

St. Philip's Board of Administration Meeting Minutes  
January 22, 2013

**1. Devotions:** Pastor Joel

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

**3. Consent Agenda:** Minutes of December 18, 2012: **M/S/C**

**4. Financial Reports:** December Financial Reports, Teresa

a. **2013 Budget Presentation** –Because Teresa Karsten was out of town, Pastor Joel presented the 2013 budget proposal at the 1/20/13 Adult Forum.

b. **December Financials** – The December financial reports are near completion pending an offering adjustment. The 2013 budget proposal will be revised consistent with the final December numbers. Teresa Karsten will email updated financials upon completion. **Motion:** To conditionally accept the December financials based on Teresa's oral report with final approval following receipt of the final. **M/S/C**

c. **Audit** – As the Board was meeting, Wylie Klawitter and Ed Hamernik were conducting the audit with the assistance of Nancy Lilja-Nerheim and Jerry Salitros. They anticipate completing the audit this evening and will sign off upon receipt of the final December financials.

d. **Final December Financials** – Teresa Karsten emailed the completed December financials to the Board on 1/29/13 along with a revised 2013 budget. Review and approval were completed via email.

**Motion:** To accept the December financials and revised 2013 proposed budget. **M/S/C** via email.

**5 Old Business**

A. **Child Care Center Update:** Renter met with Joel, Nancy, and Gina. They continue to work out space usage. Fire inspection must happen before licensing can be issued. Disaster relief group may be able to help with some repairs. The childcare center hopes to be running by June, 2013. Discussion continues as to what the partnership between St. Philip's and the childcare center will entail. Gina is willing to be a liaison between Renter and St. Philip's. Joel, Nancy, Howard Helgen will continue to work on lease agreement.

B. **Refinancing Mortgage and Boiler Loans:** Refinancing information also was included as part of the Budget Forum on 1/20/12. Following a review of the Forum feedback and refinancing data, the Board decided that there was not a substantial benefit to refinancing and instead determined that the potential for a debt reduction campaign to pay the loans off early be explored.

**C. Nominations for Board and Committee Chairs update:** The BOA needs to work on a method to work on this process throughout the year. Also, we need to examine how board and committees communicate and keep records of term lengths. Nominating Committee is working on filling committee chair openings. BOA has filled all positions except for VP.

**D. HR Committee Staffing Update & Recommendation update:** Matt sent out revised position descriptions.

1. Part-time Custodian, Visitation Ministry Leader, and Associate Pastor: **M/S/C**
2. Other Position Descriptions: Consistent with staff restructuring the following position descriptions remain to be reviewed and revised: Worship Band Director (PT), Sanctuary Choir Director (PT), Children's Choir Director (PT), Organist (PT), and Youth Director (FT)
3. Full-time Custodian Interviews: Thursday 1/24
4. Part-time Custodian Interviews: will begin these after full-time position is filled.
5. Visitation ministry position will be posted this week.

## **6. New Business**

**A. Annual Meeting February 3, 2013:** Committee reports are almost all in. Wanda Benson will be following up regarding the missing reports. The Board (VP position) and Committee Chairs nominee list needs to be finalized and a parliamentarian identified. Gina will be following up on these items.

**B. Transition Board Meeting:** February board meeting will be the transition meeting. Please join us for a Thank You and Welcome reception at 6: 15.

**C. St. Philip's Goals:** Joel distributed the document "St. Philip's Goals: 2013 and Beyond" which outlines our revised Vision, Mission, and Objectives. This document was developed by the staff related to their respective positions and callings.

**D. All Committees:** Potential for a meeting in March.

## **E. Future Activities**

1. Website Update: Joel and Nancy will be concentrating on an update following completion of the full and part-time custodian positions.
2. Governance: St. Philip's constitution (ratified 1990) and bylaws (adopted 1989, revised 2/09) need to be reviewed and revised. The ELCA has some model documents to facilitate this process.

**7. Adjournment:** 8:00 – Lord's Prayer

**8. Next Meeting:** February 26, 2013, 6:45 p.m.