

**St. Philip's Lutheran Church**  
6180 Highway 65 NE, Fridley MN 55432

Meeting Minutes: Board of Administration

March 25, 2019 6:30PM

Attendance								
<b>Board Members</b>	X	Karla Ackerman	X	Mike Anderson		Michelle Angerhofer	X	Diane Campeau
		Barbara Cooper	X	Judy Greer	X	Bryant Holmstrom	X	LaRae Kazmierkoski
	X	Val Sperry	X	Andy Tjader				
<b>Staff</b>	X	Pastor Matt Flom	X	Jeannine Arcand				
<b>Others</b>	X	Jenni Anderson	X	Dick LaKang				

**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 as you will, always to your glory and welfare of your people; through our Lord and Savior, Jesus Christ. Amen.*

Time		Title	Action	Responsible
6:30	1	Devotions		Karla Ackerman
6:35	2	Check in <ul style="list-style-type: none"> <li>• Judy Greer received from her employer, Center Point Energy, \$500 for St. Philip's Food Shelf</li> <li>• Mike Anderson sent \$500 SPDR funds to Deb Grant for couple needing new mattress (to get off of a moldy one)</li> <li>• Karla Ackerman expressed appreciation for support during this time of family illness</li> </ul>		Val Sperry
6:40	3	Approvals <ul style="list-style-type: none"> <li>• February 25, 2019 Minutes (spelling correction on page 2) – Motion, Second, Carried</li> <li>• February Annual Meeting Minutes</li> <li>• March 25 2019 Agenda – amended to include updated SPDR and Property &amp; Grounds updates</li> <li>• February 2019 Committee Reports               <ul style="list-style-type: none"> <li>○ Diane asked if current month reports could be reviewed as opposed to the previous month's</li> <li>○ LaRae suggested Benevolence use the term "task force" for short term work groups to encourage participation</li> <li>○ Blessing of the Animals will be June 5<sup>th</sup> at Wednesday outdoor service</li> <li>○ Garage Sale committee meeting will be April 11 at 7PM</li> <li>○ Karla met with Parish Fellowship</li> </ul> </li> </ul>	M/S/C  M/S/C M/S/C  Inform Chairs of report deadline	Val Sperry          Diane Campeau

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		<ul style="list-style-type: none"> <li>○ Mike provided an update on the SPDR March report and Spring Trip plans</li> </ul>	Add to March report	Diane Campeau
6:55	4	<p>Congregation Life Events</p> <p>New/Transferred/Released/Baptized – events reported are current as of date requested by Secretary from office staff, generally a week before the BOA meeting</p> <ul style="list-style-type: none"> <li>● Released by Death: Dorothy Jacobson, Gloria Dwire</li> <li>● Baptism: Harrison Holland</li> </ul>		Diane Campeau
6:58	5	<p>Financial Report: February 2019 Financials</p> <ul style="list-style-type: none"> <li>● Slightly below budget in both income and expenses</li> <li>● Desire report of “cash on hand” versus “designated funds”</li> </ul>	Accepted  Request from Jerry	Bryant Holmstrom  Bryant Holmstrom
7:00	6	<p>Pastor and Administrator Reports</p> <ul style="list-style-type: none"> <li>● Board's Bulletin Board refreshed with new pictures</li> <li>● Changes for renters: <ul style="list-style-type: none"> <li>○ Gloria Dennis Ministries' no longer using chapel; moved to different space</li> <li>○ Other chapel renters able to move up one hour</li> </ul> </li> <li>● Current charge of \$30 per hour has been in place at least two years; time to re-evaluate</li> <li>● Fridley School Emergency Plan – will use St. Philip's in situation requiring evacuation of the school</li> <li>● Youth Director Position update and discussion <ul style="list-style-type: none"> <li>○ Concern expressed for youth experiencing frequent change</li> <li>○ Use of interim youth director from InterStaff vs. current staff member Connie Yerigan</li> <li>○ Connie's workload, hours</li> <li>○ Long term goals for middle school and high school youth as well as young adult and family ministry, shared ministry, new member</li> <li>○ Concern for clear communication to all concerned</li> <li>○ Alternative courses of action to BOA</li> </ul> </li> <li>● Stewardship Update – <ul style="list-style-type: none"> <li>○ exploring mid-sized capital campaign, less than \$300,000 for items such as: <ul style="list-style-type: none"> <li>▪ Storage unit</li> </ul> </li> </ul> </li> </ul>	Check with peers Voted Affirmation  Obtain input from youth Meet with InterStaff  Prepare A, B, C etc.	Jeannine Arcand  Jeannine Arcand  Jeannine Arcand Pastor Matt Flom  Andy Tjader & Pastor Matt Pastor Matt  Pastor Matt

