

Board of Directors Meeting Minutes

Date: Tuesday, February 1, 2022
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	Absent
Member at Large: Shannon Morrison	Present
Staff Representative: Pastor Kevin Hohnstadt	Present

Call to Order: 6:01 PM by Kurzhals

Opening Prayer: Cobb

Opening Comments: Kurzhals

Review of Previous Board Minutes

Motion by Cobb: Move to approve the previous meeting's minutes with 1 correction made.

Seconded and passed without dissent.

Minutes from the November 2, 2021 Board of Directors meeting approved.

Finance Report

- Schlimpert presented financials
- Financial Update
 - BSLC received financials for the first 3rd of the fiscal year
 - Currently BSLC projections look good for the year
 - Revenue and Expenses are lower than expected
 - Revenue projected \$31,000 under budget
 - Expenses projected \$90,000 under budget
 - The DB needs to review Revenue and Expenses periodically during the fiscal year to make sure expenses and revenue remain balanced.
 - Review will be needed at April DB meeting
 - BSLC bill paying process has changed
 - It is more efficient to have Kathy Ikola work directly with the CPA with payables.
 - DB may need to change the procedure in D.6 to reflect the change.

Trustees Report

- All flood repairs are complete
 - Damage cost was \$87000; deductible was \$500
 - Getting ready for Spring clean up
 - Trustees will remove some volunteer trees this weekend
 - Made some plumbing repairs
 - Replaced a couple office computers
 - Well within budget for the year

Topics For Discussion

- **Updates**
 - Adopt a Highway
 - Bobby Merritt working on BSLC participation in the program
- **Single Points of Failure Identification**
 - Discussion postponed until March DB meeting
- **CPR/AED Training**
 - Trustees think it would be a good idea to get training
 - The Red Cross offers training
 - Suggestion was made to have BSLC pay for training for staff and ushers
 - DB agreed training would be a good idea. Kurzhals and Cobb will get more information and DB will continue the discussion at the March meeting.
- **Sign Verbiage Recommendation**
 - Suggestion was made to include the Preschool on the new sign
 - DB wanted information about the cost involved to change the sign in the future
- **Sign Fund**
 - The fund has not been used yet
- **Policy Review/Update/Retention Plan Development**
 - D.4 Accounting of Offerings – In Process (Michelle & Office)
 - D.3 Asset Inventory – In process (Dale)
 - E.6 Storage & Use of Church Equipment
 - Cobb made a motion to approve the updated Policy E.6, seconded and unanimous DB vote
 - D.2 Fiscal Review of Financial Records
 - Trustees do not use this policy
 - Shannon Morrison made a motion to archive Policy D.2, seconded and unanimous DB vote to archive the policy.

Elder Board Updates

- Completed mid-year review of ministry plans
- Quarterly contact rate 97%
- Bobby Merritt will be the representative at convention
- Pastor led the EB in a growth session
- EB approved ending the 11 am service

Open Floor

- Planning for Spring Business Meeting (May/June)
 - DB and EB need to find meeting dates that will work for them
 - The meeting will include ministry plans and a financial update
- A request has been made by Embry Health to use BSLC for a drive thru Covid test location
 - Insurance documentation will need to be provided by Embry Health
 - Shannon Morrison made the motion to approve the request made by Embry Health; the motion was seconded and unanimously passed by the DB.

Closing Prayer: Pastor Kevin

Adjournment:

With no further business to discuss, the meeting was adjourned at 7:11 pm.

The next regular Board of Directors meeting will be held on **Tuesday, March 1, 2022.**