

LLB Meeting Minutes: February 2021

Subject/Purpose: Regular monthly meeting

Place: Zoom Meeting

Day/Date: Feb. 22, 2021

Time: 5:30 PM

Duration: 1.5 – 2 Hrs.

Chair: Tom Lorenz

Recorder/Secretary: Rick Stowell

Notes specifically for this meeting: Conducted via Zoom (link sent separately)

Participants: indicates attendance:

Members: Tom Lorenz (Chair), Ryan Wittman (Vice-Chair), Rick Stowell (Secretary)

Heidi Cuca, Chris Cox, Jud Jesske, Gary Pickering, Kristy Plander, Shayla Reed

VDoM: Arron Hutton Mark L'Heureux, Mike Milbourn, Jeff Scheich

Guests: Kyle Kaldahl (Treasurer), James Moseman (Biblical Generosity Coordinator)

Desired Outcomes of the meeting:

- Advance the proposal for using PPP funds
- Act on policies proposed for inclusion in policy manual

Call to order / Opening prayer: Chair Lorenz called the meeting to order at 5:30 p.m.

Minutes from prior meeting: Minutes from January meeting were approved.

Business Item: (led by)	Purpose: Inform/Discuss/Decide	Notes provided prior to meeting	Duration
1. Financials (Kyle K.)	Inform LLB on current financial picture and status of audit	Monthly financial statements provided prior to meeting	20 min

Discussion: Kyle gave an overview of finances and updates from FOC

- January general fund giving was down (~\$70,000), with YTD giving down about \$300k. Overall, expenditures by departments are running under budgeted projections, which is reducing the church deficit to ~\$42k for January and \$130k for YTD.
- Christ Schools had a positive-balance month due to receiving tuition payments. Currently the School/Child Care is running a deficit of ~\$38k for the 2020-21 year; Mark L'Heureux gave a report on how childcare numbers (and fee receipts) are down due to COVID and staff is working on getting these vacancies filled, but it will take time.
- Combined January receipts exceeded disbursements; YTD we are running a deficit of ~\$167k.
- Ken Hobza is contacting auditing firms, getting quotes. Meeting w/Kyle and Mike on 2021-22 budget.
- Work continues with FOC, VDOM and LLB to set vision for Treasurer. Heidi moved (Ryan 2nd) to add the Treasurer to the LLB as a non-voting member. Motion passed by unanimous voice vote. Financial policies will have their own folder and are in process of being reviewed and updated.

Decision/Recommendations:

- The Treasurer was added to the LLB as a non-voting member.

2. Plan for PPP funds	Decide whether to approve or amend VDOM's proposal	Proposal was provided prior to meeting	25 min
<p>Discussion: Tom introduced the proposal for expending PPP funds.</p> <ul style="list-style-type: none"> ● Mike explained that the \$200k assigned toward retiring the Sumner debt addresses past interest payments that were paid though 'debt retirement', while additional assigned funds – listed as capital purchase replacement and contingency funds – would begin addressing the remaining challenges of transitioning principal & interest payments to the general fund. <ul style="list-style-type: none"> ○ Will these commitments address the full concerns related to use of debt retirement funds? Responses noted that this is a significant step and is in line with what is currently feasible without abandoning significant aspects of established ministry. ● Pastor Scheich described both the idea – demonstrate first-fruits giving as a congregation in a manner that benefits those greatly impacted [by Covid-19] in our community – and the plan behind the 'Tithe' of \$73,600. If approved in concept, logistics will need to be honed (i.e. conflicts of interest, tax implications). <ul style="list-style-type: none"> ○ Preference was expressed by multiple members to give to individuals instead of businesses. ○ Encouraged using funds for current care-giving efforts / Mission of the Month; such expenditures would need to be over and above currently budgeted allocations to serve the intended purpose. ○ Will the specific plan for the tithe need to be approved by LLB? Existing policy requires LLB approval of expenditures of this scale; if LLB approves the overall PPP plan, including the tithe amount, this will provide the required approval. ● Pastor Hutton described how the recording studio fit into plans/needs and current thoughts of how the proposed funds (\$60k) would be utilized. Longer-term, such needs should be integrated into the general budget. The proposed funds address more-immediate needs that have risen to the top due to Covid-19. ● Where would funds come from for cost-of-living raises for staff? Mike said that CoL increases were addressed as Christmas bonuses for the current fiscal year using PPP funds and are being integrated into future general fund budgets. Additionally, staff were given 2% raises beginning January 2021, which are being paid in the current budget year using salary savings. <p>Jud moved (Kristy 2nd) to accept the PPP proposal as submitted. Motion passed with all but one in favor.</p>			
<p>Decision/Recommendations:</p> <ul style="list-style-type: none"> ● The proposed plan for expending PPP funds was approved. 			
3. Platform for e-content	Discuss considerations for setting long-term direction	Very preliminary discussion	10 min
<p>Pastor Hutton shared how conversations are occurring (e.g. Paul Cassidy) about how ministry will be conducted post-Covid. We will need to look at our digital presence and move beyond the current hybrid approach.</p>			
<p>Decision/Recommendations:</p> <ul style="list-style-type: none"> ● More info to come as conversations continue. 			
4. Financial Policies	Decide to approve, amend, or further revise.	Proposed policies were provided prior to the meeting	20 min
<p>Discussion: Kyle and James responded to questions on the proposed policies:</p> <p><u>Dedicated Fund:</u> Heidi moved to approve policy (Jud 2nd). Policy will replace current set of 'designated funds' policies. Motion passed by unanimous voice vote.</p> <p><u>Mission of the Month:</u> Fund-raising limitations (e.g. Item B.i.2.) need clarification. Is there a facilities-use policy? Yes. Policy was returned for clarifications.</p> <p><u>Memorials:</u> Jud moved to approve policy (Heidi 2nd). Passed by unanimous voice vote.</p> <p><u>Build for Christ – Yankee Hill:</u> Judd moved to approve policy (Gary 2nd). Still in construction-loan phase. Will soon be transitioned to a permanent loan. Clarification was requested on the 'charitable giving / tax' clause – intent is to cover donor tax status, but some perceived that wording focuses on CL. Policy was returned for clarifications.</p>			

Naming Rights; Build for Christ-Phase 2; Participate 4 Growth; Seminary Fund Description; Sabbatical Fund Description; and Special Purpose Fund policies were returned for similar clarifications as for Build4Christ. Reexamine who has authority to make/approve expenditures. Develop 'global statements', where feasible. Debt Retirement Fund: Policy draft was submitted separately; is still in development.

Will there be one account or multiple accounts? Mike responded that 'Foundation accounts' will be brought into/under the common budget; will retain line-item accounting.

Decision/Recommendations:

- The Dedicated Fund and Memorials policies were approved.
- The other policies were returned for clarifications.

Adjourn / Closing prayer: Meeting adjourned at 6:50 p.m.

LLB Meeting Agreements and Assignments: February 2021

Who: Lead responsibility	What: Assignment	When: Timing
Rick S.	Facilitate use of Google Drive folders for meeting documents (reduce reliance on email attachments)	ASAP
Tom/Rick/Mike	Add Kyle to LLB contact/email lists	ASAP
VDOM	Implement approved PPP plan for expending remaining PPP funds	Next 2-4 weeks
Tom	Will send out email to determine how to most effectively do orientation/training.	< 2 weeks
Tom	Assign membership of committees, especially policy and personnel (recheck if executive and FOC are good to go)	< 2 weeks
Policy committee	Insert needed clarifications into tabled policies; add approved policies to Policy Manual	< next meeting