

## Woodlake Lutheran Church Leadership Board Meeting Minutes

May 10, 2018

Present: Pr. Micah Pearson, Scott Dahlquist, Anne Romstad, Wayne Schmiege, Anne Schmiege, Paul Olson, Mary Olson, Laurel Johnson, Carol Olson, Ed Morrow, Barb Halsne      Guests: Julie Windler, Orv Holland

The meeting convened at 6:32 with devotions by Anne Romstad. Thank you, Anne for devotions and treats.

There were no members present for the open forum.

1. The agenda was presented with no corrections or additions.
2. The minutes from April 12 and April 22, 2018 were approved as written.
3. Julie Windler and Orv Holland were present to discuss the treasurer's report. Budget numbers continue to look good. Properties should have enough in the budget to do the improvements to the hallway flooring. Some expensive areas of concern are the roofing needs and the parking lot repair. The treasurer's report was approved as written and reviewed.
4. Orv Holland addressed the need to have a credit card through Woodlake in his name. Dual signatures are needed for many financial forms and with Julie's retirement, Ed Morrow and Scott Dahlquist will be called on to be a co-signer. He encouraged the Leadership Board to consider a replacement for Julie as soon as possible.
5. Pastor, Staff, and Commissioner Reports:
  - Anne Schmiege has received a couple of volunteers to assist with calling inactive members. Anne will be working on a script for the phone calls and plan to make the calls in the summer evenings.
  - A question of the address and signage for the outside of the church was addressed by Paul. A church building consultant will be visiting on May 21, 2018 and Paul will ask about the direction they advise.
6. Old Business:
  - No old business was addressed.
7. New Business:
  - The Voluntary Separation – Retirement Agreement for Julie Windler was reviewed and approved.
  - A retirement reception will be held for Julie Windler on May 20, 2018 following the church service. A gift will be given on behalf of the congregation.
  - Pastor Plaster's Pension contributions were discussed and the recommendation from the Executive Board was approved.
  - Credit Card for Orv Holland: A motion was made by Paul and seconded by Ed to authorize a credit card through the RBCU (Richfield Bloomington Credit Union) for Woodlake Lutheran with Orville Leonard Holland's name as the card holder's signature for church related purchases with a credit line limit of \$5000.00. Approved. Julie Windler's credit card will be discontinued after a period of time.
  - Hyeon Jeong Lee addressed the music cancellation issue with Carol Olson. This past winter it was found necessary to cancel the church service on April 15<sup>th</sup> and musicians had already been booked for the service. After discussion a motion was made to pay musicians 100% of the fee if a cancellation by Woodlake for weather or unforeseen circumstances was made less than 48 hours in advance. A payment of 50% of the fee would be made if the cancellation occurred less than one week ahead and no payment would be made if over one week's notice of cancellation. Approved.

- Fellowship Hall Acoustics: it has been mentioned that some people have hearing difficulties in the Fellowship Hall now that the tile floor has been installed. There appears to be a reverberation for those who have hearing aids. We have noted this issue and Paul will look into solutions. Some suggested were acoustic panels, art work, and banners.
- Valet Service: Several suggestions for a Valet service have been mentioned over the years. Investigation found that our insurance would cover any accident and that a licensed driver is needed. Valet drivers would park the cars on the far edge so as not to take the close spots, drivers would keep their keys, Valet drivers would be sponsoring an organization/need if people wanted to tip (although the service would be free) and that there would be a sign up for Valets and if none available there would be no service. A motion was made by Ed and seconded by Wayne to look into the feasibility and proceed. Anne Schmiege, Commissioner of Congregational Care will take the lead and initiate as soon as possible.
- A proposal by Premier Lighting to change out the lighting in both East Wing hallways to LED was given to Paul. The cost for this is under \$2000.00 and there is a rebate from Excel Energy which would reduce the cost even more. The pay back time for this energy savings is 11 years. Paul made a motion and Wayne seconded to proceed with this energy and cost saving project.
- Food Truck Request: A request has been made to park a food truck on the Woodlake parking lot on the 76<sup>th</sup> Street edge. Josh Frueh is working on finding out details. Questions regarding liability if someone was injured in the parking lot and a fee to use this space were addressed. The Leadership Board's consensus was approval but will table until Josh is able to research and provide us more information.
- FMF "Scramble" week is July 1 through 7, 2018. A "scramble" is whenever Families Moving Forward has a hole in their schedule and needs an additional volunteer host. This will be over the 4<sup>th</sup> holiday week so some issue with finding helpers may occur.
- AED - Carol just recently discovered that Woodlake has an **Automated External Defibrillator** in the Usher's closet. She feels that it should be out in the open and available for the many groups that use our facility. She says that there are reasonably priced cabinets to hold and protect it and it should be near the office door. The fact that we have one, should be publicized. Carol, a retired RN is willing to assist with training of both CPR and AED classes. Carol is to talk to the ushers and find out about the charging of the battery. She will report back what she discovers.
- A question was made regarding Orv Holland's pay. He is paid hourly so his compensation is indicated by time put in.
- Laurel questioned when the deadline was for the Resurrection Fund discussed at the collaboration meeting and Pastor Micah said it was June 15 but that there would be more chances since it is not a one-time request. Laurel has contacted the Richfield Middle School and the York Avenue YMCA regarding what they offer for the youth and where we could fit in. The Resurrection Fund is a ministry grant that we would be able to use to expand ministry initiatives.
- Ed would be interested in taking accounting classes for non-profits if he could benefit from them. Orv will speak with Julie and let Ed know what is available.

The meeting adjourned at 8:39 pm with the Lord's Prayer.

Reminders:

June 14 Leadership Board Meeting: Treats and Devotions = Mary Olson

June Messenger article – due May 14th = Laurel Johnson

Respectfully submitted,

Barbara Halsne