily Fjestad again this year
 - I am considering not doing Large Group opening for the 1-4th graders and just having them go right to class for more class time
 - Need to find teachers for the coming year- several would like to take a break from teaching
 - Depending on numbers of students for Wednesday night Faith Formation we may need to consider something new for Faith Formation- numbers have declined

- **VBS**
 - We have 15 spots still available for VBS
 - We are stressing safety this year- I will be leading this part of training

- **Children's Worship Area**
 - new space in the Sanctuary- we removed a few pews for the kids area, I purchased new instruments for kids to use for the closing hymn

- **Dale Newton will write the Christmas Program and Direct- We will try only doing 2 practice times and having any students who want to participate in the choir practice during Faith Formation.**

Submitted by Darla Goble
Children & Family Ministry Director

Youth Ministry Report – July 2018

1.) Mission Trip

- Everything is ready to go with the mission trip. As of today, we should have all the funding we need for the trip. I have sat down with Joel Frost to make sure we are on track. We have 31 people going on the trip (26 kids and 5 Adults). We leave Friday July 20th and return Saturday July 28th.

2.) Summer Stretch 2018

- a. Summer Stretch was another success this year. Everything went very smooth and I know our students loved both the service to the community as well as the activities we did in the afternoon time.

3.) Time for Parents

- a. Gloria Guinee will be taking over the leadership for this group and we will be in conversation about its continued success!

Report to the Board June/July, 2018
Submitted by Chad Larson

Maintenance Report – July

1. Both air conditioners for the sanctuary need to be replaced. Freon leaks out. New freon has been added with “ Stop Leak .” This is a short term temporary fix. Freon still could leak out. To replace both air conditioners we will also have to replace both furnaces at the same time. New air conditioner and old furnaces won’t match together. Young and Son’s Heating and Air is bidding this job (to replace both.) Young and Son’s added freon, Stop Leak, and labor at no cost. I wrote them a thank you note and mailed it for doing this for the church. Very nice of them. (a \$2, 180 value).

Board Report July 19, 2018

John Burke, Maintenance Manager

