

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

**Board of Administration Minutes
January 28, 2014**

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 – Ron Ackerman. Members present: Ron Ackerman, Matt Johnson, Joel Young, Brad Heitland, Pastor Joel, Val Sperry, Harold Lundberg, Deb Carroll, Arlene Retzer, Pastor Jan, Miriam Jensen

2. Approve Agenda and Minutes - M/S/C (amended)

3. New Member/transfers – Jon Sommers released, joined St. Andrew Lutheran Church, Eden Prairie, MN 12/27/13

4. All Committee Reports (Miriam will forward)

5. New Business

A. Financial Report – Ron Ackerman. The internal audit was conducted 1/23/14. (Duane Retzer, Ed Hamernik, Ron Ackerman, Jerry Salitros, Nancy Lilja-Nerheim). Discussion on raising benevolence giving (currently at 6%) **M/S/C**

1. 2014 Budget Proposal Presented –

- a. Thrivent Choice \$ - If unspecified, Thrivent Choice \$ would go into the General Fund.
- b. Some St. Philip's Committees have deferred funds. Discuss this at the next All Committee meeting.
- c. Large ticket items (steeple, organ, etc.) can be funded by a special fund appeal

M/S/C to bring proposed budget to Annual Meeting

B. Annual Meeting – Feb. 2, 2013. Discussion on agenda items.

C. Garage Sale Recap – LaRae Kasmierkoski presented a written report of 2013. Topics she raised: 1) Mission of garage sale should be as an outreach – not just as

a fundraiser. 2) Use funds for outreach/benevolence. (30-40% of intake to benevolence). Requests BOA input for where garage sale funds should be allocated. May be best to decide outcome of funds raised before the sale begins. 3) She and the other chairs are putting together a procedures manual with job descriptions and mission stated clearly. 4) She suggests a 2 -week time period for the set up and sale. She would like to start meeting in March.

D. Staffing Update – Chris Neisen is no longer employed as custodian at St. Philip's. Exit interview with HR Committee will be scheduled. Staff is working to cover custodial duties in the interim. Katie Swenstad and Sarah Peterson have been filling in. Thank you!! Position has been posted.

E. Veralyn Pelava is having back surgery so will be unavailable the next several weeks. Pastor Joel will fill in.

6. Old Business

A. NCD Update – Focus groups went well. Healthy Church Team is collating information from Focus Groups. They hope to expand membership of HCT to other members. Event launch will be scheduled to kick-off NCD results plan. Check website, blog, newsletters for further information.

B. Nominating Committee Update – Roster distributed. Still need President, Secretary, Evangelism and Communication Chair. Re-visit governance structure. (address at February, 2014 BOA meeting)

C. External Audit - \$10,000 cost estimated. Look at planning for 2015-16.

D. Youth Director Position – Transition team will meet with feedback from January adult forum and surveys completed to formulate position description. (Pastor Jan proposed making Confirmation a part of this position so she would have more time for Pastoral Care. Pastor Joel sees that happening after this interim period ends) Interserve has networking availability. Hope to post position by March. Van Bredeson's position is being extended month by month.

E. Ministry Fair – Continue future discussion

F. Board Member transitions – 2013 and 2014 members will both meet at the February 25 Board Meeting.

G. Memorial Gifts/Endowment Committee – Current practice has been to designate any unspecified memorial gifts to Endowment Fund. There is no written information re: this process.

7. Upcoming Dates:

- A. Annual Meeting – February 2, 2014

- B. SPDR Dinner/Silent Auction – February 8, 9, 2014 (speaker-LDR director, Pastor Michael Stadie)

- C. All Committee Meeting – February 11, 2014 – postponed – new date tbd

- D. BOA greeters – 2/16/14

8. Next Meeting: February 25, 2014 - 6:45.