

Board of Directors Meeting Minutes

Date: Thursday, February 25, 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	Absent
Chairman of Trustees:	Dale Cobb	Present
Recording Secretary:	Tani Helfrich	Absent
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	Absent

Call to Order: 6:03 PM by Kurzhals

Opening Prayer: Cobb

Opening Comments

- Helfrich Family needs healing prayers for their daughter.
- Browns are moving to Oklahoma; Steve will continue serving as Vice President until term expires in August.
- Pastor Kevin is in Houston with family this week.

Review of Previous Board Minutes

- Motion by Cobb: Move to approve the previous meeting's minutes.
- Seconded and passed without dissent.
- Minutes from the January 21, 2021 Board of Directors meeting approved.

Finance Report

- REVIEW: We do not have January Financials yet. In an excellent cash position. Revenues are outpacing expenses. BSLC is able to generate the needed amount of revenue from its asset base, not just to cover costs, but to be around for the long haul.
- Unemployment Insurance: We are still eligible for self-reimbursing employer status, which is a savings for us. During CPA transitions, unemployment insurance was paid in the "standard way" and a percentage of payroll was sent to the government. We are still researching where that money went. Unemployment department is very backed up, awaiting reply.

Trustees Report

- \$7300 from light rebate arrived this month.
- Rebuilt the whole front corner, stabilized wall and replaced plants and landscaping after storms almost washed it all out. This incurred unexpected cost.
- Next project will be Spring Cleanup; date will be announced soon.
- Everything is under control and back under budget by 3% again.

Topics for Discussion

- DFM Update: John Durkin visited 2/22-2/25, meeting with ministries, members and staff to learn about BSLC. He appreciated the opportunity to learn more about us and would like to return with his family for a follow up

visit. Board members unanimously agreed to pay for plane fare for four, along with car rental and hotel costs for up to 3 days.

- Staffing Needs/Job Description: Pr Kevin, Kathy and Patti collaborated to determine the administrative staffing needs of the church office. A new job description is proposed, melding essential aspects of both current positions into one consolidated job position: Administrative Assistant. Job description presented to the Board of Directors; approval will be gathered via email.
- Office Hours: Since this new position would be for a singular person (with the support of volunteers), the proposed new office hours would be Monday – Thursday from 9:00 - 4:00 and Friday 9:00 - 12:00. Board unanimously agreed to these office hours.
- Policy Review/Update/Retention Plan Development
 - D.1 Designated Giving: Unanimous approval *contingent upon CPA review and approval.*
 - D.4 Accounting of Offerings: Kurzhals will send revised policy to DB for final approval.
 - E.1 Utilization of Space: Unanimous approval.
 - D.6 Expense Approval: Unanimous approval *contingent upon CPA review and approval.*
 - B.1 Staffing – In process (Pr. Kevin and Kurzhals)
 - B.2 Staff Selection– In process (Pr. Kevin and Kurzhals)
 - B.6 Staffing Supervision– In process (Pr. Kevin and Kurzhals)
 - D.3 Asset Inventory
 - Unanimous vote to stay in the purview of Trustees.
 - Cobb will contact insurance company to ask what documentation needs are required for an insurance claim, letting them know we are trying to adopt a policy to protect us from a loss.
 - Based on Insurance Company’s response, we may need to itemize per a minimum capital dollar amount
 - All agree that it would be wise to do an annual video inventory or all assets.
 - D.5 Fundraising
 - Unanimous vote to remain within the purview of Board of Directors.
 - Heck and Morrison will review this policy.

Elder Updates: Pr Kevin asked the Elders for thoughts about allowing people who live out of state to become members of BSLC. Elders are processing and praying about it and seeking opinions. Anyone with an idea, question or suggestion is encouraged to share their thoughts with any member of the Elders Board. Merritt and Hinze would be happy to be the contacts for the Board of Director Comments.

Open Floor

- Whole House Policy access/retention: Tabled until next month.
- New Logo/Signage Discussion: If you are interested in being part of the committee to evaluate this, send an email to pastorkevin@bslc.com.
- Onsite Ministry Meetings: Proposed with a reduction in risk level that groups be welcomed back to use the facilities in person. Guidelines, to be determined by the Re-opening Committee, would be implemented, and monitored for adherence. A vote was called and unanimously approved to allow groups to meet, after guidelines are created and disseminated.
- Request for Flags to be fixed/replaced was mentioned: Cobb said he would look into it.

Closing Prayer: Cobb

Adjournment:

With no further business to discuss, the meeting was adjourned at 7:09 pm.

The next regular Board of Directors meeting will be held on Thursday, March 18, 2021.