

Woodlake Lutheran Church Leadership Board Meeting Minutes

January 11, 2018

Present: Pr. Micah Pearson, Scott Dahlquist, Laurel Johnson, Anne Romstad, Paul Olson, Mary Olson, Carol Olson, Anne Schmieg, Wayne Schmieg, Ed Morrow, Barb Halsne Guests: Julie Windler and Paul Lauber

The meeting convened at 6:30 with introductions around the table since this was Pastor Micah's first board meeting with us.

Carol led us in devotions with the focus on Psalm 23. Thank you, Carol for also bringing treats.

No Congregation members were present for the Open Forum time.

1. An amended agenda was available and further amended with a recommendation to allow Paul Lauber from the Boy Scouts to be moved up to the top of the meeting so that he did not have to attend a good share of the meeting. Julie Windler also asked to be moved up to the treasurer report area so that she might leave early.
2. December 2017's board minutes were approved as written.
3. Julie Windler was present to discuss the treasurer's report. Page 1, Statement of Activities was reviewed. Julie reports that over all we are in good shape. Offering for the past month was high but could be related to tax changes for the coming year. One concern was the holiday offering was far below the budgeted amount.

Julie recognizes that there are those that previously attended and gave are no longer doing so. Discussion involved how to reach out to those people and Anne Schmieg from the Congregational Care commission has put some thought into how her area may help with this.

4. Paul addressed the good news that a re-testing of the moisture on the Fellowship Hall had been done and no longer showed a level that would require extra expense and preparation for the floor. The flooring company will warranty the floor with the lower moisture level. He also showed a rendering of signage outside the front of the church identifying *Woodlake Lutheran Church*. Other signs at other doors may be added but this will identify the "front" door. Additional signage to identify the interior rooms is also planned.
5. Anne Schmieg brought a sample of the 4-part packet that will once again be given to those grieving families during their first year of loss.
6. The Treasurer's report was approved as written.
7. A resolution is needed to add new signers to the accounts and delete previous signers. This was already done this past week.
8. Laurel asked for feedback on her report for the Sandwich Project. This would be an inter-generational event during Lent. It would occur on a Sunday morning after the service mid-March. The sandwiches are given to the homeless through the "Sandwich Man," Allan Law who delivers the sandwiches late at night to those in need. A motion was made and approved to go forward with making 300 sandwiches. This would be a cost of \$200.00.

9. Paul Lauber was present to ask for approval from Woodlake to welcome and accept girls to join the Cub Scouts which is planned to begin March 1, 2018. This change is also planned for the Boys Scouts in 2019. As Woodlake is the chartered organization for the Scout Troop a motion was made and approved with one dissention to accept this change.

Paul also said that Scout Sunday is scheduled for February 11, 2018. He asked in what way the scouts could help. Suggestions were made for them to help as greeters, bulletins, ushers, and holding baskets for communion. Pastor Micha welcomes the chance to improve a positive relationship with the scouts and will meet with Paul Lauber to discuss.

10. Old Business:

- Staff Job Descriptions: Scott spoke with Jean Kass and she has been working on the staff job descriptions and should have them done by the February Board Meeting.
- Employee Handbook: Discussion on the background of the Employee Handbook and the wording in some of the sections was extensive. Mary will check with Julia to see if this handbook was handed out to employees. Bob Larson will return to Minnesota in February and he can be contacted regarding the definition and wording in question. Job descriptions will be available in February. The need for employees to receive the handbook and sign off that it is received is a legal necessity. Yearly employee reviews need to be done.

Anne Romstad will speak with Pastor Charlie if this has been done this past year and if he would be willing to evaluate the present employees before he leaves. A simple evaluation form should be completed and on record.

A motion was made and approved to ask Pastor Charlie to meet and evaluate each employee. Another person could be present at this discussion with the employee.

- Further discussion on employees, the job descriptions, evaluations, and salary will be handled by the Executive Board and not the entire Leadership board.
- Farewell for Pastor Charlie: Per Pastor Charlie's request he would like his farewell to be a simple affair with donut holes. It will be held on January 28, 2018 in the Fellowship Hall. Valentine Card making will also be happening in the same area. Wayne will organize and ask Cindy Hanson and Kathy Hedman for assistance.

A gift for Pastor Charlie was discussed and Mary will take the lead on our discussion regarding the gift.

11. New business:

- Review of the Management Letter submitted by lead auditors and the President's response:

A gift acceptance policy: tabled until next meeting.

An agreement of some sort with the Adventistas - Marion Miller is the liaison with this group and Scott will meet with her the Adventistas and have a conversation with

them to see how we can better partner with them, grow the relationship and have documentation regarding this partnership.

- Shared intern proposal: The proposal in written form was presented to all prior to the meeting. A good share of the time was spent discussion point 4 on the expectations of the willingness to welcome a LGBTQ intern. Since this is not even a question that should come up during the interview process the board voted to approve the proposal.
- Welcome event for Pastor Pearson: The official synod installation will probably not occur until mid-March. It was decided to have a “meet and greet” on Sunday, February 4, after the service in the Fellowship Hall. The youth are in charge of treats on this Sunday. We will have an introduction and then a short talk from Pastor Micah plus time to chat with Pastor Micah and family after.

A suggestion was made to have name tags every Sunday through Easter available at a table in the Narthex. Wayne will have tags and pens available.

- Lenten Soup suppers and services: Josh had asked Scott to assist with help in scheduling teams and scheduling help with set-up and clean-up for the Lenten Soup suppers. It was approved by the board to continue with the tradition of soup suppers and it was felt that we could get enough groups to help with the 6 evenings. Publication in bulletins and E-news and a sign-up in the office would be the means of getting volunteers.

Ash Wednesday will have a 12-noon service and a 6:30 service. All other Lenten services will be at 6:30 with the soup served at 5:30 pm. Holy week will be decided at a later time.

- Scott presented a proposal from the collaboration of ELCA Richfield churches to participate in an Intercultural Development Inventory. This would require 40 members of Woodlake who also participate in at least one other church sponsored activity to take the survey. The cost of the survey is \$18.00 per person and is done on-line. The purpose of the survey is to answer the centering question: How can we embody Jesus in and with our community? The results of the survey would be shared at a “Fat Tuesday Pancake Dinner” on February 13th at Oak Grove from 6-8pm. The collected results from 120 people would establish how we can effectively minister to our community. There would be an additional fee to help with the meal. A motion was made and approved to move forward with this proposal with a cost up to a total of \$1000.00 for both the survey and the meal.
- The meeting adjourned at 8:58 pm with the Lord’s Prayer.

Reminders:

February Messenger Article – due January 15 - Anne Romstad

February Devotions and Treats – Board Meeting February 8 - Paul Olson

March Messenger Article - due February 12 - Paul Olson

Respectfully submitted,

Barbara Halsne