

LLB Meeting Minutes: May 2021

Subject/Purpose: Regular monthly meeting

Place: Christ Lincoln Sumner w/Zoom connection

Day/Date: Monday, May 24, 2021

Time: 5:30 PM

Duration: 2.5 Hrs.

Chair: Tom Lorenz

Recorder/Secretary: Rick Stowell

Notes specifically for this meeting: Zoom link sent separately

Participants: indicates attendance

Members: Tom Lorenz (Chair), Vacant (Vice-Chair), Rick Stowell (Secretary), Kyle Kaldahl (Treasurer)

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

Staff invited: Aaron Hutton, Mark L'Heureux, Mike Milbourn, Jeff Scheich

Guests:

Desired Outcomes of the meeting:

- Approve plan for conducting audit, 2021-22 budget
- Set preparations in motion for installing DoM, and calling two teachers and a director

Call to order / Opening prayer: Tom opened the meeting with prayer at 5:40 p.m.

Minutes from prior meeting: The revised March meeting minutes were distributed and approved by email. Heidi moved (Jud 2nd) to approve the April minutes. Motion carried.

Business Item: (led by)	Purpose: Inform/Discuss/Decide	Notes provided prior to meeting	Duration
1. VDoM Updates (VDoM)	Inform on ministerial work and needs		15 min

Discussion:

Congregational meeting: A congregational meeting is needed to extend three calls. Mark highlighted that growth in Christ Schools enrollment (incoming class of 34 children) has necessitated the need to call two teachers. Pastor Hutton reported that a search for a full-time middle school director is in progress and the candidate pool has been narrowed down to two individuals, with a final candidate likely selected soon. Discussion on timing suggested mid-summer [July] as optimal. Would likely include some policy approvals also.

Confirmation program: Pastor Hutton informed us that some adjustments to the confirmation program have been made. The changes are mainly mechanistic, not affecting foundational Lutheran teachings.

Blessings of 'tithes': Pastor Hutton updated us on some of the early impacts flowing from the (60+) monetary gifts that were extended to Covid-affected families, per the previously approved plan. The effort is now closed. Follow-up on tax implications confirmed that the extended monies are gifts that do not require a 1099.

Decision/Recommendations: A congregational meeting will be convened in July, with the date to be selected soon.

2. LLB Orientation / Committees (Tom)

Informational

5 min

Discussion: Tom noted that he is in conversation with Pastor Eckelkamp about training and engagement with LLB.

Decision/Recommendations: None

3. DoM Installation	Plan for Pastor Eckelkamp's installation		5 min
<p>Discussion: Mike and Pastor Hutton noted that preparations are being made for Pastor Eckelkamp's installation during the Monday evening service time on June 14th. Pastor Schnake and Sue Anne Philson are guiding the arrangements.</p>			
<p>Decision/Recommendations: Support the staff in the preparations.</p>			
4. Treasurer/FOC Report (Kyle)	Inform on current financial picture, status of audit		10 min
<p>Discussion: <u>April financials:</u> Due to a combination of greater giving and reduced expenditures, we are now in the black for the year. <u>Audit:</u> We will need to explain the justification for going with a procedural or full audit – what each does and does not do; direct and personnel time costs. Having the justification presented by a third party is highly desirable.</p>			
<p>Decision/Recommendations: LLB gave FOC the go-ahead to select the type of audit and the firm to conduct the audit, with suitable justification.</p>			
5. 2021-22 Budget (Mike M. & Kyle K.)	Decide on proposed budget		20 min
<p>Discussion: Kyle and Mike outlined that FOC has had very productive budget-planning meetings and has identified some efficiencies in delivering operational services across campuses. FOC members were in consensus to have regular loan P&I payments in the GF budget (and not paid with debt retirement funds). About 90% of budgeted church costs are 'fixed' (not a function of attendance), and the added efficiencies are not enough to bring the church sub-budget in balance with the Sumner loan P&I payments added. There was support – in FOC and LLB – for presenting a 'negative budget' along with various steps that could be taken to zero the budget (i.e. increase giving needed, draw from contingency fund, reduce ministry [positions], and possibly others, and implications of each of the steps. The school & child-care sub-budget needs to be reviewed by FOC.</p>			
<p>Decision/Recommendations: FOC will revisit the church budget to flesh out options for achieving a balanced budget and review the school budget, enabling LLB to consider a final budget and 'zero-budget' options during the June meeting.</p>			
6. CL Debt	Discuss thoughts on vision for handling debt	Document from Pastor Scheich provided	5 minutes
<p>Discussion: Had preliminary discussion on pros & cons of funding models and campaigns. This topic will need continued conversation, followed by communication with and eventual commitment from the full congregation.</p>			
<p>Decision/Recommendations: Continue discussion at upcoming meetings; but wait to prioritize until after 2021-22 budget is approved.</p>			
<p>The meeting included time in executive session and adjourned at 7:55 PM.</p>			

LLB Meeting Agreements and Assignments: May 24, 2021

Who: Lead responsibility	What: Assignment	When: Timing
Mike M.	Have staff communicate with Tom about potential/preferable dates for congregational meeting in July.	Over next 2 weeks
Mike M.	Work with Kyle and FOC to select audit type and firm after obtaining justification of the selected type from a qualified external source.	By June Mtg.
Kyle K.	Direct FOC finalizing of proposed budget for LLB action.	By June Mtg.