



Board of Directors Meeting

Our Savior's Lutheran Church is a caring community called by Christ to serve and live in faith

<p>Date: 7 February 2019 18:30 MEMBERS PRESENT Voting members: Ray Valley, Meredith Caskey, Amy Stoffer, Chris Buse, Sue Amundson, Pastor Christine Wenzel, Greg Otsuka Ex-Officio/ Visitors: MEMBERS ABSENT:</p>	<p>Time Called To Order: 6:30 pm Time Adjourned: 9:25 pm Location: OSLC Family Room Meeting Lead: Ray Valley Recording Secretary: Greg Otsuka</p>
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TOPIC	DISCUSSION	RESPONSIBLE
Reading of the OSLC Mission Statement		
Additions/Approval of Agenda	The agenda was amended to add "Approval of job descriptions" under New Business. Greg moved to approve the agenda as amended, Chris seconded. Approved.	
Property and Grounds Update Family Room Remodel Update	Jan Leppala and Shelly Hill, along with Terri Smith, made a presentation to the Board. Jan said that her family used the Family Room while they were at OSLC for her husband Roger's funeral services, and she said it would be nice if the room was a warm space for funerals and other occasions. There were donations made to the Memorial Fund in Roger's name, and Jan and Shelly presented ideas to renovate the Family Room, including installing new carpet, painting the room, and adding conference tables, a sofa, side chairs, end tables, and table lamps. The estimated total cost was \$5,095.08, although that might be reduced if a volunteer professional carpet installer could be found. After accounting for funds from the Roger Leppla Memorial Fund, the remaining funds needed would be approximately \$2,850. The Board indicated its interest in exploring this project and sources for the remaining funding.	

	<p>Shari Ohland, chair of the Property & Grounds Committee, and Bruce Ohland and Ken and Charlene Oberman, all of the P&G Committee also attended to provide an update on various projects. The P&G members and the Board discussed the three furnace proposals, and it was agreed that P&G would request that the three providers come to OSLC to provide more information so that a decision can be made. Shari also presented information regarding a quote from Xcel Energy to replace the LADC lighting with energy-efficient lighting. If the quote is still available, it would be minimal cost to OSLC. The Board (Meredith moved, Amy second) authorized P&G to accept Xcel's proposal if it is still available and if it is confirmed that the lighting is appropriate for a full-day school setting.</p>	
<p>Approval of Minutes from last Board Mtg</p> <p>Approval of Annual Meeting Minutes (Provisional)</p>	<p>Ray mentioned that he made two changes to the draft minutes from January's meeting, and Meredith suggested a further edit. Minutes approved (Meredith moved, Sue second).</p> <p>Board approved (Chris moved, Amy second) the annual meeting minutes provisionally, meaning subject to the congregation's approval at the 2020 annual meeting.</p>	
Devotions	Pastor Christine read a devotion titled "Containers of Divine Love" from the book <u>Out of the Ordinary</u> by Joyce Rupp.	
<p>Board Nominations and Election</p> <ol style="list-style-type: none"> 1. President 2. VP 3. Secretary 4. Treasurer 	<p>The Board took nominations for Officers for 2019, discussed the positions, and voted. The Officers for 2019 are: Meredith Caskey as President, Greg Otsuka as Vice President, Chris Buse as Treasurer, and Ray Valley as Secretary.</p>	
Pastor Report	Pastor Christine presented her Report, which is attached.	
<p>Staff Report</p> <ol style="list-style-type: none"> 1. Staff meeting w/ Board 	<p>The Board expressed interest in having periodic meetings of some sort with the staff. Meredith will reach out to the staff regarding ideas for meeting.</p>	

<p>2. Performance review scheduling</p>	<p>Pastor Christine and Greg will work to schedule staff reviews.</p>	
<p>Committee Reports</p> <ul style="list-style-type: none"> ● Call Committee Launch ● Stewardship 	<p>Greg will contact Bishop Lull to schedule initial meeting with the Call Committee.</p> <p>Ray emphasized the importance of an energized Stewardship Committee this year, particularly with our “stretch goal” for giving for the 2019 budget.</p>	
<p>Treasurer Report</p>	<p>Chris reported that the Finance Committee will meet monthly shortly before the Board meeting and will create the Treasurer Report. He also shared a list of strategic goals for 2019. (See attached Report.) One goal is to provide the congregation with a high-level, easily-understandable report.</p>	
<p>Old Business</p> <ol style="list-style-type: none"> 1. Business Administrator Arrangement 2. VBS Check in 	<p>Chris reported that he is working on a RACI (Responsible, Accountable, Consulted, Informed) analysis/chart to delineate the roles and responsibilities of the Business Administrator, Finance Committee, Treasurer. The Board also agreed that a job description would need to be created for the Business Administrator position, whether it is paid or volunteer.</p> <p>It was agreed that Chris would study the historical financial impact of VBS.</p>	

