

Board of Directors Meeting Minutes

Date: Tuesday, May 3, 2022
Time: 6:00-7:30 PM
Location: BSLC

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	Absent
Elder Representative: Mike Sheets	Present
Member at Large: Ken Lundquist	Present
Member at Large: Shannon Morrison	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

Call to Order: 6:00 PM by Steve Morrison

Opening Prayer: Cobb

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 March 1, 2022, Board of Directors meeting approved.

Finance Report

- Schlimpert presented financials
- Financial Update
 - Financial statements have been received through the end of March
 - Revenue \$401,000
 - Forecast revenue for the year is \$5,000 higher than budget amount if the giving rate continues
 - Expenses under budget amount by \$24,000
 - Forecast expenses for the year under budget by \$29,000 if expense rate continues
 - Items that are currently under budget trustee, office, and payroll
 - Preschool revenue currently \$27,000 under the budget amount

Trustees Report

- 90% done with video inventory
- Flood damage repairs complete
- Have not had any new volunteers sign up to help with plants/yardwork
 - Next year's trustee budget will increase by \$4000 if there are not enough volunteers to maintain BSLC
- This will be Dale Cobb's last term as chairman of the Trustees (1½ years left)
- Cobb will be working on next year's budget

Topics For Discussion

- **Updates**

- Single Points of Failure Identification Updates
 - CPR/AED
 - Staff training complete
 - Pastor Kevin will coordinate with Kathy Ikola to schedule another training for ushers/leaders
 - Water Main
 - More people have been shown the location
 - Sprinkler system
 - In process-Cobb
 - Alarm system
 - List being updated
 - Safe access
 - Cobb will work with the Kathy Ikola
 - Tech support
 - In process-Kurzahls
 - Access to policies
 - In process-Kurzahls
 - Emergency situation protocol
 - In process-Kurzahls
 - Building User Manual
 - In process-Cobb
- District Convention Costs – Line Item
 - Cost was \$1800
 - Was not budgeted for due to it being rescheduled
 - Will be added to Elder training in the budget
 - Will be added to the information given to the next president
- Credit Card – Rewards Program
 - Non-profit credit card was the best for BSLC
 - DB signed necessary forms, BSLC should receive cards in a few weeks
 - Fee \$99/year
 - 1% rewards on eligible items
 - Has not yet been determined what rewards will be used for
- Open Lot – Usage
 - To be discussed at a future DB meeting
- Exclusion Program
 - There was an issue with a car that would not leave the BSLC campus

- Pastor Kevin and Kathy Ikola will work on signing up for the exclusion program so that if a campus issue arises again police have the necessary information to better assist BSLC
- Spring Business Meeting: JUNE 5th Agenda Setting
 - EB will be meeting next week
 - Ministry plans will be given to Kurzhals 1 week prior to the meeting to prepare and send information to the congregation for review
 - Meeting agenda
 - Financial Update
 - Ministry Plans
 - Announce DB positions that are open for nomination
- DB Nomination Prep
 - Positions that will be voted on at the August 21, 2022 meeting
 - President, Financial Secretary, Recording Secretary, 2 Members at Large
 - Steve Morrison, Ken Lundquist, and Shannon Morrison will vet nominations
- FY22-23 Budget Prep
 - Ministry budgets will be due July 3, 2022 so DB can go over budget at the August 2nd DB meeting
 - Need to get budget projections to ministries
- **Policy Review/Update/Retention Plan Development**
 - D.4 Accounting of Offerings - In Process (Michelle & Office)
 - D.3 Asset Inventory - In process (Dale)
 - NEW: S.1 Sexual Misconduct- To be reviewed at a future DB meeting

Elder Board Updates

- Did not have usual meeting in April, but did meet 2 weeks ago
- EB discussed Ministry plans and Elder nominations

Open Floor

- Planning for Spring Business Meeting (May/June)
- Vacations
 - DB does not need to know about staff vacation schedules
- New BSLC Sign
 - Sign company will send sign design ideas in about 2 weeks

Closing Prayer: Pastor Kevin

Adjournment: With no further business to discuss, the meeting was adjourned at 7:05 pm.

The next regular Board of Directors meeting will be held on Tuesday, June 7, 2022.