



Board of Directors Meeting

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

Date: 12/19/2019 MEMBERS PRESENT: Meredith Caskey, Amy Stoffer, Pr. Karna, Greg Otsuka, Sue Amundson, Ray Valley Voting members: Ex-Officio/ Visitors: MEMBERS ABSENT: Chris Buse	Time Called to Order: 6:46 pm Time Adjourned: 9:22 pm Location: Offsite Meeting Lead: Meredith Caskey Recording Secretary: Ray Valley
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TOPIC	DISCUSSION
Reading of the OSLC Mission Statement	
Devotions/Mission Moments	The Story of Silent Night and the surprises God has in store when things don't go as planned.
Approval of Minutes from last Board Mtg	Approved online 12/4/2019
Additions/Approval of Agenda	<ul style="list-style-type: none"> ● Background check study ● Women's budget ● Budget communication ● Art fund expenditures - Christmas decorations (Art Committee update) ● Reinforcing Support for Pastor Karna's worship style <p>Motion by Ray Valley to approve the amended agenda, Second by Greg Otsuka. All in favor</p>
Strategy <ul style="list-style-type: none"> ● How we communicate 2020 budget alignment with Mission, Vision & Values? 	Amy suggesting to work on a narrative visual budget surrounding Mission, Vision, and Values. Up, In, and Out correlative. Amy to coordinate with Chris and Karna on composing a narrative budget. Draft to be done by January 12th?
Review Actions List	(Review outside of meeting)
Financial update <ul style="list-style-type: none"> ● Treasurer's Report ● 2020 Budget 	<p>In Chris's absence, Ray presented the Treasurer report (see separately). Positive feedback from the congregation on December 8th about the new simplified way of budgeting.</p> <p>Chris met with Ahola Mack on 12/19 about revising their accounting practices to accommodate the new structure in 2020.</p> <p>Susan Smith to move into a Business Manager type role in 2020. Chris and Susan are working on the details about roles and responsibilities</p> <p>Board felt it would be a good idea to hold another congregation budget meeting on 1/12/2019 between services for those who couldn't attend</p>



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	<p>on the 8th. Also, that way we will have the end of year financials so we will know how much of a stretch budget it will be.</p> <p>In V5 budget, state P&G projects as “Planned” Property and Grounds Project rather than “Authorized.”</p> <p>In V5 budget we present to congregation on Jan 12th, need a better understanding of the cost estimate of salaries in 2020. Pastor Karna to get salary estimates of all staff.</p>
<p>Highlights/Concerns</p> <ul style="list-style-type: none"> ● Staff Reports ● Pastor Report ● Committees <p>Property and Grounds</p> <p>Giving Team</p> <p>Budget communication</p>	<p>For staff and pastor report see attached</p> <p>CLC Lighting is Top Priority in 2020 which can proceed as soon as 2020 budget is approved.</p> <p>Alternative communication strategies still being worked on between Maintenance Manager and Property and Grounds. Pastor Karna is still the primary go between.</p> <p>A question that needs resolution soon in 2020 is clarity of the authority, roles, and responsibilities of the Maintenance Manager and the Property and Grounds committee. Pastor Karna along with the help of HR to take on a more hands on role in clearly delineating the task list of the maintenance manager. Board Liaison in 2020 will need to work with the Property and Grounds committee and revisit a draft committee “charter” that lays out the guiding principles, roles, and responsibilities of the Property and Ground Committee. This is important to establish soon since Property and Grounds owns a large capital budget.</p> <p>Still scratching head a bit about the very low offering on Dec. 1st. A special offering ask by the African Choir may have impacted giving along with lower than average attendance. We might need to look at alternative ways of administering special offerings. Alicia writing check from OSLC rather than a separate ask?</p> <p>Concern voiced about messaging and balancing necessary communication about budget shortfalls without appearing to be communicating from a position of scarcity. Stewardship for All Seasons in 2020 will help train the Giving Team with strategic communication strategies.</p> <p>Giving Push done until the conclusion of 2019</p>



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<p>Art Committee</p>	<p>Giving Thermometer pulled for Christmas</p> <p>Christmas decorations upgrade idea. Garland is in especially rough shape. Art Fund has a \$15,500 balance and the committee is responsible for meeting and deciding on expenditures.</p>
<p>New Business</p> <p>Women's Budget</p> <p>Background checks</p> <p>Staffing decisions</p> <p>Worship</p>	<p>No action proposed for the Women's fund in 2020.</p> <p>How often do background checks get done? Meredith to check in with Darla about what's been done regarding updating the policy</p> <p>Motion by Ray that absent a formal policy or bylaw for Hiring and Firing that the Board serves as being informed in RACI diagram and that the Pastor makes the ultimate decision. Second by Sue..... Discussion ensued about decisions about risky decisions (especially termination) and whether the board needs to play a more active role . Ray amended motion to change from "Hiring and Firing" to just Hiring. Re termination decisions, the board in 2020 will work with HR on best practices and later create a policy. Second from Sue. All were in favor.</p> <p>Board reinforced support for Pastor Karna's worship style</p>
<p>Old Business</p> <p>Playground project approach and partnership with LADC</p> <p>Nominations</p> <p>Amendment/</p>	<p>Need a competitive bid to compare with whatever plan we are leaning toward. Meredith has a contact with another provider who will contact about getting a second bid once the planning committee agrees on needs that will suit both parties interests.</p> <p>Needs to be more coordination and communication about this project and a project plan. As LADC board member and OSLC staff, Darla is the convener of the LADC and OSLC small planning group. OSLC has identified our total budget of \$51,000 to contribute to the project. Agreement is needed on what play structure is needed that satisfies the need of both partners and how to pay the total cost for the structure. Suggested that the board in 2020 appoint a board rep on the project</p> <p>Efforts continue to identify and communicate with potential board nominees. Other nominations needing to be filled and on the ballot for the Annual meeting (according to bylaws) include Art Fund (Dale Newton is the possible chair of the committee), Legacy (Mark Fjestad), Mission and Outreach (Kathy Newton). Greg to reach out to committee chairs soon and ask about nominations and start assembling the ballot for the annual meeting</p> <p>Still looking for representation on the task force beyond Pr. Karna, John</p>



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<p>revision of Constitution and Bylaws project update</p> <p>Stewardship drive update</p>	<p>Lasswell and Paul Renslo. If you know of anyone who might be a good candidate on the committee reach out to Pr. Karna or John.</p> <p>Lunch meeting at SPAS on January 7th that Pr. Karna and Ray will be attending.</p>
<p>Member Concerns</p>	<p>Member expressed that the board could benefit from sensitivity training. Compassion retreat on the 12th might be a good start.</p>
<p>Recap of Action Items and Priorities</p>	<p>Jan 26th annual meeting between services. Maybe a movie between services moderated by Youth? Meredith to prepare announcement for annual meeting.</p>
<p>Next Meeting</p>	<p>Jan 16th.</p>
<p>Adjournment</p> <p>Concluding Prayer</p>	<p>Motion to adjourn, second Meredith. All in favor 9:22</p>