<p>New Business</p> <ol style="list-style-type: none"> 1. Assignment of committee reps 2. Approve job descriptions 	<p>The following Board members agreed to act as committee liaisons: Greg (Human Resources, Art), Ray (Stewardship, Evangelism, Property/Grounds, Technology), Meredith (Adult Ed, Audit, Children/Family), Chris (Finance, Legacy, Technology), Sue (Health/Caring, Women’s Ministry) Amy (Mission/Outreach, Youth/Family) Pastor Christine (Worship/Music)</p> <p>The Board discussed some changes to the job descriptions that were presented and would re-circulate for approval.</p>	
<p>Member Concerns</p>		
<p>Next Meeting</p>	<p>March 21 at 6:30 pm</p>	
<p>Adjournment</p> <p>Concluding Prayer</p>		

**Our Savior's Lutheran Church
Staff Report**

Name: Chad Larson

Program/Ministry: Youth & Family Ministry Director

Date: 2/16/19

Activities January/February

Here is my report for Jan-Feb 2019. Let me know if you need anything else. Thanks

- Tubing and Tailgating Feb. 1st -- Successful event! We had around 30 people in attendance. Numbers down a bit from last year. Many volunteers helped out before, during and after. Darla and I decided we would wait to see if this we would take a break from the event next year or continue with it. We might be visioning for a new summer possibility for a community event.
- Youth groups: Our meetings are going well as normal. Worship for HS Youth group continues to be successful. Our students are really passionate about participating.
- Mentor Kick-off: Our Confirmation Mentor Kick-off night will be held on Feb. 27th with the actual program beginning on Ash Wednesday. During lent, students will also help out with the Lenten dinners by cooking grilled cheese sandwiches as we have done in the past.
- Our EPIC Event will happen on Feb.22nd at Trinity. Right now we have about 10 kids signed up but hopefully we will have more as the date gets closer.
- Eagle Project Opportunity: Cade Call is visioning to do his Eagle Project at OSLC. He would like to build portable boxes for the youth room to put couches on. He is currently working with Property and Grounds and planning with the city. If all pans out, he hopes to build these boxes in order to add a stadium seating like effect to our current set up.

**Our Savior's Lutheran Church
Staff Report**

Name: Jane Gay

Program/Ministry: Worship & Music Ministry

Date: 2/15/19

Activities January

- Wednesday 1/2 5:30 PM All Worship
- Sunday 1/6 Epiphany of Our Lord 9:30 AM All Worship
- Sunday 1/13 Baptism of Our Lord - Reception of New Members
8:00 Return to ELW Setting 8 - Rich texts connecting us to others near and far sung to tunes in recent popular musical genres -
"Kyrie" has been well-received by the Assembly
- Sunday 1/20 2 Epiphany 9:30 AM. "A Service of Prayer & Preaching Celebrating African American Song" - Led by Good News!
- Sunday 1/27 3 Epiphany 4:00 PM Activate Worship

Musical Offerings January

Good News!
Joyful Ringers
JuBellate
Kingdom Choir
Little Friends
Liturgical Singers
Praise Team

Thursday 1/10 6:30 PM Worship & Music Committee Meeting - OSLC Family Room

Upcoming Activities/Important Dates February

- Sunday 2/3 4 Epiphany 9:30 AM All Worship
- Wednesday 2/6 5:30 PM All Worship
- Thursday 2/21 6:30 PM Worship & Music Committee Meeting - OSLC Family Room. Many new lay members have been added to W&M Committee

