

## Woodlake Lutheran Church Leadership Board Meeting Minutes

June 14, 2018

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

The meeting convened at 6:33 with devotions by Mary Olson. Thank you, Mary for devotions and treats that sustained us through a long meeting.

There were no members present for the open forum.

1. The agenda was presented and it was decided to discuss the Church Building Consultants Report first since we had a guest present to discuss.

The July Messenger article which is due in June is Mary Olson.

Agenda was approved as corrected.

2. Anne Gerrietts, Church Building Consultant was present to discuss the walk-through she had done of the Woodlake facility. She stressed that the building is only a “tool” and that whatever ministry is important to us, we need to ask if the building supports that ministry and if not, work towards it. Three things we can do are:

- 1) Survey or listen to the congregation.
- 2) Talk to every group that uses the church and ask if it meets their needs now, and will it meet their needs in five years.
- 3) Using a blue print of the church, for each day of the week, color code the rooms and areas of their daily use and times to show what is happening in the building.

If you find a problem, STOP and present it to the congregation. They will come up with a solution that is satisfying.

She continued on to discuss our church and some needs that could be looked at.

- Which door do you come in? Our address indicates Oliver which is the west door. People using GPS would find them at a door that is locked on most days. Signs should be placed to direct people to the front of the church that are large enough to be seen from the car that indicate entrance and parking. (we have five outside doors) The church’s name could be placed over the top of the south glass doors. (perhaps start with a banner)
- Parking: Handicapped is necessary but not so many that it discourages others.  
Perhaps save a couple spaces for “visitors”.  
Valet parking will be appreciated.
- Signage inside that people need to find without asking:
  - Sanctuary
  - Fellowship Hall
  - Offices
  - RestroomsNarthex should have a place that directs them to these places.  
People naturally look up.  
Consistent lettering and coloring on signage.
- Coffee should be in the path from the Worship Sanctuary to the car.  
Places to mingle without getting too comfortable should be available.  
Seating in a closed group should be avoided. (padded benches can be along the wall)  
Keep the center open.

- Sanctuary: An identifying sign would be good.  
Glass doors to the Sanctuary would let in natural light, the service would be visible for those needing to be in the Narthex with a fussy child.  
“Pray-grounds” or an area for children was discussed.  
Walkers and wheelchairs: not in the back, not in the front but shorten pews in various spots in the Sanctuary.  
For visitors, the ideal welcoming congregation is more than 50% but less than 80% full.
- Front altar area: We have much we could change with two choir lofts and an altar rail that is rarely used. In clear sight of everyone should be the Altar, the Word, and the Cross.
- The rest of the building: decide what happens in that space and see if it meets the needs.  
The Fireside Room with courtyard is a wonderful room that has many possible uses beyond a meeting room.  
Library and historic memorabilia should be seen to be remembered.  
Signage to all rooms should be generic and changeable.
- Offices: Ideally in sight of parking. (welcoming and safety advantages)  
Sign to identify the office.  
Glass in each of the office doors. (again a safety feature)

The Building Consultants will present in writing her over-all comments and suggestions. She is available for questions and consults.

3. The minutes for May 2018 were approved as written.
4. Orv Holland was present to discuss the financial report which was distributed. Budget numbers continue to look good. The treasurer’s report was approved as written and reviewed.
5. Pastors, staff, and commissioner reports were pre-submitted. Anne Romstad will be housing the Vacation Bible School Counselors this summer. She will provide breakfast. Lunch will need to be provided and dinner can be in either a congregation member’s home, money to eat out, or restaurant gift certificates. An E-mail will go out requesting assistance. The Youth’s Mission trip will be approximately 7am on July 21 and we are all encouraged to be there to give them a blessed send-off.
6. New Business:
  - Minnesota Life College (a skills-based training program for individuals on the Autism spectrum or those with similar learning differences) has requested to lease space from Woodlake Church for the term of August 1, 2018 to July 31, 2022.
    - Exclusive use of Room A including storage closet) and the Nursery.
    - Monday through Friday use of Room B.
    - Use of the kitchen for approximately 8 hours per week.
    - The occasional use of Rooms C & D.
    - The infrequent use of Fellowship Hall.

The Minnesota Life College would pay \$4,862.00 per month. They would be responsible for alterations and renovations. They will use grant money which cannot be used for church activities.

The following issues were discussed. The Nursery, Sunday School, and Families Moving Forward will be affected. The Ministry it will serve and not the income should be our deciding factor. We previously canceled plans with St. Mary’s Clinic because of some of the same issues. The rooms that will be exclusively theirs can be moved to another area. We can move the nursery and Sunday School Rooms to

another area. It is questioned if there is room for negotiation on the rooms they have chosen. Will the added income to Woodlake put us out of the “non-profit” status and be potentially taxable? What are the churches liabilities if someone is injured?

This proposal has come up rather quickly and they want a response as soon as possible. School starts for them mid-September and they would like renovations complete.

Paul Olson made the motion to pursue this opportunity with further discussion by Pastor Pearson and Minnesota Life to answer some of the questions and based on the results of the tax and liabilities questions. Anne Romstad seconded. The vote passed by majority.

7. Employee Handbook: The completed handbook had been given to the Leadership Board prior to this meeting. We reviewed the following questions:

Page 6 - dress code was addressed and found to be approved as written.

Page 8 - relatives in employment was accepted as written when explained that issues with one employee may interfere with the related employee.

Page 10 - No date will be listed for the review but will only state “on an annual basis”

Page 20/21 - questioned the use of Portico named when this could change, it was decided to keep and update if necessary.

Page 21 - remove 10% and 6% wording.

Wayne has some editorial comments that he will discuss with Mary.

Ed moved to accept the Employee Handbook with modifications and Wayne seconded. Approved.

8. Sabbatical Policy: The proposed Sabbatical Policy was presented which was written in accordance with the Minneapolis Area Synod policy. Ed made a motion to accept the policy, Anne Schmiege seconded and the vote was approved.

9. Pay raise for Orv Holland: It was decided that Orv should receive a raise since he has assumed the financial duties after Julie’s retirement. Motion was made and approved.

10. Valet parking will begin soon. Only nine drivers have signed up but Anne Schmiege will make arrangements to begin the program.

11. VEAP has decided to do a “back-to-school” program of only Back Packs, calculators, ear buds, and USB Thumb Drives. Laurel will have this published for all to see.

12. Old Business:

- Food Truck request: A motion was made to authorize Josh Frueh to continue his conversation with the Food Truck owner and allow the truck to park in the lot on a trial basis. Motion approved.
- AED update: Carol was not available to discuss but there may be grant money available to replace the near out obsolete machine. Subject tabled.

Pastor Micah will share the Minnesota Life proposal with key people that may be affected by this change. After further discussion with them and Minnesota Life a presentation will be made to the congregation. The meeting adjourned at 9:53 pm with the Lord’s Prayer.

Reminders:

July 12 Leadership Board Meeting: Treats and Devotions -Wayne Schmiege

August Messenger article – due July 15 - Carol Olson

Respectfully submitted,  
Barbara Halsne