

**Woodlake Lutheran Church**  
**Leadership Board Meeting Minutes**  
September 13, 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 6:32 pm.

2) Pr. Fred gave an opening devotion.

3) Laurie presented last month's meeting notes to the board for approval, a motion was made and August's meeting notes were approved.

4) John provided the treasure's report and YTD we are within \$1,000 of our budget projections. John also brought up the topic of beginning to think about 2013 budget planning. We will want to keep the 2013 budget separate from the capital fund appeal, so all members of the congregation can keep track accordingly. After brief discussion about the different account details, a motion was made, and the board approved the financial report.

5) Leslie shared the report on children's ministry provided by Tisa.

6) Pr. Diane's monthly report was provided to the board before the meeting for pre-read. She reiterated she needs help with the nominating committee and is looking for direction on who to consider for leadership and open nominating positions. John and Janet are going to create a brief description of their role and the weekly time commitment, so that invitations can be sent to those individuals to be considered as their replacements.

7) Pr. Fred's monthly report was provided to the board before the meeting for pre-read. He reminded the board it is imperative the board is supportive and completely "on-board" for the Key Leaders Group to be successful. He also stated that all of the staff job descriptions need to be rewritten and updated, as they are out of date. He is also asking all staff members to write a purpose statement, come up with short and mid-term goals with objectives, and start thinking of ways to develop lay leadership. Fred presented the proposed Covenant Agreement with Dave Larsen to the board for approval, which the board approved. Fred also shared his idea for Sunday morning coffee being served by families to earn money for their families "church account". Other groups could volunteer as well, so they could have the opportunity to earn money for their designated program. Fred also gave brief updates that he is looking at possible staff restructuring, in addition to reviewing the worship commission and coordination. He also asked what the expectations for back-up front desk staff are and should this be reviewed. Fred shared how we would like the staff incorporated into the monthly board meetings and what his expectations are.

8) Jay explained to the board that Larry's time is coming to an end very soon, and therefore we will no longer have someone on staff with a "Class A" boiler's license. After someone has a license, they need to fulfill a six-month apprenticeship on our boiler to ensure they fully understand the intricacies of our boiler system. Jay is going to provide a break-down of the costs for having Larry stay to train Gordy for the next six-months, in addition to the costs of having Gordy obtain his license. *A covenant agreement was negotiated with Larry.*

9) Motion made & carried to move ahead with dimmer replacement, surge protector, and lighting replacement and to use the 0% financing option for the lighting replacement portion. *Motion was amended to identify Laurie Beckman-Yetzer as the signor for the financing documents, as required by the financing organization.*

10) Laurie discussed the conversation she had with Karen Soli, who will be our consultant from the Key Leaders Group (KLG). She explained the plan to do a three-year campaign and how much money we could expect to raise. She also provided context around beginning the campaign at the same time as annual giving, and that the consultant felt confident that running these parallel would be okay. Laurie stated that the next two months will be "all hands on deck" for the board, stewardship team, and team working with the KLG to shepherd this campaign, and build the 2013 budget. She presented the contract to the board for approval, a motion was made and the contract was approved by the board.

11) The board discussed if we want to tithe our giving from the campaign, and delegating a group of youth to make the decision where the gift goes. Chris Okey would shepherd this work. A motion was made to give 10% of our campaign funds, and approved by the board.

12) The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Jennifer Lesch,  
Secretary