

# Board of Directors Meeting Minutes

**Date:** Tuesday, December 6, 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: Bobby Merritt	Present
Elder Representative: Brian Salvey	Present
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:** Steve Morrison

**Opening Comments:** Shannon Morrison

## Review of Previous Board Minutes

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

Seconded by Tom Hester and passed without dissent.

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

## Finance Report

- Pete Sturdivan went over budget numbers in September 30<sup>th</sup> financial statements received from the accountant, one month into our fiscal year. Statement shows that Operating Cash Income has been declining \$69k to \$55k, with end of November balance expected to be around \$42k.
- Net Cash available is down, comparing September 2021 to September 2022. We have restricted cash reserves including \$11k for preschool scholarships and \$28k for capital project. Dale Cobb stated that the capital project reserve is tied to the new outdoor sign project. Comparing September 2021 to 2022, net income is lower by \$3k mostly due to lower member offerings. Personnel costs are up by about \$10k, due to non-wage expenses like insurance, retirement funding, etc. but likely due to timing of when these expenses hit the books, i.e. they may have been paid in October instead of September 2021.
- Pete is prepared to ask the board to approve a transfer of \$20k from money market accounts into our checking account, with the withdrawals balanced

between Columbia Bank and in the Lutheran Church Extension Fund. This move is necessary so that we can meet monthly payroll and other obligations.

- Revenue was over \$50k in September and October, though November was much lower, probably because it was a 4 Sunday month including a holiday. Note that plate offerings were down but not ETFs.
- Dale Cobb reminded the board that our \$20k property casualty insurance premium is due mid-January. Pete will take that into account when considering the amount of recommended.
- Pastor Kevin asked if the significant drop in operating cash in November could have been due to the Women's Ministry event going over budget. Pete Sturdivan clarified that his analysis just looked at income from offerings and not at expenses.
- Motion by Tom Hester: Move to transfer \$20k from money market to checking. Seconded and passed without dissent.
- Motion by Tom Hester: Move to maintain checking account such that if the balance falls to or below \$25k that a transfer of funds is made to bring the checking account balance up to \$50k. Seconded and passed without dissent.
- Pete Sturdivan will look into higher yield options for surplus cash reserves, as compared to money market rates at Columbia Bank and at the Lutheran Church Extension Fund.
- Housing Assistance
  - Last meeting the Directors Board approved paying approximately \$8k in housing assistance to be paid late December or early January. This additional payment is not part of the compensation package approved by the congregation in August 2022. The church will pay the expenses directly as a gift, to come out of the elders' budget as a line item.
  - The \$8k for housing assistance will be transferred into checking from the Lutheran Church Extension Fund. The actual payment(s) for housing expenses will be paid directly by BSLC by check or credit card.
- How clergy compensation is treated with respect to taxes and withholding
  - John Durkin will be ordained in January. After that time he will need to file as a self-employed individual and pay for his own social security and Medicare. Pastor Kevin pays both the employee and employer portion of Social Security and Medicare.
  - Discussion regarding how John Durkin and Pastor Kevin currently pay for social security and Medicare, how BSLC handles the employer portion of John Durkin's and Pastor Kevin's social security and Medicare, if the IRS is getting paid twice, and what will need to change on January 7<sup>th</sup> when John Durkin is ordained. Pete Sturdivan will follow up with accountants.

### **Trustees Report**

- Two good clean up days since the last Directors meeting. Leaves were all hauled away. Skylight has been fixed and no longer leaking

- More listening devices for the congregation who have trouble hearing the sermons. They have been ordered and will take about a month to arrive.
- Currently about 7% below budget.

### **Topics For Discussion**

- **Preschool Updates**
  - We have had a few families recently tour the preschool but only one new student. Another student left the preschool so we are net even.
  - **Preschool Scholarship Fund**
    - Pete spoke with Chuck Tomac regarding the need for policy and procedures that address how scholarships are awarded and other ways the scholarship funds may be used.
    - Current balance in preschool scholarship fund is around \$11k.
    - The individuals who have been contributing to the preschool scholarship fund have said up to 25% of the fund may be used for operating costs.
- **Scatter Garden Request**
  - Steve Morrison researched other scatter gardens, especially other churches that have their own scatter gardens. There are none.
  - Discussed how a scatter garden will impact future use of church property and what kind of maintenance will be required.
  - Pete pointed out that there is a lot of additional groundwork that will be necessary if we decide to move forward with a scatter garden. Policy and procedures will be critical.
- **Nursery Staffing**
  - Minimum Age of 21 is in our Sexual Misconduct policy. There must be two workers in the nursery. If both are volunteers, at least one volunteer must be 21 or over.
  - There is uncertainty as to WHY the age is 21 for volunteers. Speculation that it might have been part of legal advice obtained while forming our Sexual Misconduct policy. Confirmed that the 21 requirement is not in our insurance policy. There is not a minimum age stipulated for nursery paid workers. Shannon Morrison will gather volunteer policy and employee policy and make sure we are being consistent.
- **Sunday Morning Security**
  - Shannon is gathering information regarding what lead to our current concern. Expecting more background information from Jonathan Payne. Mike Sheets just provided Shannon with the security policies of other area churches for reference. Discussion was tabled until security situation is better understood and background information has been reviewed.

**Elder Board Updates**

- November new membership classes concluded. Six new families joined.
- Usher duties have expanded so they are now stationed in foyer, upstairs, and are checking on nursery more often during church services.
- Suggested that the double doors into nursery hall be locked/closed. There is a doorbell so that nursery workers/volunteers will know when parents/guardians are at the door.

**Open Floor**

- Discussed a “soft close” for the church office during the week between Christmas and New Year’s. Doesn’t mean the staff is not working. Public announcement is that the office is closed. For staff there is flexibility. Emergency Elder phone line is still open/available. Phone message people hear when they call the church office will give Emergency Elder phone number. Board agreed that “soft close” between Christmas and New Year’s is a good idea.

**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, February 7, 2023.***