Items needing the board's attention

Our Savior's Lutheran Church

Staff Report

Name: Stacy Meyer

Program/Ministry: Parish Nurse

Date: 2/18/19

Activities Last Month

- Healing prayers continue on communion Sundays at the 0800 service.
- Blood Pressure Clinic every 3rd Sunday at 0900. Last BP clinic was on Feb 17th and we had 5 members visit for a BP reading.
- Newborn gift baskets are given at baptism and the items include one outfit, a blanket, first book of prayers and bible stories, a book for mom and a book for dad written by pastor Steve and a card of prayers and well wishes from all of us at OSLC. Last baptism on February 17, 2019. Newborn basket given.
- Meetings started in January 2019 for Stepping On (Fall prevention class) which I have been trained in and will teach at Lakeview Hospital with Deb, the parish nurse from First Presbyterian Church. Class was postponed from February to May due to weather. We have 3 members from OSLC that will be attending my class. I hope to teach it at OSLC next year.
- Meeting on a regular basis with a member of OSLC who is in need of personal care attendants and more funding for programs from the state of MN. I am a regular advocate for her and attend all meetings. She was able to qualify for more in her budget for 2019 and I am helping her manage her account and getting her signed up for activities and care. Last meeting was on February 11, 2019 and the next one is February 19, 2019.
- Continue to do phone ministry throughout my illnesses and did home visits/nursing home visits when I was healthy.
- Lakeview Foundation is featuring me as the parish nurse for OSLC this year and did a short video with me and 2 members of OSLC talking about how the parish nurse has impacted her quality of life and her spiritual connection to our church when she has been unable to attend worship due to her decreased immune system. The video will be aired at the Advisory Board Breakfast at Lakeview Hospital on Thursday March 7th. This is also where we share our statistics with the Lakeview Foundation board members and will be given to you as well. This video can be shared with the board of OSLC if you would like.
- Attended the Faith Community Nursing Network Symposium on January 23, 2019 with 4 other St. Croix Valley parish nurses. The topic was on "The Opioid Epidemic." I brought back 2 Narcan Kits to be available at OSLC if someone experiences an overdose at church or if someone needs to have one available to them elsewhere, I can supply one no charge.
- On January 22nd, Jenny West from Family Means came and did a presentation to OSLC staff on becoming a Dementia Friendly church. We successfully completed the training and now OSLC is certified as a "Dementia Friendly Church," teachings based on Stillwater Area ACT on Alzheimer's. Sticker placed on church door stating such.

- Items for prayer room are now available to be hung by Jon. I will be adding prayer shawls, hand-sized olive wood crosses, comfort care backpacks and daily devotionals in that room once completed for people to take home with them as needed.
- Handed out 5 meals from Thymes for Grace this month to people in need. The Women's Ministry Team will be making new meals in March, 2019.
- Greeted and helped with OSLC member funeral on Feb 1st.
- Help coordinate supplies and money this month to an OSLC member's son and grandson who went through recent tragedy.
- Stephen Ministry is running smoothly with all members who are able health wise to have a care receiver, have one. No complaints from any of the Stephen Ministers or care receivers and all have reported "Finding value and worth in the program."
- Continue to hand out the Stephen Ministry series, "Journeying Through Grief" which is a set of four short books to send to a grieving person who has had a loss. They are sent at 4 crucial times during the 11 months after the loss. Positive feedback has been given to me about their relevance and effectiveness from those who have received them at OSLC. 2 of them were given this month.

Upcoming Activities/important dates

- Next Stephen Ministry Supervision group meeting is Thursday February 28, 2019.
- Next Health and Caring Leadership meeting is on Wednesday March 20, 2019.
- Next Faith Community Nurse meeting for Lakeview Hospital is on Wednesday March 20, 2019.
- Advisory Board Breakfast in on Thursday March 7, 2109.
- I will be taking the training for Tai Ji Quan on March 5 and 6, 2019 at Lakeview Hospital. This is at no cost due to a grant given for parish nurses. I will teach at Lakeview Hospital in the fall and would like to bring to OSLC as well. More to come later.
- Prayer room to be completed asap.
- Continue to do visits as needed.
- Help coordinating a birthday party in March at a member's home for another long-time member who is celebrating an important milestone and wanted to invite the people at OSLC who directly volunteer with her.
- Please note that the Senior Faith and Health Day will be held at OSLC on Tuesday April 30, 2019 and the title we have chosen is "Celebrating Your Legacy of Faith and Stories." We already have our speakers and plan to have more vendors this year including memory screening. This will be new and will be held in our new prayer room.
- VBS planning meetings have started and I will be in attendance as a nurse instead of a direct volunteer as there was a huge need for me in the nurse role last year. I will also recruit some volunteers from my Health and Caring Leadership Team to be available to kids who are having a hard time due to homesickness, behavioral issues needing redirection, and just to have another caring person available to VBS volunteers and the VBS kids if needed.

