

# LLB Meeting Minutes: November/December 2022 (Approved 1-30-2023)

**Subject/Purpose:** Regular meeting

**Date:** Monday, December 5, 2022

**Time:** 5:30 PM

**Place:** Online meeting

**Zoom connection:**

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

**Participants:**  indicates attendance

**Members:**  Jud Jesske (Chair),  Vacant (Vice-Chair),  Rick Stowell (Secretary),  Kyle Kaldahl (Treasurer)  
 Chris Cox,  Heidi Cuca,  Jeff Lake,  Gary Pickering,  Kristy Plander,  Shayla Reed

**Executive staff:**  Michael Eckelkamp,  Mike Milbourn

**Invited guests:** Dennis Scheer (member, ret. Clark & Enersen architect)  
James Moseman (Director of Generosity and Advancement)

**Desired Outcomes of the meeting:**

- Direction is in place for next steps in planning toward capital campaign
- Leaders have feedback and direction desired to advance highlighted ministry items

## Agenda items

**Call to order / Opening prayer:** Jud opened the meeting at 5:30 p.m.

**Minutes from prior meeting:** Due to time constraints, minutes were addressed via email after the meeting. Kristy moved (Jeff 2<sup>nd</sup>) to approve the October meeting minutes. Motion carried 6 Yes - 0 No.

Business Item:	Purpose: Inform/Discuss/Decide	Material provided prior to meeting	Duration
1. Capital Campaign	Discuss and decide on direction		55 min

Dennis and James highlighted the basis behind doing a capital campaign. Overall priorities are:

- Deferred maintenance (~\$400k)
- Sumner loan (~\$1.2M): Close it out and celebrate
- West building addition (\$8.4M - \$12M depending on what is included, timing, inflation, etc.)

Priorities for the building addition were categorized as follows:

Primary:

- Relocate existing sewer line
- Remove 'portable' building
- Refinish portable site
- Construct new building [structure to adjoin the west ends of the West Ministry Center (WMC) and the existing Christ Schools building]
- Relocate playgrounds

Secondary:

- Install artificial turf in playground area
- Include construction of a third floor [unfinished] in the new building

Tertiary:

- Equip new facility with a full-service kitchen
- Construct a 'commons space' along the south side of the WMC that also connects the new facility to the existing church facility's main hallway and commons areas
- Renovate the North Ministry Center

**Discussion:**

Discussion about the construction of a third floor addressed that there is a high likelihood that we will want additional space in the future; the most cost-effective means of providing such space will very likely be to include it as a third floor in the proposed structure; and there is little or no chance that we could add a third story at a later time [for structural, logistical and financial reasons]. Basically, it is a now-or-never decision.

Dennis was asked why relocating the sewer line was needed and/or such a high priority. He responded that removal of the portable facility had to wait until the sewer line was relocated, although there was a slight chance the City would allow us to tie the portable into the new sewer line temporarily.

In response to a question about the time interval between removal of the portable and start of construction, Dennis noted that he anticipates there being an 18-month period where we would need to utilize alternative space for the programs currently conducted in the portable.

James expanded on the timeline for the campaign, saying the target is to pursue support for tackling primary and secondary priorities during the silent phase – six-month period – and then recalibrate for the next phase. He noted that inflationary effects are built into the current estimates based upon the given start date.

When asked about the status of the Yankee Hill Campaign and our capacity to raise funds, James noted that the YH Campaign has raised \$1.2M to 1.3M thus far, which lags the desired target a bit, but the campaign is still in its early stages.

Financial position: Kyle reported that we have about \$1.3M cash in hand – from Participate for Growth (\$940k) and Build 4 Christ (\$390k) funds. He noted that to have 50% cash on hand [and meet that internal criterion] for taking on additional debt we’d need to raise \$4.5M to \$6.5M.

**Discussion:**

Some concerns were expressed about applying cash on hand to the amount needed for meeting the 50% requirement for taking out a new loan. Kyle’s position was that these funds were established for the purpose of expanding our facility and ministry, and therefore could be applied toward the proposed expansion. Could these funds be used instead to pay deferred maintenance or pay off the Sumner loan? Mike and Kyle agreed that the funds could not be used for such purposes without obtaining permission from donors.

When asked about adding seating capacity to the WMC, Pastor Eckelkamp said that new and expanded balcony seating was an item further down on the list of tertiary priorities.

Chris initiated a discussion about whether we are ‘doing enough’ and/or missing any big pieces of the picture. Pastor Eckelkamp noted that he is having strategic discussions with campus pastors and other church leaders regarding developing a ‘master plan’, including expanding the YH campus. He said that the current list of presented priorities was determined to best meet the pressing needs of the upcoming 3-4 years.

Pastor Eckelkamp asked if we are on the right track with our priorities and plan. Jud and Jeff stated desires to have clear, more-detailed sets of numbers – in terms of expected costs, finances in place, and funds to be raised – before proceeding into a campaign. ***Gary moved (Shayla 2<sup>nd</sup>) to proceed with the plan [in terms of priorities] as presented. Motion carried without dissent.***

**Recommendations:** Continue fleshing out costs to meet identified priorities and planning for a capital campaign.

<b>2. Congregational Mtg. recap</b>	Reflect and adjust where appropriate	Minutes provided for review	15 min
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**Discussion:**

One takeaway from the congregational meeting was that membership does not feel well-connected to the LLB. Jud proposed that we put member photos and bios on the website. Kristy volunteered to round up this content. Jud also expressed commitment to us better communicating bylaws and operating practices, and to posting minutes in a timely manner.

Shayla reported that we haven't heard back from LCMS District about approval of changes in our Constitution and Bylaws. She suggested that the expected timeline for this may be January if they act on this after the holidays. She said there may be some concern about including non-numeric timing (i.e. "timely manner" instead of dates and specified intervals) and qualitative (e.g. "in a reasonable manner") instead of prescriptive descriptions. She recommended that we communicate about the status of the proposed changes, but not publish revised policies until they are properly and fully approved.

**Shayla moved (Gary 2<sup>nd</sup>) to approve the minutes from the annual congregational meeting. Motion carried wo/dissent.** Rick was encouraged to post the minutes.

**Decision/Recommendations:**

- Pursue ways to improve LLB connection with congregation.
- Post a review copy of minutes on website.

<b>3. COO report</b>	Update and discuss	Separate written report available	0 min
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No discussion at meeting.

**Decision/Recommendations:** None

<b>4. Other</b>			
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**Adjourn / Closing prayer** Jud thanked board members for their service. Meeting adjourned at 6:45 p.m.