

St. Philip's Board of Administration Meeting Minutes
December 18, 2012

1. Devotions: Pastor Joel

2. Members present: Gina Paton, Matt Johnson, Margo Tech, Miriam Jensen, Norm Schultz, Pastor Joel, Pastor Jan, Dick Kruse, Harold Lundberg, Deb Carroll, Tim Hardy

3. Consent Agenda: Minutes of November 27, 2012 **M/S/C**

4. Financial Reports: Teresa sent out financial report via email prior to the meeting. **M/S/C.** Update on current financial situation was given at all services the weekend of Dec 15th and 16th.

5 Old Business

A. Child Care Center Update: Discussions continue with potential child care center renter: development of an outline of SPLC vs child care center start up responsibilities and review of rental income options for start up phase to when center becomes operational. Drafting of lease agreement is in process.

B. Budget Committee: The Budget Committee met on Dec. 12. Updated financials as of Nov. project an approximate \$22,000 deficit excluding the 2012 deficit carryover. The committee also reviewed information regarding the possible refinancing of the mortgage and boiler loan. The committee's next meeting is Dec. 19.

C. **Board Motion:** The Board of Administration directs the Business Committee and Staff to investigate refinancing our mortgage and boiler loan, and execute if significant savings would result. As part of the potential refinancing, the Business Committee also will explore the possibility of including the projected amount for the child care facility remodeling.. **M/S/C**

D.. Vision and Mission Update: Norm suggests displaying new Vision/mission on our monitors, publications, website.

E. HR Committee Staffing Update & Recommendation:

1. Part-time Custodian: The position description is still in the process of being finalized.
2. Other Position Descriptions:
 - a. Consistent with staff restructuring the following position descriptions need to be reviewed and revised: Associate Pastor (full time), Youth Director (FT), Visitation Ministry (part time), Worship Band Director (PT), Sanctuary Choir Director (PT), Children's Choir Director (PT), and Organist (PT).
 - b. Visitation Ministry – Pastor Joel distributed a Visitation Ministry Transition Timeline.

3. Full-time Custodian – Interviews will start after Christmas with the potential for an early January hire.
4. Youth Crew – Cody Retzer is trying to coordinate a youth component of the Wed. Work Crew and WOW.

F. Phase 3 Board Action:

1. Pastor Joel met with staff to inform them of the Phase 3 approval and Tuni's resignation.
2. On behalf of the Board and in lieu of a separate mailing, Joel prepared a staffing update article for the January *Friend*.

6. New Business:

A. Dorothy (Tuni) Turner's Resignation:

1. Motion: To accept Dorothy (Tuni) Turner's resignation effective 12/31/12. Because Tuni wrote a letter informing the congregation of her decision, there will no need for the congregational letter from Pastor Joel as noted in the 11/27/12 Board minutes. The Board also expresses deep appreciation for all that Tuni has done during her time at St. Philip's and wishes her well as she continues the journey God has planned for her. **M/S/C**
2. Exit interview: Tuni is willing to schedule an exit interview if needed given that the position has been discontinued.
3. Severance: Given the Board voted to discontinue the Parish Nurse position consistent with the Phase 3 Restructuring prior to receiving Tuni's resignation, she will receive the severance consistent with HR Policy.
4. Special Acknowledgement: The Board and staff greatly appreciate that Tuni has made the health of the congregation a priority during this process.
5. Farewell Planning: The Rite of Sending will take place at the services on Dec. 29-30. Farewell receptions will be held on Dec. 29 after the Sat. service and on Dec 30 at 9:30.

A. Upcoming Nominations for Board and Committee Chairs:

1. Nominations Committee: The Nominations Committee, chaired by Gina Paton, will be meeting on Jan. 3 at 4:30.
2. Board of Administration: Board members suggested names for the remaining vacant positions: VP, treasurer, and two at-large members.
3. Board Committees: Current HR Committee members will continue to service in 2013
4. All Committees: Gina will be following up with an email to committee chairs to determine their 2013 chair status and committee membership.

7. Adjournment: Lord's Prayer 8:15

8. Next Meeting: January 22, 2013, 6:45 p.m.

