

Woodlake Lutheran Church Leadership Board Meeting Minutes December 14, 2017

Present: Scott Dahlquist, Kathy Hedman, Laurel Johnson, Anne Romstad, Paul Olson, Mary Olson, Carol Olson, Anne Schmieg, Wayne Schmieg, Barb Halsne

The meeting convened at 6:17 with Scott leading us in devotions. Thank you, Scott, for providing treats.

1. The agenda was amended by adding meeting time discussion and Toys for Tots box. The agenda was approved with additions.
2. November's minutes were reviewed. The minutes were approved.
3. The treasurer's report was reviewed. At this time, we do not have a treasurer and it was approved as written. Any questions should be addressed with Julie Windler or Orv Holland.
4. The Commissioner reports were open for discussion.
 - The Youth staffing was discussed. Deb Jungers will continue with confirmation until the end of the school year. Kirsten Hargreaves will continue her position until the end of the school year. Anne R plans to meet with parents and build teams to strengthen the youth program.
 - Anne S asked about communication between the Spirit Singers, Eileen Berge, and Hyeon Jeong Lee. As Worship Music and Art Commissioner, Carol will be the liaison to ensure that communication is established and maintained.
5. Old Business: Status of Fellowship Hall repairs.
 - Paul reported that because the moisture level is higher than allowed for the warranty of the flooring, some additional prep work and costs will be done prior to installation. Once costs have been determined, a decision of where that additional money will come from will be needed.
 - The hallway has some loose tiles and is being addressed.
 - The tile right before entering the church can be a slippery safety hazard when it is highly polished. Paul will address this with the custodians.
6. New business:
 - After discussion, it was decided to approve hiring Joshua Lindgren to do Wednesday Matins Music through to the end of December 2017. Jeong is doing the Sunday School Christmas Program, Advent, plus the other music practices and felt that an assistant during this time is needed.
 - Discussion regarding the Building Administration position and the need for an assistant was held. This was tabled as the board explores solutions and defines the job description.
 - Job descriptions for staff positions are in the process of being done. It is uncertain where they stand at this point.
 - Scott volunteered to speak with Lesley Farnham regarding the employee handbook and the updates she had made.

- Donations that have been made to the shopping carts for VEAP have occasionally disappeared. A decision was made to move the drop off to the office. Laurel will leave one shopping cart in the hall way for a visual reminder with a sign indicating donations should be taken to the office. Another shopping cart will be at the back of the office for the donations. Laurel will also ask Julia to put a note in the E-News and Messenger and she will notify Marlene Evenson of the change.
 - It was decided to do the installation of new board members on January 7, 2018.
 - Barb distributed the Board Members job descriptions. She questioned if the e-mail “Leadership” was correct. Scott said he would ask Julia to verify.
 - The Adult Forum from last Sunday, December 10 was discussed. It was decided to have an open forum at every board meeting for the first fifteen minutes. This will give others the opportunity to bring forward any observations or comments they may have. We will structure this time as a chance to “listen” to comments from fellow members. The time will be limited based on the numbers attending the open forum.
 - We discussed the invitation to share an intern with the collaborating churches in Richfield. Pastor Micah was consulted by Scott and he was accepting. The time frame would be the school year of 2018 to 2019 and would be a full-time position divided between the three churches. Wayne felt that this would be a good use of the collaborate effort if the supervising lead would divide the activities of the intern and not leave it up to the individual churches to request the time of the intern.
 - Ed Morrow has volunteered to be the Treasurer. At the Annual Meeting the positions of Vice President (Mary Olson) and Congregational Care (Anne Schmieg) were not filled. A motion was made and approved to accept these people for the positions.
 - We discussed the meeting time for the monthly board meeting. It was decided to continue with the second Thursday of each month but move the time to 6:30 p.m. Scott will notify Julia about the change in time. Pastor Micah will be invited to the January meeting and we will discuss the time again.
 - The Boy Scouts placed a “Toys for Tots” box by the coat room but we have advertised that we will not be doing this program this year since VEAP has discontinued it.
 - A farewell gathering will be held for Pastor Charlie on January 28, 2018.
 - A sign-up sheet for devotions and treats and the monthly Newsletter article was presented for volunteers. (Thank you)
 - Barb will do the January Newsletter article and bring attention to the open forum plan.
- The meeting adjourned at 7:57 pm with the Lord’s Prayer.

Respectfully submitted,
Barbara Halsne

Reminders:

January 11th meeting: **6:30 pm** - Devotions and treats = Carol Olson

February Newsletter article – due January 15 = Anne Romstad

Children’s Pageant, Youth Bake Sale, New Member Sunday = December 17