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		<ul style="list-style-type: none"> <li>▪ Organ major maintenance</li> <li>▪ Roof repairs</li> <li>▪ Hearing Loop</li> <li>▪ Office Air Conditioning</li> <li>▪ Carpet for Fellowship Hall and Sanctuary</li> <li>○ Stewardship re-cap planned for 4/28</li> <li>○ Investigating options such as cohort, team and coach</li> <li>• Lent, Holy Week Review <ul style="list-style-type: none"> <li>○ First Communion on Munday Thursday</li> <li>○ Tenebrae service on Good Friday with major Sanctuary Choir involvement</li> <li>○ Easter Services: Traditional service at 7:00AM and 8:30AM, Contemporary at 10:30AM</li> </ul> </li> <li>• Worship, Music and Arts Umbrella Committee will hold quarterly meeting after Easter</li> </ul>		<p>Pastor Matt</p> <p>Pastor Matt</p>
8:05	7	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Review updated List with Committee Chairs, Members and Board Liaison <ul style="list-style-type: none"> <li>○ Corrections noted</li> <li>○ Shortened version also available</li> </ul> </li> <li>• Attendance at 2019 Synod Assembly – May 3 &amp; 4: Pastor Matt Flom, Val Sperry, Bob Becker</li> <li>• March 30 Retreat <ul style="list-style-type: none"> <li>○ Location – St. Timothy's Lutheran Church, 825 51<sup>st</sup> Ave NE, Columbia Heights, MN 55421</li> <li>○ Agenda 9:00 – 4:00 – four sessions <ul style="list-style-type: none"> <li>▪ Change</li> <li>▪ Goals</li> <li>▪ First Steps</li> <li>▪ Near Term Plan</li> </ul> </li> <li>○ Unable to attend: Karla, Bryant, Connie</li> </ul> </li> </ul>	<p>Revise list</p> <p>Complete assigned reading, Who Moved My Pulpit, prior to retreat</p>	<p>Jeannine Arcand</p> <p>Diane Campeau</p> <p>Pastor Matt</p>
7:30	8	<p>New Business</p> <ul style="list-style-type: none"> <li>• Shephard's Staff Membership Database Update – Membership Criteria <ul style="list-style-type: none"> <li>○ Member Status Options: <i>Active, Inactive, Removed</i></li> <li>○ Status used for congregational mailings</li> <li>○ All member data is retained even if member is flagged as <i>Removed</i></li> <li>○ Program includes space for notes regarding status changes</li> </ul> </li> </ul>		<p>Dick LaKang</p> <p>Jenni Anderson</p>

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8:20		<ul style="list-style-type: none"> <li>○ Unique situations:               <ul style="list-style-type: none"> <li>▪ Homebound member</li> <li>▪ Baptized baby member but parents are not members</li> </ul> </li> <li>○ By Laws are specific               <ul style="list-style-type: none"> <li>▪ After one year without attendance or contribution, inquire regarding intention with letter</li> <li>▪ After two years flag member as <i>Inactive</i></li> <li>▪ After three years flag as <i>Removed</i> from Active Status</li> </ul> </li> <li>○ Letters to members currently <i>Active</i> but without attendance or contribution for last 12 months</li> <li>○ Separate letter to parents of baptized baby member</li> <li>○ If no response, move to <i>Inactive</i> status</li> <li>○ Use profile form for new additions; could this be electronic to facilitate completion?</li> <li>● New Congregational Directory               <ul style="list-style-type: none"> <li>○ Reviewed Life Touch capabilities that include electronic file access for pastor</li> <li>○ No cost to congregation</li> <li>○ Suggested team members:                   <ul style="list-style-type: none"> <li>▪ Connie Yerigan from staff</li> <li>▪ Heather Koshoil</li> <li>▪ Renee Johnson</li> <li>▪ Kathy Pullen (involved last time)</li> <li>▪ Kathy Swenson</li> </ul> </li> <li>○ Plan for photos in the fall</li> </ul> </li> </ul>	<p>Create new status</p> <p>Prepare letters</p> <p>Prepare lists of names</p> <p>Investigate this option</p> <p>Contact via email, inquire re: interest</p>	<p>Dick LaKang</p> <p>Jeannine Arcand</p> <p>Pastor Matt</p> <p>Dick LaKang Jenni Anderson</p> <p>Dick LaKang</p> <p>Val Sperry</p> <p>Pastor Matt</p>
8:25	9	<p>What have we done to further the ministry of St. Philip's tonight?</p> <ul style="list-style-type: none"> <li>● Discussion on membership leads into Saturday Retreat work</li> <li>● SPDR Donations have helped many and collection of painting supplies provide opportunity for members to be involved even if unable to actively participate in trips</li> <li>● Judy Greer sharing her passion with peers resulted in great financial assistance for the Food Shelf, a wonderful witness</li> </ul>		

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		<ul style="list-style-type: none"> <li>Rooms 4 &amp; 5 filling up with items for the food shelf and for the garage sale</li> </ul>		
8:30	10	Adjournment: The Lord's Prayer		

### Future Dates

Month	Exec	Time	BOA	Devotions	Time	All Comm	Time
<b>Mar</b>	Tue, 3/19	6:00PM	<b>Mon, 3/25</b>	Karla Ackerman	6:30PM		
<b>Apr</b>	Mon, 4/15	6:00PM	<b>Mon, 4/22</b>	Judy Greer	6:30PM		
<b>May</b>	Mon, 5/13	7:30PM	<b>Mon, 5/20</b>	Michelle Angerhofer	6:30PM	Mon, 5/13	6:30PM
<b>Jun</b>	Mon, 6/17	6:00PM	<b>Mon, 6/24</b>	Diane Campeau	6:30PM		
<b>Jul-Aug</b>	Mon, 8/5	6:00PM	<b>Mon, 8/12</b>	Barbara Cooper	6:30PM		
<b>Sep</b>	Mon, 9/16	6:00PM	<b>Mon, 9/23</b>	Mike Anderson	6:30PM		
<b>Oct</b>	Mon, 10/21	6:00PM	<b>Mon, 10/28</b>	Bryant Holmstrom	6:30PM		
<b>Nov</b>	Mon, 11/18	6:00PM	<b>Mon, 11/25</b>	LaRae Kazmierkoski	6:30PM	Mon, 11/11	6:30PM
<b>Dec</b>	Mon, 12/16	6:00PM	<b>Mon, 12/30</b>	Val Sperry	6:30PM		
<b>Jan</b>	Mon, 1/20	6:00PM	<b>Mon, 1/27</b>	Andy Tjader	6:30PM		
<b>Feb</b>	Mon. 2/17	6:00PM	<b>Mon. 2/24</b>		6:30PM	Mon. 2/10	6:30PM