

# LLB Meeting Minutes: October 2021 (as approved 12/6/2021)

**Subject/Purpose:** Regular monthly meeting

**Date:** Monday, October 27, 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 staff:** ☒ Michael Eckelkamp, ☒ Mike Milbourn

**Invited staff:** Mark L'Heureux (Executive Director of Schools & Elementary Principal), Annette Kracke (Director of Early Childhood & Summer Program), and Autumn Crable (Director of Staff Engagement)

**Guest:** Allan Liermann

## Desired Outcomes of the meeting:

- Christ Schools administrators have direction and support needed to maintain a strong staff
- COO and DoM have feedback and direction desired to advance highlighted ministry items
- Determine needs for and logistics of voters meeting(s)

## Agenda items

**Call to order / Opening prayer:** Pastor E. opened the meeting with devotion (God's got us) and prayer at 5:30 p.m.

### Minutes from prior meeting:

Jud moved (Shayla 2<sup>nd</sup>) to approve the September meeting minutes. Motion carried wo/dissent.

Business Item:	Purpose: Inform/Discuss/Decide	Notes provided prior to meeting	Duration
1. Financial needs of childcare program	Decide on direction to take to meet challenges	Proposal describing requested changes was provided in email message.	30 min

**Discussion:** Mark highlighted some of the challenges that Christ Schools is facing due to Covid effects, a stretched-thin teaching staff, and the very tight labor market:

- Had to reduce hours [or face shutting down rooms and losing more revenue]
- Offering mental health days
- Facing pressure on wages and benefits offered

Mark then introduced the proposal submitted to LLB (separate documentation) by the Director of Ministries, Director of Schools, and Director of Staff Engagement that detailed the specific changes made in operating hours and mental health days, and requested changes in base wage rates and childcare benefits. If pay rates are increased as proposed, the budget for salaries would increase by \$129,000. If the childcare benefit is increased from a 35% discount to a 50% discount for tuition, effective January 1, this would increase the school budget by \$7,738. Mark noted that the school has designated funds that could cover a change in the childcare discount benefit from 35 to 50%. He also said that government grants were just announced that might provide up to \$135k to get Christ Schools through the current situation and that any grant money received would be used first. The proposal requests use of \$129,000 from the contingency fund, if necessary, to cover the recommended increases in salaries & wages and childcare benefits.

Subsequent discussion covered a range of topics about the program, needs and options. Pastor Eckelkamp and others noted the significant role that childcare and the elementary school play in advancing ministry at CL and the importance of retaining high-quality teachers and other staff to sustaining these vibrant programs. Use of contingency funds was voiced as appropriate since the increase in contingency funds following the 2020-21 budget year resulted largely from savings accrued as salaries and wages were paid with Payroll Protection Program (PPP) funds, and the purpose of PPP funding was to offset just these sorts of challenges. Kristy moved (Shayla 2<sup>nd</sup>) to affirm and accept the proposal for addressing the current challenges, including Christ Schools' use of \$129,000 from the contingency fund, if necessary, to cover the recommended increase of wages and childcare benefits. Motion carried unanimously.

**Decision/Recommendations:**

- Approved proposed actions by Christ Schools, including use of \$129,000 from the contingency fund, if necessary, to cover the recommended increases in salaries & wages and childcare benefits.

<b>2. Treasurer's report</b>	Inform and update	Draft of the Debt Control Policy was provided.	15 min
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**Discussion:** Kyle highlighted the following:

Financial report: CL's net financial position for September was +\$50k and is up ~\$65k for the first quarter of the fiscal year. Most of the positive status is due to decreased spending.

Debt Control Policy: The proposed internal policy would guide LLB and CL administration when considering taking on additional debt (loans). The policy is non-binding since the congregation has final authority in taking on loans. Discussion focused on interpretation of 'Loan-to-Value' ratio and wording that encourages us to pay off older loans first. Loan-to-Value ratio was revised to:

$$\text{Loan-To-Value} = \text{Total Debt from All Campuses} / \text{Fair Market Value from All Campuses}.$$

Kristy moved (Shayla 2nd) to accept the policy with the rewording of the Loan-to-Value section. Motion carried wo/dissent.

Foundation: Allan Liermann gave an update on Foundation requests and openings on the Board. He said grant requests are taken quarterly and need to be submitted 30 days prior to their meeting.

**Decision/Recommendations:** Approved the Debt Control Policy.

<b>3. COO report</b>	Inform and update	Report provided	10 min
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**Discussion:** Mike provided highlights of his written report:

Progress is occurring to close the construction loan and visit with banks about terms for the YH building loan.

