

Board of Directors Meeting Minutes

Date: Thursday, June 24, 2021
Time: 6:00-7:30 PM
Location: Zoom Conference

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

Board of Directors Members

President: Michelle Kurzhals	Present
Vice President: Steve Brown	Present
Chairman of Trustees: Dale Cobb	Present
Recording Secretary: Tani Helfrich	Present
Financial Secretary: Scott Schlimpert	Present
Elder Representative: Bob Hinze	Present
Elder Representative: Bobby Merritt	Present
Member at Large: Keith Heck	Present
Member at Large: Steve Morrison	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

Call to Order: 6:00 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 May 27, 2021 Board of Directors meeting approved.

Finance Report

- Schlimpert presented financials
- Financial Update
 - Accountant up to date with statements
 - May statement shows BSLC better than forecast amount
 - Actual revenue \$530,000(forecast \$503,000)
 - Expenses under forecast amount
 - Reasons include Covid impact on various ministries and John Durkin hire date
 - Mission accounts up to date
 - Accountant said working with Kathy Ikola is going well.
 - Schlimpert and Cobb started next year's budget process
 - Unemployment and property tax issues have been resolved.

Trustees Report

- Busy month for trustees
 - Bank has been mowed.
 - 8 yds. bark put down.
 - Rented lift, cleaned, and painted steeple.
 - Signs fixed at upper entrance.
 - Currently 7% under budget
 - Completed next year's budget.

Topics For Discussion

- **Updates**
 - June 27th Spring Congregation Meeting Topics
 - Ministry plan approval vote
 - Financial update
 - Vote will be taken on funds given for a new sign for BSLC
 - Announce that DB Nominations are open
 - Covid update
 - Kurzhals made a motion, seconded, and passed unanimously that accountant will create a capital projects line item.
 - Budget Planning/Timeline
 - Kurzhals and Schlimpert sending forms to EB. EB will send to ministry groups
 - Ministry budget deadline is 7/9/2021
 - DB will review budgets at July meeting
 - Congregation will vote on budget at August meeting
 - BSLC staffing plan for next year is to keep current positions and not add new ones
 - Schlimpert will contact accountant
 - DB meetings will continue to have virtual meeting options available
 - May change platform from Zoom to Microsoft teams

- **Policy Review/Update/Retention Plan Development**

- Credit Card Policy Review and Revision
 - Discussion and changes made to policy draft
 - Office staff will manage transactions rather than Financial Secretary
 - Motion made, seconded, and unanimously passed to accept the credit card policy after the changes were made
 - Kurzhals will finalize policy number
 - Schlimpert will talk with BSLC accountant regarding paying monthly bills with the credit card and the use of credit card rewards.
 - Pastor Kevin will work on getting credit cards
- D.4 Accounting of Offerings – In process
- D.3 Asset Inventory – In process
- Review: E.2 Receptions-In process
- New: E.4 Utilization of Office Equipment and Services of Office Staff-In process
- New: Employee Handbook Review-in July
- New: Records Access/Retention Policy-in July

Elder Updates

- BSLC will have 3 month trial of a Sunday 11 am service beginning in August.
- Meeting to pray before Sunday service 8-8:30 in the Prayer Chapel has resumed.

Open Floor

- Green Space Utilization Suggestion
 - DB continued the discussion to supply a dog clean up station
 - Cobb will contact BSLC insurance company for information
 - Neighbors will be contacted for input
 - Will continue to discuss at July DB meeting
- Discussion about BSLC having a banner at Portland Pickles games

Closing Prayer: Morrison

Adjournment:

With no further business to discuss, the meeting was adjourned at 7:39pm.

The next regular Board of Directors meeting will be held on Thursday, July 16, 2021.