

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

**Official Minutes
Board of Administration Meeting
February 27, 2018, 6:45 PM**

Meeting was called to order at 6:50 by board President Valerie Sperry.

Members in attendance:

Valerie Sperry, Jennifer Prasek, Carol Anderson, Marlin Sorum, Kathy Pullen, Bryant Holmstrom, Barbara Cooper, Andrew Tjader, Judy Greer, Michelle Angerhofer

Staff in attendance:

Pastor Mollie Dvorak and Jeannine Arcand.

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: Jennifer Prasek

2. Checking In –Getting to know each other!

3. Consent Approval:

- A. January 17, 2018 Minutes Moved (M)/Seconded(S)/Carried(C)
- B. February 27, 2018 Agenda - added two agenda items to new business M/S/C
- C. January 2018 Committee Reports – M/S/C

4. Membership – New/Transferred –

Released: Lauren DePoint, Grant Whiteoak, Taylor Whiteoak, Denise Hanson, Desiree Hanson, Cale Karsten, Rachel Youngberg, Bart Anderson, Jason Karsten, Angela Anderson, Jason Flakne, Mya Karsten, Torrey Karsten, Alan Ball, Nina Ball, Henry Ball, Carson Ball, Elijah Ball, Teresa Karsten, Parker Retzer, Jon Retzer, Jantima Retzer, Cody Retzer, Ann Booker, John Booker

New Member (baptism) Vivian Dewitt

New Member 2/25/18: Ronda, Aiden and Connor Bertsch; Tasha, Nik, Ephram, Alice and Frances Browne; Lauren, Jen and Emerson Goldenstein; Eliza Merritt; Ifeanyi “Kassim”; Lyn, Kate and Gunnar Peterson

5. Financial Reports: Treasurer, Bryant Holmstrom - Presented the financial report for January 2018.

6. Pastors and Administrator Reports and Committee Reports:

Pastor Mollie - Interim Pastor Christine Wenzel is on vacation. Pastor Mollie has been spending time with a homeless pregnant mom who comes to food shelf .Awesome new member Sunday and awesome new members. Pastor Mollie Dvorak is part of planning for the North Suburban Grief and Loss Coalition (Growing through loss) ...about 20 churches involved. Meetings start on April 12th and meet for 5 weeks. Small groups based on their loss. Meeting this Thursday to map out all the volunteers needed.

Jeannine (SPLC Office Manager) –Board emails have been updated on the website. Committee group updates....Carol will help update this list. Update on daycare that came and went quickly. They needed to be out of the space and couldn't work out logistics in time. This is the 3rd or 4th daycare that has approached us. They are interested but unable to commit. Jenni Anderson started in front office February 13th. She is a really good fit. Discussion ensued about who answers emergency phone calls? Pastor Mollie to do research and we will discuss next month's board meeting.

Liaisons to Committee: No reports

7. Call Committee Update – Jennifer Prasek is the convener of the Call Committee. At their last meeting they went through interview questions. The questions were sorted into first interview and second interview categories. A mock interview with Pastor Christine is planned for Thursday March 8th at 5:30. Pastor John Hulden from the Synod will meet with the call committee on Monday the 12th with possible candidate names.

8. Old Business:

- WLTF – The group is still talking about the publications in the pews. How do we welcome each other? When visitors walk in the door or when they walk out the door is when guests need hospitality, not the passing of the peace. Pastors plan to stay up front rather than walking out after the service in an attempt to foster conversation in the sanctuary. It is up to all of us to welcome our neighbor. Don't let fear keep you from greeting people. Name tag Sundays are helpful.
- Hmong Ministry –discussion on room use beyond the sanctuary, nursery, youth room and Room 15 and sometimes the lounge... at no charge – ELCA synod approached us about being the home for a Hmong speaking congregation. Pastor from the Hmong ministry will come next month to present to the board. He will be looking at shared ministry opportunities. Any other functions they need to pay as any other renters. In discussion if St. Philip's wants to pursue creating a covenant between St. Philip's and the Hmong ministry.

- Approval of distribution of \$10,000 2017 Garage Sale Money. Money was originally requested by the garage sale committee to go to a new garage storage facility. The board is proposing that instead this money go to the capital equipment expenditure fund for Property and Grounds. M/S/C.

9. New business:

- Review Board of Administration Covenant of Conduct – we spent several minutes so each board member could read the document. We are willing to bring the issue to the board or the person come to the board. We don't deal with anonymous complaints. When an issue is raised at the BOA meeting, it will be reflected in the minutes along with any action taken by the BOA (e.g. Received as information, Pastor will visit member, Letter will be sent). The Board of Administration Covenant of Conduct is attached to board member emails. You can also find the document on the church website.
- Discuss day and time for the monthly BOA meetings going forward – for now it is agreed that we will keep the meeting on the 4th Tuesday of the month at 7:00PM.
- Assign board liaison to committees and groups. Identify who the groups are that we would expect to get monthly reports. Benevolence – Barbara Cooper; Property & Grounds - Kathy Pullen; Parish Fellowship – Carol Anderson; Food Shelf/Clothing/Advocacy – Judy Greer; SPDR – Bryant Holmstrom; Youth – Andrew Tjader; Music/Jennifer Thurman – Michelle Angerhofer; Decorating/Altar/WLTF – Valerie Sperry; Heritage Group – Marlin Sorum; Endowment – Valerie Sperry; Human Resources – Jennifer Prasek; Finance –Bryant Holmstrom.
- Continuation of All-Committee Meeting every other month – Each board member was asked to go to their liaison committee to see if they are willing to meet the 2nd Monday of each month. Talk about it in March.
- Approve appointment of new Human Resource Committee members – chairperson is the Vice President (Jennifer Prasek) – members are appointed instead of elected. Candidates – Liz Goebel, Elaine Knutson, Tim Hardy. The board voted on accepting these 3 members to fill the appointments. A 2 year commitment for HR. M/S/C
- Discuss creation of a Financial Team – Create a more formal financial team and meet quarterly to keep up on the finances of the congregation. A team would work directly with Bryant. Possible member names were suggested and Bryant Holmstrom plans to follow up with the suggestions.

- Discuss attendees to the 2018 Minneapolis Area Synod Assembly May 5&6 – Val Sperry and Michelle Angerhofer. M/S/C
- Discuss fundraising guidelines – A question from Parish Fellowship as to whether it is OK for the summer brunches to become a fundraiser for a group or committee. It was agreed that this is a good idea. Valerie will contact Kara Ruwart, PF chairperson to say this OK.
- Preview of what the board will look to work on this year – committee and board structure, updates to our by-laws, updates to our Constitution etc. The board should read these documents and figure out what changes need to be made. What about the committee structure?
- Approval of the Annual Meeting minutes –Carol will have the Annual Meeting Minutes from February 4, 2018 written and ready for board approval in March.

10. Reflection Time: What have we done to further the ministry of St. Philip’s tonight? We did a lot of talking to get to know one another better. We had good fellowship. Also had good discussion about what the expectations are for board members.

11. Adjournment: Meeting was adjourned at 9:30 pm by President Valerie Sperry. Ended the meeting with The Lord’s Prayer.

Upcoming Dates:

**BOARD Meeting
Tuesday, March 27, 2018 7:00**

**ALL COMMITTEES Meeting
TBD?**

**EXECUTIVE COMMITTEE
March 22, 2018 5:30PM**

Minutes submitted by Carol Anderson, St. Philip’s Board of Administration Secretary