

# Woodlake Lutheran Church Leadership Board Meeting Minutes

**April 11, 2019**

Present: Pastor Micah Pearson, Scott Dahlquist, Paul Olson, Mary Olson, Carol Olson, Anne Romstad, Anne Schauer, Ed Morrow, Deanna Bassett. Special Guest: Orv Holland, Linda Lutgen, David Thompson, Herb Linquist

The meeting convened at 6:40. Thank you Anne Romstad for leading devotions and providing treats.

1. The April agenda was presented. Anne Schauer motioned to approve, Mary seconded, motion carried. Orv Holland introduced Linda Lutgen, Woodlake Church's new Business Administrator, to the Leadership Board.
2. Special Item: motion submitted by Laurel Johnson re: Lere Community Health Service  
Dave Thompson and Herb Lindquist presented background history and information about the Lere, Chad Community Health Service. They also propose a new mission opportunity for Woodlake Lutheran Church with the goals of providing prayer and financial support for the Lere Community Health Service in the Republic of Chad. Discussion ensued. Pastor Micah commented that this would fit in nicely with Mission and Outreach commission with an emphasis to the World Mission goals of Woodlake 2020.  
Mary made the motion that the Woodlake Lutheran Church Leadership Board approve the creation of a dedicated fund to accept donations to help support the work of the Lere Community Health services located in Chad, Africa. This mission would be coordinated by the Global Mission team. The motion was seconded, motion is passed.  
Orv Holland and Linda Lutgen will work together to establish the new line item.
3. The minutes for March were read. Ed motioned to accept as written and Anne R. seconded. Motion carried.
4. Treasurer's Report: Ed passed out the financial report highlighting that contributions are ahead of budget and expenses are below budget. Woodlake also received a sizable memorial donation from the son of Ruth Lathan.
  - Deanna suggested to revise how we present our financial statements, specifically our asset(s) allocations. (example, #160.)
  - The name of Collaboration Events, line #604, can easily be changed to clarify payment for intern.
  - Orv selected a health care plan option for the new pastor (if voted in). It is a good, upper middle level plan coverage until the next sign up in October.
  - Some of the thermostats in the building use compressed air and with the compressor failing, certain areas experienced higher temperatures. Scott purchased a temporary compressor until the new, properly sized one arrives in approximately 2-3 weeks.
  - Currently we are in financially good shape and it was suggested we could possibly move some of line #100, checking, into another account, possibly one accruing interest.

Paul motioned to accept the financial report as presented, Mary seconded, motion carried.

5. Pastor/Staff/Commissioner Reports were electronically pre-submitted.
  - Scott will be filling in for Richard Arnholtz until a new lead custodian is hired.
  - A new compressor is needed costing approximately \$3100, parts only.
  - MICC- all is going well; everyone respects each other's groups and areas.

- Kitchen committee was mentioned, with no new report.
  - Heat in the chapel Saturday was way too hot. Properties will investigate this.
6. New Business: Deanna presented and reported on her internship project "Making Annual Audits Fun and Easy". She evaluated the audit process for each of the three collaboration churches with suggestions for each. For Woodlake she suggests simplifying the financial information presented in the annual report, simplify the annual audit procedures, and report changes in the net assets of the endowment, designated and undesignated funds. Along with Orv Holland, Deanna also would like to train 6-8 parishioners in learning how to audit the accounts. She also would be willing to lead classes on financial audit and operational audit procedures. It was suggested the auditors meet quarterly to keep accounts on track, reduce year end audit stress, and improve accountability.
- Anne S. motioned to accept and incorporate Deanna's internship project, "Making Annual Audits Fun and Easy" into Woodlake's audit and reporting procedures. Mary seconded it, and the motion carried.
7. Old Business:
- 2020 updates: Leadership Board members presented what their commission had for updates and Mary emailed the compiled report prior to this meeting. Pastor Micah's goal is to have constant 2020 updates with one or two commissions highlighted each week in the weekly E-news, and listing a few key points for the Messenger. Mary will connect with Julia to implement the changes.
  - Anne R. thanked the committee for their work on the call process. The congregational meeting is set for April 28<sup>th</sup>, and Anne will call the Synod Monday afterwards on the vote outcome.
  - Mission trip: Anne will rewrite the donation letter from last year and will send out thank you cards this year. She would like to have an appreciation dinner for all the donors, possibly sometime in June. Two hundred fifty dollars from the Thrivent account may be applied towards the dinner.
  - Josh Lindgren was hired to be our new music director. His beginning date is May 20<sup>th</sup>. Linda Lutgen begins her new position as business administrator next Wednesday. Pastor JoAnn Sorrenson will stay on staff as needed, at an hourly wage. This is appreciated by many, especially homebound ministry.
8. Anne S. motioned to adjourn the meeting. It was seconded, passed, and ended with the Lord's Prayer.

Reminders:

May 9<sup>th</sup> Leadership Board Meeting: treats and devotions- Wayne Schmieg

May Messenger article-due April 15<sup>th</sup> -Paul Olson

June Messenger article-due May 15<sup>th</sup>-Wayne Schmieg

Respectfully submitted,

Anne Schauer