

Woodlake Lutheran Church Leadership Board Meeting Minutes

March 8, 2018

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

The meeting convened at 6:29 with devotions by Anne Schmieg. Thank you for the devotion and treats.

1. The agenda was presented for additions with the following:
New Business: Julie Windler's name was added to "employer pension contributions"
New Business: Sunday Morning name tag time frame
2. Leadership Board Minutes from February 8, 2018 were approved as written.
3. Julie Windler was present to discuss the treasurer's report. Several categories were discussed and Julie feels that at this point we are right where we should be. The treasurer's report was approved.
4. Staff and commission reports were sent previously via e-mail. There was added discussion by Anne Schmieg about the need to update the funeral book. Cindy Hanson will form a committee and Anne will review changes. If there are large financial changes Anne will bring this information back to the board for discussion but otherwise the board does not need to approve. Anne will provide high-lighted changes for our information.

Julie Windler mentioned that she would like to be copied on the individual commission reports that may involve any financial changes.

Woodlake will be the site of a funeral of a non-member on Saturday. This could be a large funeral and Loaves and Fishes meal preparation times will conflict with the need to use the kitchen for the funeral. Loaves and Fishes has elected to serve sandwiches for the meal and use the Fireside Room for the serving.

Pastor Micah discussed the Strategic Plan outline he had sent out. Pastor Micah asks for feedback on the initial structure of the plan. Listening sessions are planned for April and May, a vision committee will be formed, mission statement written, and a clear time frame will be decided. The goal will be to have a plan and how we can accomplish it.

Anne Schmieg suggested that there be a method of communication for those that are not comfortable speaking in front of others or in-person, possibly a suggestion box.

5. Old business:
 - Collaboration update: There is a steering committee meeting on March 12th. The IDI (Intercultural Development Inventory) results that were shared on February 13th at Oak Grove showed all three churches being very similar in the results on cultural background relationships. The shared intern with the three congregations will help center us in areas of need.
 - Employee handbook update: Handbooks were pre-maturely distributed via e-mail but not to all staff since not all are available through e-mail. No one has signed them. The handbook has not been reviewed for corrections. Once this is done, a hard copy will be given to all staff and discussed at a staff meeting with Pastor Micah. More decisions regarding the handbook will be made by the Executive Committee.
 - Update on gift policy: The Endowment Committee will review the proposed gift policy before it will be finalized by the board. This subject is tabled until the Endowment Committee reviews.

6. New Business:

- Business credit card: A motion was made and approved to authorize a credit card for Woodlake Lutheran with Pastor Micah Pearson's name as the card holder's signature for church related purchases with a credit line limit of \$5000.00.
- Installation of Pastor Pearson: Installation is Saturday, March 10th and Sunday, March 11th with Pastor John Hulden, assistant to the bishop of the ELCA synod present. One representative (Laurel Johnson) will be present at the Saturday chapel service to assist with the installation. Four representatives will assist on Sunday morning and they are for the church/at the doors (Paul Olson), The Lord's Supper/Altar (Anne Romstad), The Baptismal Font (Mary Olson), and The Word/lectern (Ed Morrow).
- VBS options: Anne Romstad will continue to research what is available and bring before the board. "Summer Stretch" is a program for 6th grade and above that Oak Grove and House of Prayer have used. We have used an outside source (Luther Point) to do VBS for our younger children.
- Request of Pastor Plaster and Julie Windler for employer pension contributions: Historically, employees at 32 hours and above were eligible to receive benefits from the ELCA Board of Pensions. Pension contributions for Julie Windler were not made based upon a misunderstanding of Portico's policies, which Julie Windler attributed largely to Portico. It was unclear why pension contributions were not made for Pastor Plaster during his paid time with Woodlake Lutheran.
A motion was made and approved that the Board directs the Executive Committee to do due diligence in searching out employee contracts or other documentation regarding the benefits for the employees during that time frame.
Mary will contact Portico and get an explanation of what can be done at this point.
A motion was made and approved to grant Julie Windler's request for pension benefits of \$2963.00 based on the time from of 9/16 to 3/17 with proper documentation.
Added to this, documentation for Pastor Pearson and Pastor Joanne Sorenson should be obtained.
- Girl Scout Silver Award Project: An e-mail was received at the church from a Girl Scout requesting help with a Silver Award Project. The project, collecting books, would be brought before the congregation and a donation box present. There would be no cost to the church. Scott will get more information before we move forward with any decision.
- Name Tags: It was decided to use name tags up to and including Palm Sunday. The use of name tags will be discussed again at a later date.
- Candle: a suggestion by Anne Romstad to have a lit candle at our meetings to remind us Christ is here among us; a visual reminder of God's presence was well received. Anne will bring a candle for the next meeting.

The meeting adjourned at 9:05 pm with the Lord's Prayer.

Reminders:

April Messenger Article – Wayne Schmieg (due March 15th)

April 12 Leadership Meeting Devotions and Treats – Laurel Johnson

Respectfully submitted,
Barbara Halsne