

LLB Meeting Minutes: August 30, 2021 (approved 9-27-2021)

Subject/Purpose: Regular monthly meeting

Date: Monday, August 30, 2021
Time: 5:30 PM
Place: Meeting Space 3, Christ Lincoln Sumner

Zoom connection:
<https://us02web.zoom.us/j/85206316652?pwd=U0llejBweXFMcTRLbjJCOTluSGIBUT09>

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

Executive team: Michael Eckelkamp, Mike Milbourn

Guests: James Moseman (invited)

Desired Outcomes of the meeting:

- COO and DoM have feedback and direction desired to advance highlighted ministry items
- Strategies for managing debt come to light for further consideration

Business Items

Call to order / Opening prayer: Tom called the meeting to order at 5:35 p.m. Pastor E. gave the opening prayer and introduced his desire to have LLB meetings begin with short member-led devotionals.

Minutes from prior meetings: To ensure that email actions are properly documented, Rick proposed that the results of such actions/votes be appended to the previous month's minutes if they are follow-up items or, otherwise, be inserted as informational items into the next meeting's agenda and minutes. Approval of minutes would document [and ratify] the email actions. Alternative suggestions were to vote to accept email actions at the following meeting and to use polling software. Rick will follow the proposed practice while the board considers online voting options.

Shayla moved (Jud 2nd) to approve the June meeting minutes. Motion carried wo/dissent.

July meeting minutes were discussed and LLB members wanted clarifications made to assure the minutes reflect the audit discussion and subsequent email vote. Rick agreed to update and send the revised minutes out by email.

Business Item:	Purpose: Inform/Discuss/Decide	Notes provided prior to meeting	Duration
1. COO report (Mike)	Inform on Desired Outcomes		15 min

Discussion:

Mike presented newly developed Desired Outcomes for 2021-22. With Pastor E coming on board, Mike suggested having shorter-term, stepwise outcomes that encourage progress in each of four areas: Mission, Finance, Administrative capacity, and Governance. Feedback was favorable and regular review of progress was requested.

Decision/Recommendations: Progress on Desired Outcomes is to be discussed regularly throughout the year.

2. DoM report	Inform on Org chart		25 min
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Discussion:

Staff update: James Moseman, Director of Generosity and Advancement, said he is working to establish a culture of stewardship. He and Pastor E have developed 7 pillars of biblical generosity. James is working with FOC on Phase II funding strategy for the Sumner campus. He is in the trial phase of his responsibilities working with the CL Foundation. He highlighted desired interactions with LLB – involving communication and leadership in giving.

Org chart discussion: Pastor E. introduced developments toward a proposed new organizational chart and we discussed likely benefits and potential implications of the prospective administrative structure.

Pastor E also reported on his interactions focused on engaging church leaders, members, and other stakeholders.

Decision/Recommendations: Pastor E. will utilize feedback in continued re-visioning of CL's administrative structure.

3. Financial report

Inform and update

10 min

Discussion:

Kyle reported that FOC is working to contract [within the approved \$15,000 limit] with a firm to conduct an agreed-upon procedures engagement / financial review that addresses our main priorities for an external review of our accounts and procedures.

Kyle also noted that CL's net position was +\$26k for July.

Decision/Recommendations: NA

4. Debt Management

Discussion of strategies

10 min

Discussion:

- Pastor E. is looking at November for a focus and messages on tithing
- FOC is looking into debt management strategies.

Decision/Recommendations: Continue efforts.

5. Maintenance items

Update and discuss

20 min

Discussion:

Mike reported on a list of maintenance & repair needs. He identified 6 of 12 items on the list as his priorities. LLB discussed the list and how priorities were established; encouraged further development of the prioritization process. Following the discussion, Gary moved (Shayla 2nd) to approve funding for a new video monitor for the south ministry center [Sanctuary], a cold-water pump, and tree removal on the Sumner campus. Motion carried wo/dissent.

Decision/Recommendations:

- General support was extended for continued efforts in prioritizing maintenance and repairs of capital items.
- Expenditures for a video monitor, a water pump, and tree removal on the Sumner campus were approved.

6. Housing allowance forms

Act on submitted housing allowance forms

Forms from Amy Schmidt and Christa Doyle were approved by email. Revised form from Anne Klappenback provided.

10 min

Discussion:

Gary moved (Kristi 2nd) to approve Anne Klappenback's revised housing allowance form. Motion carried wo/dissent.

We briefly discussed the role of LLB in approving housing allowance forms and more streamlined ways to process the forms. Mike noted that timing of form submittal is important for new hires and guidance is sometimes beneficial to submitters [esp. regarding tax implications]. We should be able to develop a policy that would provide desired feedback and streamline the approval of these forms.

Following the meeting, a form from Carol McDaniel was submitted to LLB for approval via email. Tom moved (Jud 2nd) to approve Carol's housing expense form. Motion carried.

Decision/Recommendations:

- Housing allowance forms were approved for Amy Schmidt (Motion by Jud, Gary 2nd, email vote tallied 8/6), Christa Doyle (Motion by Tom, Kristy 2nd, email vote tallied 8/25), Anne Klappenback, and Carol McDaniel (Motion by Tom, Jud 2nd, email vote tallied 9/2).
- Encouraged Policy Committee to develop policy that would streamline the approval of housing allowance forms.

Adjourn / Closing prayer Meeting adjourned at 7:20 p.m.