

# Board of Directors Meeting Minutes

**Date:** Tuesday, March 1, 2022  
**Time:** 6:00-7:30 PM  
**Location:** Zoom

**Meeting Type:** Regular  
**Notice Provided:** Yes  
**Quorum Satisfied:** Yes

## Board of Directors Members

President: Michelle Kurzhals	Present
Vice President: Steve Morrison	Present
Chairman of Trustees: Dale Cobb	Present
Recording Secretary: Tani Helfrich	Present
Financial Secretary: Scott Schlimpert	Present
Elder Representative: Rolf Christenson	Present
Elder Representative: Mike Sheets	Present
Member at Large: Ken Lundquist	Absent
Member at Large: Shannon Morrison	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

**Call to Order:** 6:02 PM by Kurzhals

**Opening Prayer:** Pastor Kevin

**Opening Comments:** Kurzhals

## Review of Previous Board Minutes

Motion by Cobb: Move to approve the previous meeting's minutes.

Seconded and passed without dissent.

Minutes from the February 1, 2022, Board of Directors meeting approved.

## Finance Report

- Schlimpert presented financials
- Financial Update
  - Kathy Ikola doing a great job working with the CPA
  - BSLC has received financials through 1/31/2022
    - Revenue \$5,500 under the forecast amount
    - Expenses \$54,000 under the forecast amount
  - The financial reports are posted on CCB

## Trustees Report

- Expenses were more than usual this month, slightly over budget
  - Received the final bill from the flood damage
    - \$5000 more than estimate had to refile with insurance
  - Purchased a leaf blower
  - Plumbing repairs
- Working on yard maintenance
- Getting ready for Spring cleanup
- Planning on completing inventory this month
  - Currently working on creating forms to keep track of inventory

## Topics For Discussion

- **Updates**
- **Single Points of Failure Identification**
  - CPR/AED training
  - Water main
  - Sprinkler System
  - Alarm System
  - Safe Access
    - Cobb will work on this with Kathy Ikola
  - Tech support
  - Access to policies
    - EB/DB needs this
  - Emergency situation protocol
  - Suggestion was made to create a Building User Manual
- **CPR/AED Training**
  - DB will discuss at the April meeting after getting more information about training options
- **Open Lot Usage Complaint**
  - Neighbors are concerned/frustrated about off leash dogs using the space
  - Morrison (Steve) made the motion to add a sign that dogs need to be on a leash, seconded and passed unanimously.
  - Kurzhals will donate the sign and inform the neighbors of the change
  - Suggestion was made to fence part of the area in the future. The cost will be researched.
- **Spring Business Meeting will be June 5<sup>th</sup>**
  - EB will give DB the ministry plans the end of April or the beginning of May.

- **Constitution & Bylaw Review**
  - Review needed every 3 years
  - DB members Kurzhals, Morrison (Shannon), and Scimpert will conduct the review along with Jonathan Payne from the EB.
  
- **Policy Review/Update/Retention Plan Development**
  - **D.4 Accounting of Offerings** – In Process (Michelle & Office)
  - **D.3 Asset Inventory** – In process (Dale)
  - **S.1 Sexual Misconduct**
    - Currently 5 different versions of the policy
    - Morrison (Steve), Sheets, and Kurzhals will work on updating the policy.

#### **Elder Board Updates**

- Pastor Kevin is leading the EB through the book *Leadership Lessons of Jesus*
- John Durkin gave a DFM report (it is also posted on CCB)
- Discussing what it means to shepherd a flock
  - Will be writing a procedure for this
- Received new members

#### **Open Floor**

- Oregon's mask mandate will be lifted March 12<sup>th</sup>, Kurzhals would like opinions of DB members about resuming in person meetings.

#### **Announcements**

**Closing Prayer:** Steve Morrison

#### **Adjournment:**

With no further business to discuss, the meeting was adjourned at 7:13 pm.

**The next regular Board of Directors meeting will be held on Tuesday, April 5<sup>th</sup>.**