

**ST. PHILIP'S LUTHERAN CHURCH
6180 HIGHWAY 65 NE
FRIDLEY, MINNESOTA 55432**

**Board of Administration Minutes
October 28, 2014
6:45pm**

Opening Prayer

Almighty God, draw our hearts to you, guide our minds, fill our imaginations, control our wills, so that we may be wholly yours. Use us as you will, always to your glory and the welfare of your people; through our Lord and Savior Jesus Christ. Amen

1. Devotions – Arlene Retzer, Matthew 5:16. Members present: Ron Ackerman, Gary Blomster, Val Sperry, Phyllis Ehlers, Jerry Jensen, Todd Schellenberg, Arlene Retzer, Brad Heitland, Nancy Lilja-Nerheim, Pastor Joel

2. Approve October Agenda and September Minutes

- A. October agenda - added 5E: HR Committee's role change – **M/S/C**
- B. September minutes – **M/S/C**

3. New Member/transfers

- Gerald & Joann Gustafson, released moved to Arizona
- Jesse & Jenn Osendorf, released
- Rachel June Lassen, transferring to Jehovah Lutheran in St. Paul

4. All Committee Reports (Todd forwarded)

- Discussion about who sends these to Committee chairs/members
- Decided that Front Office will send these out on a monthly basis

5. New Business

A. Financial Report – Ron Ackerman – **M/S/C**

- Right on the numbers: Income – 101% YTD, Expenses – 102% YTD
- Offering is up compared to last two years YTD at this point
- Went over deferred gifts funds of various committees/groups
- P&G Building for the Future is off to a great start - \$126.8K pledged/\$60K given so far

B. Benevolence Committee Funds Allocation

- Proceeds from the garage sale this year were divided into two buckets, P&G and Benevolence
- In years past there were many more buckets that proceeds were divided up into
- If something clearly isn't P&G it is then labeled under Benevolence which also doesn't quite fit

- Discussion on what the meaning of Benevolence means – should be outside of St. Philips
- Agreement that there needs to be more transparency with funds distribution
- Discussion if there should be a third miscellaneous bucket for next year to properly allocate funds through when not P&G or Benevolence
- Discussion on if the Board needs to have some say/control with the distribution of funds
- Research will be done to see how other churches handle situations like these
- Tabled for more discussion next month – **M/S/C**

C. Term Limits/Expectations of Committee Chair persons/members

- Referred to the bylaws 3.7 – term limit is 2 years, can be re-upped for a second term, totaling 4 years
- Suggestions made that new committee chairs/members attend a sort of workshop/training together, can be tied with new Board members
- This will ensure new folks understand expectations of them and are active members in the SPLC community
- Terms limits and training will keep committees/Board fresh with new turnover and ideas, hopefully dispel concerns about difficulties of new people trying to join committees and feeling intimidated, deterring people from stepping up
- Committee Chairs need to monitor/keep track of their own terms as well as committee members
- Front Office will also keep track of terms, distribute bylaws to remind folks and work on a form/process for submitting committee minutes to encourage communication, transparency and improve overall effectiveness
- This information will be brought up and discussed at the All Committees meeting on November 10th
- Todd Schellenberg will send email reminder about the All Committees meeting on November 10th

D. Property & Grounds Projects and Purchases Request

- P&G brought forth a motion to update and include purchases for the P&G requests moving forward
- Updated/amended copies of the St. Philip's bylaws of the Property and Grounds Committee (5b) were handed out as well as the proposed Project/Purchase Application Form
- This is not a control issue but a communication/transparency improvement
- Discussion on when these are reviewed, time concerns, reviewed at P&G's monthly meetings as well as on an as needed basis for emergencies
- This will be communicated at the All Committees meeting on November 10th with new forms distributed
- Board seconds and carries this motion – **S/C**

E. HR Committee Role Change

- HR Committee updated their role as a committee and what their responsibilities are
- This is a byproduct of redoing the personnel policies and the alignment with the Senior Pastor model versus co-pastor model
- HR Committee will only advise on something when requested by the Board or otherwise
- **M/S/C**
- New Parent Leave for part time employees – discussion on allowing 6 weeks paid maternity leave for a part time employee
- This is beneficial to retain valued part time employees of SPLC as well as the Christian thing to do
- Board approves this for this particular instance, look to rewrite the policy on this in the future – **M/S/C**

6. Old Business

A. NCD Update

- Continuing to move along
- Chili cook-off on 1/18, discussion to possibly include other churches for this
- This will be for discussion/learnings/ideas and how to incorporate and continue passionate spirituality at SPLC

B. Capital Funds update

- See 5A – off to a great start, \$126.8K pledged and \$60K given so far

C. Staffing update

- New front office employee Jelayne Beckerleg resigned for personal reasons
- Currently reevaluating things to see if we should hire another part time front office person or increase the hours/responsibilities for Megan Bender
- Discussion of possibly offering insurance/benefits to part time employees to retain valued employees as well as attract new ones when needed

D. Columbarium Project update

- Informational materials are being sent out in November
- Topic will be brought up at Adult Forum on 11/16
- Location will probably be lake/garden side

E. Kitchen Policy/lack thereof

- Phyllis Ehlers distributed materials – Kitchen and Food Preparation Area Guidelines
- Kitchen guidelines are from the US Department of Health
- Food Preparation guidelines are for the sink area near the stove
- Phyllis will post these at each location in the kitchen with the couple of discussed minor edits

- Camilla Rose has and follows their own kitchen guidelines per their licensure

F. Congregational Meeting/Call Process update

- Meeting this Sunday November 2nd following 10:30am worship
- Information has been mailed out
- Discussion on interest level of call committee candidates
- If no candidates, Board has the authority to reschedule congregational meeting or appoint a call committee if needed

7. Upcoming Dates:

- Congregational Meeting – November 2, 2014 11:30am (following 10:30 worship)
- Saturday evening service dinner – November 8, 2014 6:00pm
- All Committees Meeting – November 10, 2014 7:00pm

8. Next Board Meeting: November 25, 2014 - 6:45pm

- Val Sperry has devotions