

**Woodlake Lutheran Church**  
**Leadership Board Meeting Minutes**  
August 8, 2012

Present: Pr. Fred Hanson, Pr. Diane Roth, Janet Gingerich, Laurie Beckman Yetzer, Jay Hermann, John Tollefsrud, Leslie Kapocius, Jennifer Lesch

1. The meeting was called to order by Laurie Beckman Yetzer, and the agenda was approved at 6:35 pm.
2. Pr. Fred gave an opening devotion.
3. Laurie presented the last several meeting notes to the board for discussion, including notes from the Congregational Meeting on July 1<sup>st</sup>. A name was added to the July 1<sup>st</sup> meeting notes, and the July 11<sup>th</sup> meeting notes were amended. A motion was made to approve the minutes, and the motion carried.
4. John provided the treasure's report and YTD we are within \$5,000 of our budget. The health care tax credit came through this month- \$12,866. After brief discussion about the different account details a motion was made, and the board approved the financial report.
5. A brief discussion was had about the van discontinuing service in mid-August. Pr. Fred will have Starr prepare a report for the board to give recommendations on solutions and next steps for this service.
6. Pr. Diane provided her monthly report- including updates on worship and events over the summer, Stewardship Committee and Key Leaders Program, Nominating/ Leadership Development, and pastoral care. Pr. Diane proposed that we have one service on Rally Day, indoors at 10:00, with a cook-out following. A motion was made, and the board approved having one service.
7. Pr. Fred provided his first update to the board. He brought up his installation and when it should take place. Laurie, Janet and Fred will meet and determine the best timing and planning of this service. Pr. Fred brought up the large void he has observed in communication, and Sue Ohnesorge come in and lead training on bulk mailing for the staff and key lay leaders. It was discussed that we need to have the email database for membership updated, so we can begin using "Constant Contact" to get communication sent to the congregation. The need for updating and maintaining the website was also brought up, especially as we prepare to "canvas" the neighborhood and start spreading the word about Woodlake. Fred is going to work with Chris and Sue to ensure the website is being updated more frequently. Fred presented the board with having the "**Messenger**" be sent out monthly versus weekly. A motion was made and approved by the board to move to a monthly "**Messenger**". Pr. Fred asked the board consider updating the staff's software to Microsoft Outlook 2010. This would provide more effective and streamlined communication, in addition to having a master calendar to work from. This will be looked at further with Leslie and her team to take a "software inventory" in conjunction with the "hardware inventory" that has already taken place. Pr. Fred shared he has opportunity to review the constitution, by-laws,

organizational chart, etc. and he would like the staff, beginning next month, either providing written updates to the board, or attending part of the board meeting. Pr. Fred is going to meet with Cindy, Julie, and Sandy in the next week or so to develop a plan for the food coordinator position since Dave is stepping down at the end of August. Pr. Fred asked that we keep Sue Tomasko on staff at least through the end of the year, a motion was made and the board approved.

8. Jay provided a properties update. The insurance company wants us to repair the lighting dimmers soon. He also shared there is a rebate available from Xcel for the lighting that would save us ~\$17,000; however this is only available for 45 days. The roof is still delayed due to the heat; however they are planning to start the middle of next week. It will take approximately a week and a half for the repair to be completed. A motion was made to have Laurie and John approach the Endowment committee for a line of credit, to be able to pursue and complete these emergency repairs, in addition to secure the Stewardship Key Leaders group. The motion was passed.
9. Pr. Roth provided details around the Stewardship Key Leaders group. This is an ELCA group and they assign a “leader/consultant” for the congregation that helps build a campaign, train strong lay leaders, lead the campaign, and follow-up throughout the campaign process. Pr. Fred used this group in his previous congregation for their capital campaign and saw good results; however the key is having very strong lay leaders. A motion was made to go ahead with Stewardship Key Leaders, contingent on having an informational interview with the assigned leader, the motion was passed by the board.
10. A request was made by the boy scouts to hold a fundraising pancake breakfast on Sunday, Sept 23<sup>rd</sup>. Contingent on no calendar conflicts, a motion was made to approve a scout breakfast, which the board approved.
11. Janet provided an update regarding the start-up of a “Rentals Small Group”, and Bob Larson enthusiastically accepted leading this group along with a couple of other members. He would like to be able to meet with Pr Fred and Jay to have point people to report into.
12. The meeting was adjourned at 9:17pm.

Respectfully submitted,

Jennifer Lesch,  
Secretary