

Board of Directors Meeting Minutes

Date: Thursday, April 15, 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	Present
Chairman of Trustees:	Dale Cobb	Present
Recording Secretary:	Tani Helfrich	Present
Financial Secretary:	Scott Schlimpert	Present
Elder Representative:	Bob Hinze	Present
Elder Representative:	Bobby Merritt	Absent
Member at Large:	Keith Heck	Present
Member at Large:	Steve Morrison	Absent
Staff Representative:	Pastor Kevin Hohnstadt	Present

Call to Order: 6:04 PM by Kurzhals

Opening Prayer: Hohnstadt

Opening Comments by Kurzhals

Review of Previous Board Minutes

- Motion by Heck: Move to approve the previous meeting's minutes.
- Seconded and passed without dissent.
- Minutes from the February 25, 2021 Board of Directors meeting approved.

Finance Report

- REVIEW: February financial report received – consistent with prior months.
- DISCUSSION: Staff Credit Card policy
 - BSLC doesn't currently have cc policy. Kurzhals and Schlimpert to get information and bring back to DB.
 - CC would be first choice for routine purchase and urgent expenses: this would make accounting easier.
 - Bank of the West is first choice- cards would be used by staff.
- New Accountant Possibility to handle financial aspects of business at BSLC.
- D.1 Designated Giving – CPA response to policy:
 - 1. Designated Giving – the tax elements look good. Concerns:
 - a. When were hired to take on the accounting, there were about 20 different "restricted" net asset accounts but no one knew when the money had been designated by the giver, what the original criteria was, if it has been spent, etc. In most Tax Exempt Organizations, the Organization provide very clear categories of what a restricted donation can be given for. As an example, Mission Funds, Pre-School Scholarships, General Fund.(Three total would probably be more appropriate for your Organization.)
 - b. I do not recommend that you allow people to donate to a specific line item in your budget. The Board of Directors is responsible for the management of funds and recognizing the most pressing needs of the Organization – whether that be for hymnals, to supplement the staff, building repairs, etc. The church can always ask people to donate some extra as the church is looking to put in a new sound system, but that does not designate the funds that come in specifically dollar for dollar to that sound system.
 - c. Accounting and tracking line item donations creates a cost/benefit issue.

Trustees Report

- Spring clean up completed
- 7% under budget for the year
- Cobb requested info on needs for next year to include them in the budget.

- Cross will be cleaned within the month

Topics for Discussion

- DFM Update: John Durkin : Letter of intent is sent, communication is occurring weekly.
- Spring Congregation Meeting – Unanimous vote to hold meeting 6/27/2021
- Budget Planning/Prep Timeline:
 - Ministry plan drafts due May 8th
 - Ministry budget projections due by June 27th
 - DB will review budget projections at July meeting
 - Schlimpert requested changes that will need to be made so he can account for them in next year's budget
- DB Recruitment Planning
 - Brown will send out an email to the congregation in the next couple of weeks for DB nominations.
 - DB positions that will be elected at August congregation meeting are VP, Trustee, 2 members at large
 - Nominations due by 8/1/2021
- Policy Review/Update/Retention Plan Development
 - D.4 Accounting of Offerings-In Process
 - Still under review
 - B.1 Staffing
 - Motion made, seconded, and unanimously passed to change this to a procedure
 - B.2 Staff Selection
 - Motion made, seconded, and unanimously approved policy
 - B.6 Staff Supervision
 - Motion made, seconded, and unanimously approved policy
 - D.3 Asset Inventory
 - Cobb contacted BSLC insurance company and will use the information to continue to review the policy
 - D.5 Fundraising
 - Motion made, seconded, and unanimously approved policy
 - A.2 Semi- Annual Program Planning/Training
 - Continue with DB as responsible party
 - Pastor Kevin suggested pausing on this so DB will review in the fall
 - E.2 Receptions
 - Cobb, Pastor Kevin, and Kathy Ikola will work on policy
 - E.3 Furniture and Equipment Use
 - Already covered under Utilization of Facility Space and Property
 - Motion made, seconded, and unanimously approved that E.3 is no longer needed
 - E.5 Weddings
 - Covered under building use policy
 - Motion made, seconded, and unanimously approved that E.5 will be turned into a procedure

Elder Updates:

- Continuing to read/discuss *Necessary Endings* with Pastor Kevin and DB
- Some elder flocks have been changed
- Discussed spiritual care
- Discussed communion
- Elder nominations are being taken

Open Floor

- Whole House Policy access/retention: Kurzhals brought up the need for document retention policy.
 - Task force will be created to research a system for BSLC. Hinze volunteered. DB will be notified if funding is needed.

Closing Prayer: Heck

Adjournment:

With no further business to discuss, the meeting was adjourned at 7:32 pm.

The next regular Board of Directors meeting will be held on Thursday, May 20, 2021.