

St. Philips Board of Administration Meeting
August 28, 2012
6:30-9:15

1. Devotions/Discussions: Pastor Joel (devotions), Pastor Jan, Gina Paton, Deb Carroll, Miriam Jensen, Harold Lundberg, Margo Tech, Teresa Karsten, Norm Schultz, Matt Johnson, Tim Hardy

2. Consent Agenda: Approved minutes of July 24, 2012 Board Mtg.

3. Financial Reports Update from Teresa Karsten, Treasurer. Progress is being made on reconciling financial reports. Separate Youth Checking Account is being closed as recommended by the auditor. Nancy Lilja-Nerheim and Sue Wolfe have done exemplary work. The final update should be completed by next Board Meeting.

4. Old Business:

a) Update on the electric sign - Harold: Holes dug, posts coming on Thurs. Installation process is taking longer than expected because of delays with the sign company.

b) Child Care Task Force Update
Child Care Task Force Update:
Members: Gina Paton, Dick Kruse, Teresa Karsten, Howard Helgen, Pastor Jan, Jon and Jan Retzer, Myron Nash, Nancy Lilja-Nerheim.

The task force has met two times as a group. They have discussed both pros and cons as a committee. They distributed the following tasks to be completed by the next meeting to further their continued discussion:

Financial options (Nancy)
ELCA guidelines and benefits for all employees (Nancy)
Liability concerns and other legal needs to consider (Howard)
Pros and cons for the "Owning vs. Subsidiary vs. Renting" (Howard)
Security needs (Myron and Jon)

Space needs

Air conditioning costs to add to the new heating system (Myron)
Carpet (Gina)
Windows (Myron and Jon)
Wall (Myron)
Bathroom (Myron)
Door (Myron)
Updated electrical (Myron)
Security needs (Myron and Jon)
Donated paint (Jan R)

Cost per child and other daycare needs in the area (Teresa)

The task force will meet again on Wed., September 5 at 5:30

5. New Business:

a) September All Committees Meeting. Tues. Oct 2. 7:00. Norm and Margo to assist Joel to develop the agenda. BOA should pass along any suggestions that may be helpful to pass on to the committees.

b) Matt presented a PowerPoint related to the Human Resource Committee's proposed restructuring plan: Purpose, Mission, History, Reality, Plan, Action, Vision, and Hope. Discussion.

The Human Resource Committee recommends to the Board:

- 1) They implement the position of Bookkeeper as outlined in the proposed position description and suggest a 0.5 FTE position at \$18-20/hour.*
- 2) They eliminate the positions of Administrative assistant for Membership and Programs and Administrative Assistant and implement a 1.0 FTE position for Front Office and Hospitality Specialist as outlined in the proposed position description.*
- 3) They eliminate the Friend assistant.*
- 4) They roll all communications and publications into the Office Manager position as outlined in the proposed position description. This job would go from 0.8 FTE to 1.0 FTE.*

M/S/C

c) Reviewed and approved position descriptions for Bookkeeper, Front Office/Hospitality Specialist, and Office Manager **M/S/C**

Our thanks go to the HR Committee for their diligent work on this very difficult task.

Informational letter to congregation: Revised and edited. Meetings to discuss restructuring with the congregation set for Tuesday, 9/18 at 7:00 p.m. and Sunday, 9/16 at 9:35.

d) Continue the conversation about our Vision (Facilitator Norm Schultz) Tabled. Make this Item 1 on the agenda next month.

6. Adjournment: Prayer - 9:00

Next Meeting: Tuesday, September 25, 2012, 6:30 . (6:45?)