**ST. PHILIP’S LUTHERAN CHURCH**

**6180 HIGHWAY 65 NE**

**FRIDLEY, MINNESOTA 55432**

**Board of Administration Minutes**

**January 27, 2015**

**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 –** Pastor Joel: Dietrich Bonhoeffer’s book “Discipleship”. Reflections on grace – “Cheap Grace” vs. “Costly Grace”

Members present: Brad Heitland, Dick Blair, Phyllis Ehlers, Arlene Retzer, Gary Blomster, Ron Ackerman, Jerry Jensen, Val Sperry, Pastor Joel, Jeannine Arcand

**2. Approve January Agenda and November Minutes**

* November 2014 Minutes – **M/S/C**
* January 2015 Agenda amended – **M/S/C**
  + Added 5F: Review Report of 2014 Financial Compliance Committee
  + Added 5G: Potential Daycare Center

**3. New Member/transfers –** none

**4. All Committee Reports – December and January** (Todd forwarded)

**5. New Business**

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

* 2014 income @ 99.47% of plan and expenses @ 103.05% of plan
* Higher costs associated with cold weather & snow levels were the largest factor in expenses being up over plan
* Boiler loan will be paid off in November 2015 time frame
* 2014 Offerings are 94% of planned income
* Handed out copies of the updated deferred gifts fund balances for review – copies also given to the committee chairs at the January 2015 All Committees meeting

1. Columbarium Committee Update

* Committee members who presented/were present: Roger Gorman, Neil Anderson, Ed Hamernik
* Roger gave an overview & showed a PowerPoint presentation of the committees finding / research to date. Handed out a mockup of what the columbarium might look like and location (suggested against the outside wall, next to the windows of fellowship hall, facing the serenity garden area)
* Dick Blair made a motion “Motion to approve the project subject to review of the financial feasibility study and the final legal structure.” – **M/S/C**
* Columbarium committee will come back to the Board and present after they have completed the financial feasibility study and developed final legal structure recommendations

1. Set Annual Meeting Agenda

* Pastor Joel handed out copies of proposed agenda. Board reviewed and discussed agenda
* Discussed election of Financial Compliance Committee and suggestions for folks to nominate for it for 2015. Suggestion was made to check with Howard Thompson to see if he had any suggestions for nominees
* Parish Fellowship had requested that the congregation move after eating lunch into the sanctuary for the actual annual meeting (rather than hold both in fellowship hall), to allow for clean-up (from the lunch) to begin sooner. Board discussed and decided on lunch to be served in fellowship hall starting at 11:15am and annual meeting to begin in 12:00pm in sanctuary – **M/S/C**

1. Approve Annual Budget

* Copies were handed out of the proposed 2015 budget and the 2015 narrative budget. Pastor Joel walked the board through both documents.
* Prior to the proposed budget’s final form, Pastor Joel, Ron A., Val S and Brad H. reviewed and discussed via email and a meeting
* Discussion about adding a note to any lines in the 2015 budget that are different year over year. It was suggested that be added to the Narrative Budget instead
* Discussion about how we would go about establishing a “Funeral Coordinator” position (like we currently have wedding coordinators)
* Discussed Pastoral budget year over year
* Motion to approve the proposed 2015 budget to present at the 2015 Annual Meeting on Feb 1, 2015 – **M/S/C**

1. February Orientation – New Committee Chairpersons/Members

* Noted that the orientation will be for committee chairpersons only, not committee members
* Board discussed holding the orientation in late February. Pastor Joel suggested either February 17 or 26. February 17 was decided on
* Discussion on possible topics and items to be covered at orientation. Suggested the planning and presenting be spearheaded by Ron Ackerman, Pastor Joel, Jeannine Arcand, and Megan Bender. Also suggested that Heather Koshiol (chair of Evangelism Committee) be asked to help, as she had some good suggestions for the training’s content.
* Pastor Joel suggested a Board “retreat” on a Saturday in March. Was decided that this should be discussed at the February board meeting, so new members can be consulted regarding date for “retreat”.
* Was decided that the commissioning of 2015 Board Members and Committee Chairs will be at services on February 7/8, 2015.
* Was suggested that, like has been done the last few years, the outgoing board members be invited to attend the February board meeting for the first half hour to socialize with the incoming board members. Val and Phyllis volunteered to bring some snacks for this.

1. Review Report of 2014 Financial Compliance Committee

* Copies of the report were handed out and Ron A. walked us thru it
* Conducted by Duane Retzer, Ed Hamernik, and Ron Ackerman. The Office Manager, Jeannine Arcand, and the Bookkeeper, Jerry Salitros, provided the needed documents and information
* Congregational Audit Guide provided by the Office of the Treasurer of the Evangelical Lutheran Church of America was followed
* Summary:
* Audit consisted of 33 separate categories and about 125 specific line items. The overall audit went very well. It is apparent that the books, processes, procedures for St. Philip’s are in order!
* Recommendations:
* Recommend that the records and files older than State/IRS Requirements be shredded. These records are in various locations in the church. These records should be collected and a company be contracted to come onsite and shred the records.
* Recommend a procedure for adding new vendors to the approved list of vendors
* Establish an electronic folder in the Business Office to hold the following items:
  + - * Board Agendas
      * Board Minutes
      * 9 Committee Minutes
      * Treasurer Reports
* Review the Insurance Policies to guarantee that all assets are adequately insured, including the Fidelity Bond Coverage
* Purchase a “Fire Proof” cabinet to store Employee Tax ID Information, Insurance Policies, baptismal and confirmation records, and other key documents
* Motion to accept the recommendations of the audit committee – **M/S/C**

1. Potential Daycare Center

* Pastor Joel will next be meeting with the group from Creative Learning Academy on February 16. He will report back to the Board at the February Board meeting on the outcome of the Feb 16th meeting.
* Creative Learning Academy interested in renting space at SPLC for before and after school care, plus daytime day care program.

**6. Old Business**

A. NCD Update

* NCD committee hosted the Chili Cook-Off on Sunday, January 25 in fellowship hall. Event went well.

1. Capital Funds update

* Carpet going in week of March 1st. Katie and Property & Grounds are coordinating furniture and office moving in and out for the new carpet.
* Painting of the office area went well.

1. Staffing update

* New Office Manager, Jeannine Arcand. Pastor Joel introduced her to the board members present at the meeting.

1. Columbarium Committee update (See 5B)
2. Call Process update

* Bishop will be at SPLC on Sunday, February 15th at 11:30am to meet with the congregation to review the ministry site profile compiled by the Call Committee.
* Pastor Joel reported that we are on track with the proposed timeline for the call process.

1. Nominating Committee update
2. Benevolence Committee Funds Allocation (Keeping tabled)

* Motion to untable and to put on the agenda to discuss at February Board Meeting – **M/S/C**

**7. Upcoming Dates:**

* Annual Meeting – February 1, 2015
* Commissioning of Board of Administration and Committee Chairs – Feb 7 & 8, 2015
* Disaster Relief Lasagna Dinner – February 8, 2015
* Meeting with Bishop to review Ministry Site Profile – February 15, 2015
* Orientation of Committee Chairpersons – February 17, 2015
* Ash Wednesday – February 18, 2015

**8. Next Board Meeting:** February 24, 2015 - 6:45pm

* Devotions – Pastor Joel