

Lay Leadership Board Meeting Minutes: March 2021

Subject/Purpose: Regular monthly meeting

Place: Zoom Meeting

Day/Date: Monday, March 29, 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), Vacant (Vice-Chair), Rick Stowell (Secretary), Kyle Kaldahl (Treasurer)
 Heidi Cuca, Chris Cox, Jud Jesske, Gary Pickering, Kristy Plander, Shayla Reed

Staff: Mike Milbourn

Guests invited/attending: Jeff Lake

Desired Outcomes of the meeting:

- LLB member roles are filled and clarified
- New income statement and fund policies are advanced
- Preparations are in place to organize congregational meeting and call DoM

Call to order / Opening prayer: Tom opened meeting at 5:30 with prayer.

Minutes from prior meeting: Jud moved (Gary 2nd) to approve minutes of February meeting. Motion carried.

Business Item: (led by)	Purpose: Inform/Discuss/Decide	Notes provided prior to meeting	Duration
1. LLB Members (Tom)	Confirm new member/roles and update members on training	Jud Jesske was approved as new LLB representative to FOC via email ballot.	20 min

Discussion:

LLB vacancy: Chair Lorenz nominated Jeff Lake [original recommendation by Pastor Scheich] to fill the [vice-Whitman] vacancy on LLB. Rick moved (Shayla 2nd) to approve the appointment of Jeff Lake to fill the vacancy on the LLB. Motion carried unanimously.

Vice-Chair vacancy: Tom said he will further consider needs of the position, reach out to one or more individuals, and bring a candidate to LLB soon, probably via an email ballot.

Committee assignments: Tom reported that the work of the committees is important, and he will formalize rosters soon, though it may be after congregational meeting. Heidi (and possibly Kristy) indicated interest in Personnel. Chris and Shayla expressed willingness to work on the Policy committee. Gary later (see below) expressed interest in joining Jud on FOC.

Training: Tom said that after Easter he'd look to organize in-person training that would be conducted once the DoM is in place.

Decisions/Recommendations:

- Jud Jesske and Gary Pickering (see later discussion notes) now serve on the Financial Oversight Committee.
- Jeff Lake was appointed to LLB, filling the member vacancy.

2. Financials (Kyle)	Inform LLB on current finances; approve Ext. Income Statement	Monthly financial statements provided prior to meeting	30 min
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Discussion:

Treasurer's report: Kyle reported that February was a good month for GF giving. Meanwhile snow removal was an unexpectedly high hit for expenses, although other expenses were generally down. As a result, we are still running a church deficit for the year of about \$100k (\$160k incl. school). Kyle wants us to think about how we prepare the congregation for making the new loan payments (see below) by encouraging greater GF giving – while acknowledging that many people like to give to focused funds (e.g. debt retirement).

External Income Statement: Kyle showed us an updated statement that he developed with FOC to improve financial communication and transparency. He was encouraged to include the debt summaries that are in the existing statements; he also was encouraged to include a line for capital improvements. Jud moved (Heidi 2nd) to approve the new statement amended to include debt information. Motion carried unanimously.

PPP-related salary savings: Kyle reported that \$180k has been moved to the contingency fund per the plan LLB approved in February. Mike reported that the congregation will be invited to suggest 'persons in need' in our community who have been especially impacted by Covid-19 to consider in expending the \$73k tithe – the target is to bless impacted individuals/families with checks of \$500-\$1,000. Pastors Scheich and Hutton are overseeing the process for identifying and vetting of prospective beneficiaries.

Debt/loans: Kyle noted that we currently have three loans: Sumner loan of ~\$1.95M, YH building ~\$3.75M, and YH land ~\$1.68M, all of which are at 3.5% interest. At minimum payments, loan payments will extend through 2041. When current funds from prior capital campaigns run out, the general fund will need to cover \$31k per month in loan payments. He and Mike conveyed a general desire to consolidate these loans into a single loan – with timing likely related to closing of YH construction loan.

Bookkeeping: Kyle and Mike highlighted the status of consolidation – the move to a single budgeting system is progressing, but is not complete, as a few nagging logistical challenges are being resolved.

Budget process: Kyle noted that work continues in developing the 2021-22 budget. For future consideration, he would like to reduce the 45-day lead time specified in the Bylaws to 30 days to accommodate LLB acting on the budget in May instead of April. Mike highlighted the process and progress being made in developing budgets; he is communicating with directors to keep ministry proposed budgets in line.

Kyle noted that FOC could use additional members; he especially wants to have an at-large member from each of our three worship areas. Gary volunteered as an additional LLB member to serve on FOC.

Decision/Recommendation:

- An amended version of the new income & expense statement was approved for use.

3. Policy review (Tom)	Act on updated fund policies	Files sent out in advance of meeting	10 min
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Discussion:

Donor policy statement: Kristy moved [via 2/23 email; Heidi 2nd] to approve a revised 'Donor statement' and to globally replace existing wording having similar intent throughout Christ Lincoln policies with this revised phrasing: *"Donors are welcome to offer suggestions on how their funds may be used and Christ Lincoln is committed to honoring such wishes. Thus, Christ Lincoln shall make every reasonable effort to respect the wishes of its donors. However, to comply with federal tax laws and Internal Revenue Service regulations, Christ Lincoln must retain the exclusive authority, discretion, and legal control over all donated funds."* The motion was approved by email ballot.

Dedicated Fund Policy: Kyle noted that language needs to be inserted regarding use of remaining funds in dedicated funds that have been dissolved. Policy was directed back to working group.

Seminary Fund Description: Kyle inquired about the fate of any unspent funds – clarity on whether funds were designated in support of specific candidates or a general pool. Is this something that the Foundation manages? Policy was directed back to working group.

Gary moved (Heidi 2nd) to approve the Mission of the Month Policy, the Naming Rights Policy, and the Sabbatical Fund Description. Motion carried unanimously.

Kyle noted that he would like to remove the workload of revising policies from church staff.

Decision/Recommendations:

- Mission of the Month Policy, Naming Rights Policy, and Sabbatical Fund Description were approved.

4. Congregational meeting (Tom L.)	Set agenda and protocols for this meeting to call Pastor Eckelkamp	20 min
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Discussion:

Agenda:

- Open with prayer
- Process. Highlight [re]vision of DoM position and process followed in identifying and evaluating candidates
- Motion to extend call. Describe Pastor Eckelkamp as the Call Committee’s selection for receiving the call and put forward the motion from the Call Committee to extend the call.
- Q & A
- Vote [by secret ballot]
- Adjourn

Questions to be ready to answer:

- Is Rev. Eckelkamp replacing Pastor Schnake? How DoM differs from Pastor Schnake’s former role?
- Why not ____? Specifically addressing position on advancing of internal candidates.
- How many people were involved in meeting with candidates during the interview process? What were opportunities for congregational input prior to decisions being made?

Decision/Recommendations:

- Emphasize that the call process is beyond the nomination and candidate-review phases; The Call Committee followed a thorough evaluation process, with input from others, and has put forward a single candidate to call.

Adjourn / Closing prayer: Regular meeting adjourned at 6:45 p.m., followed by a short executive session.

LLB Meeting Agreements and Assignments: March 2021

Who: Lead responsibility	What: Assignment	When: Timing
Tom L.	Do leg work for filling Vice-Chair vacancy	by April meeting
Tom L.	Develop subcommittee rosters	by April meeting
Kyle K.	Gather information to present debt [re]financing options to LLB	< 2 months
Policy committee	Update policy manual to include approved policies. Assume leadership on modifying policies	< 2 months
Tom L.	Finalize and relay agenda for congregational meeting	Within 1 week