

Woodlake Lutheran Church
Leadership Board Meeting Minutes
May 23, 2012

Present: Pr. Art Bruning, Pr. Diane Roth, Pr. Nate Castens, Janet Gingerich, Laurie Beckman Yetzer, Jay Hermann, Leslie Kapocius, Jennifer Lesch

1. The meeting was called to order by Laurie Beckman Yetzer, and the agenda was approved at 5:30 pm.
2. Pastor Nate gave an opening devotion.
3. Nate reviewed his final report with the board, and clarified any questions/comments from the board.
4. Laurie shared about the most recent conversations with Sue. A motion was made to accept the separation agreement with Sue and it was approved. Her last day will be June 1st, 2012.
5. Leslie has been working on getting quotes from temp agencies to get an idea of costs for a temp to fill in as an administrator/ parish secretary in the interim. She explained the quotes she has received to date, and the rate is varied depending on skillset, knowledge, etc. An hourly rate budget has been given for a temp, and Leslie will work with the agency to arrange for filling the temp role. Leslie will provide updates to the board on the status.
6. The board discussed the proposal from Red Fountain daycare to lease space from Woodlake. Life College was also brought up as wanting to lease our space as well. There was great discussion surrounding concerns of the space, tax implications to the amount of space rented- cannot be more than 15%, are the rooms up to code, the wear and tear on the building, etc. The decision was made to figure out the 15% rule, and we will then make a decision on what we want to do going forward. Jay is going to work on figuring out the square footage, Leslie is working on figuring out what rent costs should be, Laurie is communicating with Red Fountain and Jay is communicating with Life college to let them know where we are at in the process, John will touch base with Orv to find out tax implications for renting space.
7. At the Endowment Committee meeting, Laurie & John explored any possible areas of support for the property projections. Laurie stated there is \$4,400 in undesignated memorials that could be requested for use immediately in the Endowment Fund if necessary, in addition to what is already in the property project fund-\$ 15,262,26. Jay presented the roof proposal to the board, which is \$34,300. \$12,000 is needed as a down-payment (35%), the balance to be paid in full upon completion. We are short **\$14,638.**

Motions were made and approved for the following:

- a. Authorize the down payment on the roof repair, so it can get scheduled.
- b. Put together an appeal with all of the building projects on the board, with a scheduled plan that prioritizes each project.

- c. If we do not get the necessary funds to pay the balance of the roof upon completion from the appeal, we will resolve to alternative plans to pay for it. (i.e.- line of credit, cash from general fund, liquidate assets, etc.)
 - d. The treasurer is going to explore getting a line of credit for Woodlake.
8. Pastor Art presented his update to the board, and shared the plan for the upcoming summer schedule.
 9. Laurie suggested that with everything going on, we table our discussion on next steps with mission/strategy work to our next meeting. Leslie did bring up having another joint session with staff to reflect on all of the change that has been going on.
 10. Our next board meeting will be 4:00 on Tuesday June 5th, at the tail end of the staff meeting.
 11. The meeting was adjourned at 8:45pm.

Respectfully submitted,

Jennifer Lesch,
Secretary