

Board of Directors Meeting Minutes

Date: Tuesday, November 2, 2021
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	Present
Member at Large: Shannon Morrison	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

Call to Order: 6:01 PM by Kurzhals

Opening Prayer: Steve Morrison

Opening Comments:

Welcome

Review of Previous Board Minutes

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

Seconded and passed without dissent.

Minutes from the September 7, 2021 Board of Directors meeting approved.

Finance Report

- Schlimpert presented financials
- Financial Update
 - Review of 2020-2021 fiscal year
 - Under budget \$52,000 due primarily to staffing and children/youth ministry budgets
 - 2021-2022 projected revenue is \$682,000
 - Current giving is lower than projected
 - Projected expenses are more than last year so DB needs to review the budget often this year
 - The sign contribution is included in this year's revenue
 - Kurzhals will upload 2020-2021 financials to CCB

Trustees Report

- The Trustees are getting ready for fall clean up days
- Repairs are being made to the plumbing and areas of BSLC that were damaged by flooding
 - The plumbing repair cost was \$400
 - The Trustees are working on the damage with insurance and Premier Clean Up.
- Repairs were made to the air conditioner (Cost \$1800)
- Currently 8% under budget for the 2021-2022 year

Topics For Discussion

- **Updates**
 - Upper Space Usage
 - Property owners next to the space have constructed a wall barrier
 - Signs will be put up by Cobb once the location is determined
- Identification and Plan for Single Points of Failure
 - Kurzhals introduced the need to create a plan to the board
 - For the December meeting DB members need to think of areas the plan needs to address
 - The example that was given was having a plan in place if the water needs to be turned off.
- **Policy Review/Update/Retention Plan Development**
 - D.4 Accounting of Offerings-In Process (Kurzhals&Office)
 - D.3 Asset Inventory-In Process (Cobb)
 - E.4 Utilization of Office Equipment and Services of Office Staff
 - A motion was made by Lundquist to archive E.4, seconded, and unanimously passed by the DB.
 - E.6 Storage &Use of Church Equipment
 - Still under review by Trustees and DB
 - Suggestion was made that the Trustees would be the responsible party after checking with the BSLC office staff and calendar to verify equipment availability
 - E.7 Motor Vehicle Usage
 - A motion was made by Shannon Morrison to archive E.7 and add a procedure to E.6, seconded, and unanimously passed by the DB.

Elder Board Updates

- EB has been working on policy development
- Working on Elder contact logs
 - During the past 3 months have a 95% success rate

Open Floor

- Fellowship D needs to be cleaned out
 - Announcement will be made to give 1 week to pick up things that have been stored in the room
 - A second week will be given during which anyone may take the remaining items.
 - Following the 2-week period any remaining items will be taken away

Announcements

Closing Prayer: Cobb

Adjournment:

With no further business to discuss, the meeting was adjourned at 6:58 pm.

The next regular Board of Directors meeting will be held on Tuesday, December 7, 2021.