Harger Group has been on site and they have access to everything needed to do the requested review.

**Decision/Recommendations:** No actions taken.

<b>4. DoM report</b>	Discuss	Report provided	15 min
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**Discussion:** Pastor Eckelkamp:

- Noted that there are four vacancies to fill.
- Said his work is focused around four Desired Outcomes, especially for him, creating a healthy culture among staff to support our mission and vision.
- Went through his proposed Organizational chart in detail, with discussion around creating a new culture of accountability and trust.

He is encouraging brainstorming on:

- Training deacons/deaconesses; Raising up pastors within the congregation.
- Transitioning from Clergy-centric → ministry-centric ministry

Discussion of the above items revealed that CL has additional, unconventional opportunities for growing ministry capacity because of our highly trained pastoral staff. Pastor E. said that we will not be effectively utilizing the pastors and high-potential ministry workers in the congregation if we limit ourselves to conventional options utilized by most [smaller] churches in the LCMS.

- Working w/City Impact
- Women serving in their giftedness

Both of these have tremendous opportunity to bless our ministry.

- Frequency of his preaching?

Feedback touched on the need for (value of) both preaching presence and regular communication; emphasized communication over preaching in terms of frequency of his visibility to the congregation. Initial targets for a 'normal' year might be to preach in each worship setting on quarterly basis (~4x a year), while being in regular communication with more-frequent appearances, which could include video.

Board members raised positive comments about the announcement videos and prayers for staff.

**Decision/Recommendations:** No actions taken. Continue discussions.

**5. Voter's meeting**

Determine date and agenda

Policies with proposed revisions provided

15 + min

**Discussion:** Consensus was to hold annual voter's meeting on November 14<sup>th</sup> at YH (12:15 p.m.). The following items were brought forward for inclusion on the agenda:

- Survey
- Foundation report
- Finances
- New LLB members / elections
- Constitution changes: 2 votes for amendments
- Bylaws changes: Eligibility for officers; move back annual meeting date

At 7 p.m., it was clear more time for discussion was needed, so Tom obtained consensus to reconvene this meeting on Monday Nov. 1<sup>st</sup> at 5:30 to discuss agenda items further. The following portion of the minutes highlight that later discussion that occurred via Zoom.

Present on Zoom call: Tom, Rick, Gary, Shayla, Jud, Kristy, Mike, Kyle, Heidi and Jeff and Pastor E. Gary gave an opening devotion (Be courageous).

The congregational [voters] meeting agenda was resolved to include:

- DoM report (Pastor E)
- Financial and debt updates (Kyle): Kyle showed a schematic illustrating key markers of the debt policy.
- Proposed policy changes (specific re-wording / changes were documented and will be posted:
  - Constitution (annual meeting date, dispersal of CL assets, registered agent)
  - Bylaws (set quorum of 25 members, allow two full consecutive terms on LLB, adjust logistics of meeting announcements, timeframe for making LLB minutes available [within 30 days of approval])
  - Link changes to e-news [in lieu of reading to congregation for two consecutive weeks].
- Elections of members and officers [or vote to extend current terms by a year]  
Internally, we need to work on leadership structure and training.
- Congregational survey

**Decision/Recommendations:**

- Hold annual voter's meeting on November 14<sup>th</sup> at YH at 12:15 p.m.
  - Follow agenda as set in above discussion. Allow up to 10 minutes of discussion per item; then move discussion to end of agenda.
  - Prepare policy revisions for action at voter's meeting

**Adjourn / Closing prayer** Gary closed us in prayer at 7 p.m.

## LLB Meeting Agreements and Assignments: October 2021

<b>Who: Lead responsibility</b>	<b>What: Assignment</b>	<b>When: Timing</b>
TBD	Lead devotion at next meeting	Nov./Dec. Mtg.
Mark	Pursue opportunity for federal grant assistance; Implement approved increases in salaries & wages and benefits	At nearest opportunity
Kyle	Develop financial report and visual presentation of debt control policy.	By Nov. 14th
Pastor E.	Develop ministry report for congregation	By Nov. 14th
Mike M.	Facilitate logistics for voters meeting	By Nov. 14th
Policy Committee and CL staff	Prepare policy revisions for action at the voter's meeting, including communicating proposed changes	By Nov. 7th
Tom	Follow-up on elections: new members, extending terms	By Nov. 14 <sup>th</sup>
Mike M.	Communicate with staff about presenting on member survey	Before Nov. 14 <sup>th</sup>