

Woodlake Lutheran Church Leadership Board Meeting Minutes

August 10, 2017

Present: Anne Romstad, Pastor Plaster, Scott Dahlquist, Kathy Hedman, Lesley Farnham, Laurel Johnson, Deb Heinecke, Bob Larson, Paul Olson, Kim Myers, Barb Halsne

Thank you, Anne for devotions and treats.

The meeting convened at 6:04 p.m.

1. The agenda was reviewed and Penn Fest was added as New Business, agenda approved with update.
2. May's minutes were reviewed and approved.
3. The treasurer's report was presented. The current offering totals are again weak but building rental fees are strong. Bob had overheard a comment regarding Ebenezer and wanted to emphasize that their use of our church was good for both them and us by filling the unused space, physical updates, and financially. The Treasurer's Report was approved.
4. Staff reports were pre-submitted.
 - The piano dolly expense mentioned in Jeong's report was achieved by using funds available in an account that was not designated for a particular use.
 - There are no job descriptions for each Commission so it was decided that each person along with Anne and Barb would meet and work on job descriptions. Barb volunteered to have Commission members meet at her house and she would put them on the computer right as they were created. Kathy and Laurel will meet first since some of their areas overlap and this process will define them.
 - During discussion, we felt that no one was assigned to "adult forums" and this could be defined during the job description sessions.
 - Paul met after Matins on Wednesday and will meet again next week to discuss flooring. Cindy Hanson, Starr Carrier, Shirley Stroud, Sandy Engen together with Paul make up the group deciding. They hope to narrow it down to only a couple samples this next week and then Paul will research the installation process, costs, and dates.
 - Laurel mentioned to Paul that he should be aware that only Larry Johnson has a boiler license and that the present staff has not tested for their license. Only licensed staff should be in the boiler room area.
5. Old Business:
 - Anne, Cheryl Buranen, and Edie Shogren went to the 66 West open house on August 3rd. She was impressed with the facility and received a thank you for participating in the open house. We discussed having a representative come sometime this fall to discuss what they do for homeless youth and at that time, take a free-will offering.
 - The collaboration church service and picnic at Veterans Park will be August 20th and Woodlake is responsible for desserts.
6. New Business:
 - It was requested to have a church activity calendar available at each Leadership Board meeting along with the agenda.

- Bob addressed the need to have a non-profit resolution signed by leaders of the church. A motion was made and approved to do this. A Non-Corporate Resolution identifies the name of the brokerage company that can take action on behalf of the board such as transferring funds.
- Bob also addressed the need to have a personnel committee and to review/update the handbook.
- Lesley will be on this committee and will find one other person to join her. A suggestion of Jody Mesko was made.
- A motion was made and approved to adopt the present handbook.
- Lesley will develop a form for the staff to sign and each member of the staff will receive the present handbook and be asked to sign the form to acknowledge that they received the information. Any amendments to the handbook can be made and again given to the staff. A motion was made and approved for staff to be given the handbook and form to sign.
- Collaboration update: Scott, Anne, and possibly Lesley will be attending the 8-18-17 meeting. Collaboration and its meaning was discussed. Bob suggested that the three church choirs could get together and provide a program at one church for all to come and hear.
- Children and Youth Ministries – future staffing.
 - Heather Wageman is no longer on the payroll although she has not officially submitted her resignation. Pastor Charlie and Anne have been looking for someone interested in taking a short-term youth position.
 - The Sunday School has a core group of children that attend and some willing parents to help teach them but they deserve a program person to lead them.
 - Rally Day is September 10th. Julia will be asking Janet Gingerich to do balloons.
 - Kathy Hedman will contact Dave Larson regarding the meal. It was decided to have the meal following church and indoors. The Leadership Board should help with the meal plus other volunteers will be needed. There would be approximately 100 people. Refrigerator space may be a concern.
 - Laurel suggested that she could contact all the small groups and see if they would be interested in promoting their special group on Rally Day. Scott suggested that perhaps the Boy Scouts and Cub Scouts could present themselves in some way.
 - As a FYI, the new printer now is capable of printing large signage.
 - There is Sunday School curriculum purchased already.
- Upcoming Congregational Events? If anyone knows of upcoming events, please let Kathy Hedman know if it involves her Commission.
- Reformation events were revealed:
 - October 1 - Books from Augsburg Publishing would be available for purchase.
 - October 8 - John Ashland will portray Martin Luther
 - October 15 – Pastor Joanne Sorenson will portray Katharina, Martin Luther’s wife
 - October 22 – A Martin Luther film will be shown
 - October 29 – Special Reformation service

- Families Moving Forward Handbook changes were presented by Scott and they involved the section “Guidelines for Guests”. A motion was made and approved to accept the changes made for the handbook.
- Penn Fest – takes place on September 19, 2017 from 12 noon to 4 pm and will be moved more to the South end of Penn due to construction on 66th Street. House of Prayer is planning on having an area at Penn Fest. Laurel was in contact with one of their members if they wanted any help. If you have ideas on how to represent our church please come forward with them.

7. The meeting adjourned at 7:55 pm and closed with the Lord’s Prayer.

Reminders:

Next Leadership Board Meeting is September 14, 2017. Scott will provide devotions and treats.

Kim Meyers is doing September Messenger article – due August 15th.

Anne Romstad and Kathy Hedman will be doing October Messenger article – due September 15th.

Call Committee meeting – August 14th at 7pm with Pastor John Hulden.

Respectfully submitted,
Barbara Halsne