

St. Philip's Board of Administration Meeting
November 27, 2012

1. **Devotions:** Pastor Joel
2. **Members present:** Pastor Jan, Pastor Joel, Margo Tech, Dick Kruse Deb Carroll, Gina Paton, Matt Johnson, Miriam Jensen, Norm Schultz, Teresa Karsten, Tim Hardy
3. **Consent Agenda:** Minutes of October 30, 2012, amended and approved. **M/S/C**
4. **Financial Reports:** Questions answered via Teresa's email. Budget Committee, Dick Kruse, Margo Tech, Pastor Joel, Nancy Lilja-Nerheim, Teresa Karsten, will have their first budget planning meeting December 9, 2012. Current budget status: \$66,000 behind in the General Fund. \$15,000 behind in pledges. With the current level of giving the Budget Committee's challenge will be to develop a sustainable budget for 2013 based on giving rather than the combination of giving and special appeals utilized in past years. The November financial report was **M/S/C**.

Stewardship Committee update: 239 giving units have pledged. Stewardship Committee will follow up on those who have not yet responded.

5. New part time bookkeeper, Jerry Salitros attended and acquainted us with his background and qualifications. Welcome, Jerry!
6. **Old Business:**
 - A. Electronic sign: Sign has been measured and is in production. Interior monitors will be installed by Dec. 17. Wiring was installed last week and waiting for the monitors to be delivered. Web developer is working on the monitor display program. Google calendar will be linked in so that staff can update the calendar at any time.
 - B. Childcare Center: Given the overwhelming congregational support voiced at the 11/12/18 Adult Forum Board Listening Post Gina Paton proposed the following motion to Board: to proceed with the development of a lease agreement for a childcare center at St. Philip's. **M/S/C**

It is also recommended that a future childcare board have a representative from St. Philip's as a member liaison.
 - C. Exit interview with Sue Neisen – Matt Johnson left a voice mail offering Sue an exit interview, but his call has not been returned.

7. **New Business:**

A. HR Committee Staffing Update & Recommendation:

1. **Phase 1** – Office support staff has been completed.
2. **Phase 2** – Custodial staffing is partially completed. The position description for the full time position custodian approved **M/S/C**. The position description for the part time custodian is in process.
3. **Phase 3** – Program staffing is recommended as follows:
 - a. Parish Nurse/Homebound Communion Visitor – Discontinue effective 12/31/12.
 - b. Worship Coordinator – Reassign duties to Senior Pastor effective 12/31/12.
 - c. Sanctuary Choir Director – Revise position to reflect reassignment of Worship Coordinator duties effective 1/1/13.
 - d. Children’s Choir – Increase hours to enable return to two children’s choirs effective 1/1/13.
4. **Budget Implications** – If approved and based on the current 2013 giving projections, proposed staffing expenses will be 63% of the general operating budget, a significant reduction from the 73% of 2012.
5. **Position Descriptions** – Consistent with Phases 1-3 the position descriptions for all staff are being reviewed and revised as needed.

B. Phase 3 Board Action:

1. Approve Phase 3 as recommended with an amendment to restore the eight (8) hours allocated to the Homebound Communion Visitor position and possible retitling of the position to Visitation Ministry Leader. **M/S/C**.
2. Pastor Joel will follow up with the program staff to inform them of the Phase 3 approval and to develop an informational letter for the congregation.

C. HR Committee Acknowledgement: The Board expressed appreciation to the HR Committee for their response to the directive to restructure church staffing to a level more consistent with the size of our congregation. The restructuring was a very challenging and difficult task, and HR completed the task in a comprehensive and timely manner. The Board thanks them for the time and effort they have put in and will be continuing to put in as position descriptions undergo revision.

D. New Members were welcomed. **M/S/C**

E. Upcoming nominations for Board and Committee Chairs: Nominating Committee, chaired by Gina Paton, will need to meet.

1. **Board of Administration:** Board members suggested potential candidates for open Board positions: VP, Treasurer, and three at-large members.

2. All Committees & Board Committees: The Nominations Committee will need to confirm the 2013 status for the majority of the All Committee chairpersonships and Board Committee positions with the exception of:
 - a) Judy Beine will chair Benevolence Committee.
 - b) WMA will need a new Committee Chair.
 - c) Current HR Committee members will continue.
3. Matt Johnson requested to let him know if there are additional suggestions for individuals who should be considered for All Committee Chair positions or Board Committee positions.

F. Garage Sale Committee Update: Dick Kruse informed that Board that the Garage Sale Committee held a special meeting on 11/26/12 to discuss garage sale options given the possible facility “restrictions” that will occur due to the childcare center. The committee voted overwhelmingly to suspend (not cancel) the garage sale for 2013.

G. Programming Theme for 2013: A request was received to consider having a program theme as we’ve had in previous years. A theme will be incorporated in our Fall 2013 school year planning.

H. Continue the conversation about our Vision/Mission - Dec. 1. 8:00-10:00 a.m.

8. **Adjournment:** Lord’s Prayer 9:00
9. **Next Meeting:** December 18, 2102, 6:45 p.m.