

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

**Official Minutes
Board of Administration Meeting
February 28, 2017, 6:45 PM**

Meeting was called to order by board President Mike Youngberg at 6:51pm. Minutes were taken by Vice President Valerie Sperry, on behalf of Secretary Carol Anderson who wasn't able to be in attendance.

Members in attendance:

Mike Youngberg, Valerie Sperry, Kathy Pullen, Dawn Hansen, Betty Schweppe, Bryant Holmstrom, Barbara Cooper and Leif Ronken.

Staff in attendance:

Interim Senior Pastor Christine Wenzel, Pastor Mollie Dvorak, and Jeannine Arcand (Office Manager).

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 our glory and the welfare of your people; through our Lord and Savior Jesus Christ. Amen.

1. Devotions: Mike Youngberg led the group in devotions – theme the struggle we face as Christians between having too much vs. giving more (away).

2. Approval:

A. January, 2017 Minutes

-M/S/C

B. February 2017 Annual Meeting Minutes

-still pending receipt of the 2017 Annual Meeting minutes from previous Secretary Angela Anderson. Tabled until the March 2017 Board Meeting.

C. February, 2017 Agenda

-M/S/C

3. Checking In / Introductions

Board and staff in attendance took turns introducing themselves to the group. Everyone shared how long each had been a member or at SPLC, what they are/have been involved in at SPLC and what led them to be on the board.

4. Duties of Board Members/Orientation:

A. Constitution and Bylaws – copies of both are available in the office and will be brought to the March meeting to be given to the new board members who didn't have a copy already.

B. Copies of the draft of the new list of Officers/Board/Committee Members were distributed to board members. Committee chairs will be asked to review at the March 13 All-Committees meeting for any changes needed. Email any corrections or additions needed to Jeannine.

C. Mike Youngberg reviewed with the group the responsibilities of all board members:

- * Attend monthly Board meetings on the 4th Tuesday of the month. Inform the President if you are unable to attend.

- * Check email frequently for messages regarding Board business.

- * Act as a Committee Liaison from the Board to one of the committees.

- * Attend committee meetings when possible (some meet the 2nd Monday of the month) and/ or communicate with committee chair through email.

- * Understand responsibility to the decision making process following a decision.

Executive Committee:

- * Attend monthly Executive Committee meetings

- * Help set Agenda for upcoming meetings

D. Reviewed Committee Liaison assignments, which for 2017 will be: Bryant for Youth, Dawn for WMA/Worship Task Force, Barbara for Benevolence & Social Concerns, Leif for Business Management, Betty for Parish Fellowship, Kathy for Property & Grounds, Val for HR, and Mike for Endowment

E. Commissioning services: board members and committee chairs will be commissioned during both services on Sunday, March 12, 2017. All are encouraged to be present for it at both services if possible. The office staff will put an announcement and send an email to the chairs to let them know.

5. Financial Reports: Treasurer, Leif Ronken presented the monthly financial report for January, 2017 to the board.

6. Pastors and Administrator Reports:

A: Pastor Christine:

Would like to set up times to meet one-on-one with each board member.

Handed out what the Transitional Task Force might be tasked with (as part of the calling process for the next Senior Pastor). Board discussed possible names of people who might be approached to serve on the Transitional Task Force.

B. Pastor Mollie:

Thanked the board for being so supportive of the Pastors and staff and for giving of their time to serve on the board.

Gave brief update on the next cycle of Life Groups starting up the week of March 6th. Six groups at this time for this next cycle.

The pastors will be bringing to the congregation's attention each week in worship something to be celebrated as a congregation. Last week it was the recent Youth Retreat; coming up it will be the Burning of the Mortgage.

C. Jeannine (SPLC Office Manager):

Gave an update on the security door auto lock and unlocking system. We will be getting a new system installed at the security company's expense as the current system has not been functioning correctly.

Have had some issues recently with Door 3. Someone has been trying Non-SPLC access cards on that door's card reader (to try & open the door). Police have been made aware and Katie is monitoring the report for the card readers daily.

Advised that Emerson Technologies has been hired as the Managed IT company, taking over for our previously member all-volunteer IT support.

7. Old Business:

A. Ministry Booklet update:

Pastor Mollie updated on progress to date. Staff's goal is to have it ready to hand out Easter weekend. This will be a living document that will need to be reviewed and updated as changes and additions are needed.

B. Update on Saturday Night:

Pastor Christine shared update with the board on the last Saturday night service.

There were approximately 10 worshippers in attendance on Saturday, Feb 18th.

The worshippers that night decided together that it would be the last Saturday night service that night (not the following week as originally planned).

Pastor Christine has met with both lay leaders of the Saturday night service. She reported she has had some good one-on-one conversations with other Saturday night service members.

8. New Business:

A. Resignation:

Angela Anderson submitted her resignation from the board to the board via email. The board accepted her resignation. She had been elected at the 2017 Annual Meeting to a 2-year term as a board member-at-large.

The board will need to appoint a member to fill the now open position on the board. Suggestions of member names to fill position on the board can be emailed to President Mike Youngberg. The board will look to have a name to present by the March board meeting so that the board can vote on the appointment at that meeting.

B. Transition Team / Call Committee Process - was already discussed during Pastor Christine's report earlier in the meeting.

C. Worship Task Force update – Pastor Mollie and Dawn Hansen

The first meeting of the task force is set for Tuesday, March 7th.

So far members who have expressed desire to serve on the task force are:

Alan Ball, LaRae Kazmierkoski, Bonnie Shelton, Jenny Ronken, Renee Youngberg, Jan Nelson and Judy Greer. Bart Anderson withdrew his intent to serve on the task force.

D. Discuss Day of Week for Board Meetings

Board discussed best day and timing of the board meetings 2017. Group decided to leave the board meetings on the 4th Tuesday.

E. Need to update Constitution – Mike

We need to look into updating the SPLC Constitution, as the Synod and Church-wide has wording and processes that they have advised congregations that they need to incorporate into their individual congregation constitutions. Suggested the board look into setting up a task force of members to work on this updating. Board will discuss in the months to come in 2017.

F. Governance Structure (looking ahead to long range planning) – Mike

During 2017, the board will work on looking into our current governance structure to see where changes and restructure might be needed. Board will discuss in the months to come in 2017.

9. Reflection Time: What have we done to further the ministry of St. Philip's tonight?

Developed new leadership and shifted leadership to new board members

Time spent reflecting back and looking forward. 1st step in healing.

Dedicated ourselves to looking forward to new items to be worked on in 2017 by the board.

10. Adjournment: Meeting was adjourned at 9:20pm by President Mike Youngberg.

The Lord's Prayer

Upcoming Dates:

BOARD Meeting

Tuesday, March 28, 2017 6:45 P.M.

ALL COMMITTEES Meeting

Monday, March 13, 2017 7:00 P.M. in the Chapel

EXECUTIVE COMMITTEE

Thursday, March 9, 2017 7:00 P.M.

Garage Sale Kick-Off meeting on Tuesday, March 21 at 7:00pm.