

# Board of Directors Meeting Minutes

**Date:** Tuesday, October 4, 2022  
**Time:** 6:00-7:30 PM  
**Location:** BSLC

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

## Board of Directors Members

President: Shannon Morrison	Present
Vice President: Steve Morrison	Present
Chairman of Trustees: Dale Cobb	Present
Recording Secretary: Mary Dettmer	Present
Financial Secretary: Pete Sturdivan	Present
Elder Representative: Bobbie Merritt	Present
Elder Representative: Brian Salvey	Absent
Member at Large: MeLeesa Yesashimwe	Present
Member at Large: Tom Hester	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

**Call to Order:** 6:08 PM by Shannon Morrison

**Opening Prayer:** Hohnstadt

**Opening Comments:** Shannon Morrison

- Board of Directors members introduced themselves and stated their preferred way to be contacted.
  - Steve Morrison – phone
  - Dale Cobb – email
  - Pete Sturdivan – text or email
  - MeLeesa Yesashimwe – text or email
  - Pastor Kevin – text or email
  - Bobby Merritt – text or email
  - Tom Hester – email
  - Mary Dettmer - email
- Discussion about initial problems with email not being received by newly elected members. Pastor Kevin will follow up with Kathy Ikola to make sure distribution list is set up properly. Shannon Morrison clarified that only she will respond when church members outside the board of directors email the board.
- Overview of “who we are” as the Directors Board. High level review of church bylaws with focus on duties of directors board was presented.

## Review of Previous Board Minutes

Motion by Steve Morrison: Move to approve the previous meeting’s minutes.

Seconded and passed without dissent.

Minutes from the August 2nd, 2022 Board of Directors meeting approved.

### **Finance Report**

- Sturdivan went over budget numbers included in the August 2<sup>nd</sup> meeting minutes.
- September income up due to preschool starting, influx of tuition payments.
- Sturdivan will meet with accountants later this month to understand their responsibilities.
- Brief explanation provided for the 3% rule for spending. In future meeting will revisit difference between dedicated, non-dedicated, and restricted funds.

### **Trustees Report**

- Trustees currently 8% under budget.
- All parking lot lights have been changed to LED.
- Kitchen floor will be replaced with “wood look” flooring by the end of October. Cobb checked with the county to make sure this type of flooring is approved for our use. Materials and installation cost is approximately \$9k.
- Steve Morrison asked if Cobb would check on tree limbs blocking light from illuminating stairs and walkway at the front of church.

### **Topics For Discussion**

- Updates
  - Preschool Enrollment – Pastor Kevin
    - Need 4 more children to register in order to keep current staffing level. How to better market the preschool is being discussed within the preschool group. There are plans to promote the preschool on the new electronic sign on SE 92nd , scheduled to be up by the end of the year.
- Scatter Garden Request
  - Discussion regarding legality, regulations, restrictions. Need for further investigation at the city and county level.
  - Discussion regarding potential impact on trustee responsibilities, budget.
  - Inquiries into liability and obligation, ie open to the public(?), are needed.
  - Need to look into other scatter gardens in Happy Valley and Clackamas County, to see how they are set up, especially if on church property.
  - Steve Morrison is going to make the inquiries with local funeral homes and bring information back to the Board.
- Fund for Housing Assistance
  - Initial conversations about the feasibility of setting up a housing assistance fund. Shannon Morrison will inquire about any legalities that need to be considered.

### **Elder Board Updates**

- None

### **Open Floor**

- Nursery staffing – Pastor Kevin stated that current rules require there be a minimum of 2 workers in the nursery and at least one of them must be 21 years of age or older. This is for the safety of the children, workers, and may be for insurance liability reasons. We have a new hire (paid, not volunteer) who is just 20 years old which limits us. We need to find out why the 21 and older rule is there and if it can be changed.

**Closing Prayer:** Pastor Kevin

**Adjournment:**

With no further business to discuss, the meeting was adjourned at 7:35 pm.

***The next regular Board of Directors meeting will be held on Tuesday, November1 , 2022.***