Our Savior's Lutheran Church

Staff Report

Date: February 15, 2019

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

Regular tasks: Cleaning, building room & CLC set-up/break down, supply orders, repairs, etc.

Snow Removal: Several hours spent removing snow & icing sidewalks this past month.

Upcoming Activities/Important Dates:

Attention Please: HVAC Furnaces and air conditioners

I am recommending Young & Sons as the HVAC Company to install our new furnaces and air conditioners. They offer fine HVAC equipment, "American Standard" brand. I know Jim Young and Rick his technician. Both of them service all of our floor furnaces and air conditioners. They know our building and have had a good working relationship with OSLC for several years.

I called and picked 3 HVAC contractors to get bids. I chose 3 different brands of HVAC equipment and 3 different price ranges. I walked with each one while they determined their bids. I like Young & Sons as the best contractor. Jim Young is reliable and responsible. Please remember one of our air conditioners is totally broken down. Two sanctuary air conditioners are only running because of freon sealant. How long will that last? I need the church board's approval soon!

I would like to start the installation Spring of 2019. Young & Sons needs to schedule time to do this. Spring gets busy for contractors. Please let me know soon. I will contact Young and Sons if the church board approves this project.

Items Needing the Board's Attention: See comments above!

Our Savior's Lutheran Church

Staff Report

Date: February 15, 2019

Name: Kathy Newton

Program/Ministry: Office Administration

Last Month Activities:

- **Regular office responsibilities:** Tuesday eblasts, Sunday bulletins, email & phone responses to questions and work requests by staff, congregants, committees & church board, submitted bi-weekly staff payroll sheets. Posted March 3 "All Worship" & Brunch along with sign-up sheet.

- **Purchases:** Kitchen paper products, coffee & misc. Office paper & supplies.

- **Program Work:**

Children & Family Ministry

- a. Tubing & Tailgating Event: Collected forms & payments for tubing. Sent email reminders regarding deadlines.
- b. Sent out emails to Faith Formation families regarding schedule updates & reminders, (Moms Night Out, Spa Day, 1st Communion Class, VBS volunteer sign-up, etc.)
- c. Updated and mailed out 1st Communion Postcards for all families with children Grades 1-6.
- d. Put together baptism materials for Koenig family & booked Tennessen baptism.

Youth & Family Ministry:

- a. Logged in Youth paperwork & payments: 2019 Mission Trip, EPIC Event
- b. Sent out weekly confirmation emails & class cancellation for Jan. 30 (Cold weather closure).
- c. Updated Mentor forms, printed for Chad to handout, emailed to confirmation families along with weekly confirmation email.
- d. Updated Lenten Schedule postcards for confirmation Mentor/Mentee Kick-off.
(Chad hands out & extra's will be on Welcome Desk for congregation).

Pastor & Board

- a. Finalized Annual Report with Treasurer's report & 2019 Proposed Budget. Uploaded final 2018 Annual Report to Google Drive.
- b. Completed & printed up Leadership Ballot, including Call Committee for annual meeting. Updated file following annual meeting with nominations that came from the floor and Board assignments for President, Vice President, Treasurer, Secretary, Members.
- c. Eblast announcement about church closing due to the cold weather. Cancelled Wed. dinner, worship, confirmation, etc.

- d. Posted January Board Minutes, 2018 Business Admin Summary & 2018 Attendance to website.
- e. Gathered all electronic Procedure documents could find and emailed to Pastor Christine.

HR Committee

- a. Emailed committee sample staff review forms used in past years.
- b. Emailed all Ministry Descriptions we had on file.
- c. Found where the I-9 forms were filed and let them know to contact Alicia to get printed copies for files kept in the pastor's office.

Upcoming Activities/Important Dates:

- Format & print up Lenten study guides for Mentor/Mentee's to use during Lent.
- Set-up Mentor/Mentee bins and folders for 8th & 9th grade confirmation
- Set-up 2019 VBS registration and print VBS books for Darla & volunteers
- Begin gathering data for determining a new copier lease.