

**Woodlake Lutheran Church**  
**Leadership Board Meeting Minutes**  
December 13, 2012

Present: Pr. Fred Hanson, Pr. Diane Roth, Laurie Beckman Yetzer, Zach Busch, Starr Carriere, Jay Hermann, Orv Holland, Leslie Kapocius, Jennifer Lesch, Chris Okey, Sue Tomasko, Julie Windler, Tisa Zachau

1. The meeting was called to order by Laurie Beckman Yetzer at 6:37 pm.
2. The agenda was reviewed by staff and board prior to the meeting, and approved.
3. Pastor Roth opened the meeting with devotions and prayer.
4. A request was made to move up the board meetings by an hour or so (5:00), however it was requested to push to 5:30 due to traffic and work schedules. The staff and board will confirm this time with Laurie, and next month's meeting is slated to begin at 5:30.
5. Julie presented the November financial report to the board. Expenses are coming in higher than income by 18,943.78. Julie is expecting to make up some of this in December with IRA donations, "Give to the Match" gifts, as well as offerings coming in higher than last year. Income is coming in much the same as Last Year. Julie reviewed the pledge numbers that have come in thus far. To date 210 pledges have been received and there are 72 persons that pledged last year but not yet this year. There will be a task force reaching out to these 72 people to see if they are interested in placing a pledge. There was an increase of 28 persons who pledged this year versus last year. Julie also stated that 71 people increased their pledges this year versus last year, which is a much more favorable trend versus last year. A motion was made to approve the budget and the report was received.
6. There will be a joint staff and leadership board training on Saturday, January 19<sup>th</sup> from 1-4 at the church. We will use this time to review the constitution and organizational chart, and make determinations of how we would like to update and improve these. We will be using the book "Holy Conversations" to guide us as we go through this process and hold our meetings throughout the next year.
7. The staff submitted their monthly reports to the board prior to the meeting for review. A couple of staff members provided additional updates:
  - **Chris:** Stated the Synod will be covering half of his registration costs for the annual Discipleship Youth Conference, which is being held in California in January 2013. He also stated he got a message from someone from Central Michigan University looking to rent space from us March 2<sup>nd</sup>- 9<sup>th</sup>. It would be for 12 people to use a couple of classrooms for housing /meetings as well as use our Kitchen space to make breakfast and lunches. This is a group that offers alternative spring breaks program to tackle different social issues.
  - **Tisa:** The lack of signage advertising our services, programs, etc. and when can we get something out front since our sign is not in working order. Leslie is going to reach out to Lenny Swanson to work on Christmas signs.
8. A request was made to open a new savings account for the REACH campaign. A motion was made and approved.

9. A motion was made to remove John Tollefsrud as signor for all Woodlake Lutheran Church accounts, and replace him with Orville Holland. All other signors will remain the same. The motion was approved.
10. The October and November meeting notes were sent to the board prior to the meeting for review. No questions were asked or changes requested. A motion was made and the minutes were approved.
11. Pr. Fred updated the board on several topics:
  - Consulting plan for discerning our worship identity: The first meeting will be held on January 16<sup>th</sup>, 2013.
  - The "Holy Conversations" books will be in every board members mailbox by Sunday, and they are all asked to read chapter 4, before deciding on names to be suggested for this task force.
  - Befrienders Group: This will be a multiple phased task force to redevelop our shut-in and homebound ministry and members. After the phases are completed, a recommendation will be presented to the board.
  - Redeveloping the job descriptions for Tisa and Chris as Co-Directors of Faith Formation: This would be a multi-phased transition that crosses multiple generations. They would also guide the "Faith Formation" table which would support all persons of WLC in life-long learning and faith development.
  - Redrafted a job description for the Director of Administration (currently the financial coordinator position). Also asked that the board review this job description with the Office Coordinator position that was sent out last month and see how the two work together.

Pastor Fred made a request for a motion that Pastor Fred, Pastor Diane and Julie Windler will submit a proposal at the January board meeting to create a hiring committee and process with a list of potential candidates. The motion was made approved.
12. The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Jennifer Lesch,  
Secretary