

St. Philip's Lutheran Church

6180 Highway 65 NE, Fridley MN 55432

Meeting Minutes: Board of Administration November 25, 2019 6:30PM

Attendance								
Board Members	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				
Staff	x	Pastor Matt Flom		Jeannine Arcand				
Others								

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.

Time		Title	Action	Responsible
6:35	1	Devotions		LaRae Kazmierkoski
6:38	2	Check in		Val Sperry
6:40	3	Approvals <ul style="list-style-type: none"> • October 28, 2019 Minutes – Motion, Second, Carried • November 25, 2019 Agenda • Oct – Nov 2019 Committee Reports • P&G update <ul style="list-style-type: none"> ○ Installed LED Flat Panel lighting in office area; may expand to all of the admin wing ○ Working on 2020 budget; snow removal costs based on prior year's experience ○ Chair lift to loft – research continues and cost options remain near \$6,000 • SPDR update <ul style="list-style-type: none"> ○ Fourteen team members participated in return trip to Conroe TX working on a single home; 11 of these were on the October trip ○ Videos of work and Pastor Grant's presentation to the family may be used at the SPDR fund-raising dinner ○ Donated kitchen supplies and equipment to the home owner; 	M/S/C M/S/C	Val Sperry Mike Anderson

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		<p>Episcopal Diocese donated furniture and appliances</p> <ul style="list-style-type: none"> ○ Donated \$1,500 to Abundant Harvest Kitchen, a ministry of St. Isadore Episcopal Church providing meals and food to this community 		
6:50	4	<p>Congregation Life Events</p> <ul style="list-style-type: none"> ● Miscellaneous: The Majkozak family requested release in September of last year; official letter of transfer received from Tory at St. Mark ● Released by Death: <ul style="list-style-type: none"> ○ JaNahn Duncan (Charter Member but was not an active member at time of death) ● Paul Ikier 		Diane Campeau
6:55	5	<p>Financial Report: October 2019 Financials</p> <ul style="list-style-type: none"> ● Year-to-date giving continues about 6% below budgeted and expenses are about 10% below budget 	Accepted	Bryant Holmstrom
7:00	6	<p>Pastor and Administrator Reports</p> <ul style="list-style-type: none"> ● New member Sunday will be 12/22 for four households ● New outside printing service used for Stewardship materials worked well ● Advent and Christmas services plans are in place ● Adult Forums will begin in January, once a month 		
7:05	7	<p>Old Business</p> <ul style="list-style-type: none"> ● Stewardship Annual Appeal – intent cards received so far show an increase in giving ● Website Revision – committee meeting regularly; progress on design specifics and now working on content ● BOA and Staff Retreat November 16 – recap <ul style="list-style-type: none"> ○ Began with visioning who St. Philip's wants to be in 12 years ○ Began a 7 -year path ○ Deeper look at a 3-year plan ○ Will continue this work in 2020 second quarter ● Nominating Committee – has met and is contacting members regarding positions to be filled <ul style="list-style-type: none"> ○ Vice President ○ Treasurer ○ BOA At Large members – 2 		<p>Pastor Matt</p> <p>Pastor Matt</p> <p>Pastor Matt</p> <p>Val Sperry</p>

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		<ul style="list-style-type: none"> ○ Next year's nominating committee, finance compliance, and resolutions committee ● Push Pay – Customized Mobile App for giving and communication <ul style="list-style-type: none"> ○ Comments from members of other congregations that use this program are very positive ○ Expect a “go-live” by the end of January ○ Will use both written and video for instructions on its use ● Designated vs. Budgeted monies – draft spending policy <ul style="list-style-type: none"> ○ Presented by Bryan and discussed ○ Term definitions clarified ○ Review with Jeannine Arcand, Office Manager, and Jerry Salitros, Bookkeeper ● Restricted Funds Example – monies donated specifically for travel to Billie Nigeria have not been used due to travel restrictions (keeping visitors safe in the unstable country requires resources from the diocese beyond their ability) <ul style="list-style-type: none"> ○ How should these monies that have been in this account for over three years be used? ○ Option to move them to be available to send to the Billie Congregation 	<p>Get consensus on definitions Bring second draft to next BOA</p> <p>Discuss with donators</p>	<p>Pastor Matt</p> <p>Bryant Holmstrom</p> <p>Pastor Matt</p>
7:30	8	<p>New Business</p> <ul style="list-style-type: none"> ● Red Cross Blood Drive – <ul style="list-style-type: none"> ○ BOA approved this use of the facility ○ Requires volunteers to greet and host refreshment area ● 2020 Congregation Budget Approval Process and key dates <ul style="list-style-type: none"> ○ 1/9 Finance Committee budget review ○ 1/26 Budget 2020 presentation at congregation forums: 10:15 and 11:45 ○ 1/27 BOA budget review ○ 2/2 Congregation vote on 2020 Budget ● December board meeting – keep date as scheduled 		<p>Pastor Matt</p> <p>Val Sperry</p> <p>Val Sperry</p>
7:40	9	<p>What have we done to further the ministry of St. Philip's tonight?</p>		

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		<ul style="list-style-type: none"> • Planning for 2020 financial aspects of St. Philip's ministry • Appreciation for SPDR work in Conroe TX 		
7:45	10	Adjournment: The Lord's Prayer		

Future Dates

Month	Exec	Time	BOA	Devotions	Time	All Comm	Time
Mar	Tue, 3/19	6:00PM	Mon, 3/25	Karla Ackerman	6:30PM		
Apr	Mon, 4/15	6:00PM	Mon, 4/29	Judy Greer	6:30PM		
May	Mon, 5/13	7:30PM	Mon, 5/20	Michelle Angerhofer	6:30PM	Mon, 5/13	6:30PM
Jun	Mon, 6/17	6:00PM	Mon, 6/24	Diane Campeau	6:30PM		
Jul	Sun, 7/28	11:30AM	Sun, 7/28			Following Cong meeting	
Jul-Aug			Mon, 8/12	Barbara Cooper	6:30PM		
Sep	Mon, 9/16	6:00PM	Mon, 9/23	Mike Anderson	6:30PM		
Oct	Mon, 10/21	6:00PM	Mon, 10/28	Bryant Holmstrom	6:30PM		
Nov	BOA & Staff Retreat		Sat, 11/16		9:00AM – 3:00PM		
Nov	Mon, 11/18	6:00PM	Mon, 11/25	LaRae Kazmierkoski	6:30PM	Mon, 11/11	6:30PM
Dec	Mon, 12/16	6:00PM	Mon, 12/30	Val Sperry	6:30PM		
Jan	Mon, 1/20	6:00PM	Mon, 1/27	Andy Tjader	6:30PM		
Feb	Congregation Annual Meeting			Sunday 2/2			
Feb	Mon. 2/17	6:00PM	Mon. 2/24		6:30PM	Mon. 2/10	6:30PM