



BOARD OF DIRECTORS MEETING  
March 15<sup>th</sup>, 2022

ATTENDEES:

Josh Pratt	Grant Wurdell	Dave Fine	Nancy Zittergruen
Chris Sebald	Lisa Gunhus	Pastor Adam Hengst	

1. Meeting called to order at 7:04 pm.
2. **Opening Prayer.**
3. **Additions to the agenda**—None.
4. Two changes need to be made to the February Board of Director minutes.
  - Change the language regarding the easement to: The city engineer recommended that Our Savior keep specific language regarding square footage in place for watershed purposes. The following additional language was added to the easement: “The City does not limit or restrict the Grantor the opportunity to change or modify the storm water facilities and agreements to meet its future needs, provided it is designed and permitted in accordance with all permitting agencies at the time of modification.”
  - The name Christine Kreinke will be changed to Christina Sullivan.

***Motion to approve minutes from February 15<sup>th</sup>, 2022 BOD meeting, with the proposed changes listed above.***

***Motion to approve: Pastor Hengst, Second: . Ayes: 7 Nays: 0.***

***Motion approved.***

5. Building Committee Presentation; Brian Krause, Jared Breiter and Brian Grandstrand present; Jeff Machemehl also in attendance.
  - Jeff Machemehl and the Building Committee brought the current Board members up to date on proposed Narthex plans.
    - A master plan was developed in 2000, and was split into two parts due to cost. The first phase was construction of the gym, the second phase was a new Narthex and office space. In the last 22 years, the plan has changed due to the school closing, moving office spaces around, etc.
    - The proposed narthex would be located in the courtyard between the sanctuary and the gym. The purpose is to have a dedicated space for people to go before, between, and after services. Plans include a new

- lobby, elevator, welcome center, and coffee bar. It would also serve as a gathering place for funerals, weddings and events. It would not replace the fellowship hall and has no kitchen access.
- o This second phase of the plan was not previously approved and would require a congregational vote. If approved, the Building Committee estimates a 12-16 month build process, and a current estimate of 1.7 million dollars.
  - o Reviewed drawings of the proposed narthex, and discussed needs of the church and feasibility of the plan.
  - o Josh Pratt will review the proposal with the Board of Directors, Roger Martin and the Elders, and then rediscuss at the April meeting.
- Jeff Machemehl reviewed other upcoming needs with some equipment nearing the end of its life.
    - o A new A/C chiller is needed that cools everything except the gym. This would include a gym rooftop unit, a back hallway unit and kitchen unit, with an estimated cost of 154k for the three.
    - o The back elevator is 36-years old, and needs to be replaced. It is currently used for school, food carts, and is necessary to access the top of the school.
    - o Sixty percent of the gym's lightbulbs are currently working, and when replaced, it must be done simultaneously. The estimate to upgrade to LED lighting is around 20k, but energy consumption is reduced 60-70% and will last longer than traditional bulbs. They were last replaced five years ago.
    - o The parking lot is in need of repair or replacement. Jeff Machemehl suggested the smaller lots and loop in front of the school entrance need to be replaced, but the main parking lot is satisfactory at this time.
    - o The drinking fountains need replacing. Two have been replaced at a cost of 2.5-3k each. The Building Committee recommends replacing them as they fail, predicting that would be 1-2 fountains per year.
    - o The concrete outside of the gym is in need of leveling. The Board asked the committee to monitor the situation and see if there are safety issues.
    - o The carpeting in the sanctuary needs to be replaced. The tiles under the pews are from 1958 and should be addressed at that time. Josh Pratt requested bids for replacing the carpeting and addressing the tile issue.
    - o Reviewed woodpecker damage to stucco last year. Jeff Machemehl believes they have relocated and there will be no further issues.
    - o Discussed smaller repairs—water leak in gym and some touch up painting needs. Jeff relayed those are internal jobs and will be completed the next time he rents a lift.

**6. Treasurer and Financial Management Committee Report—Dave Fine**

- Reviewed Monthly Budget
  - The church budget status is \$39k more than budgeted.
    - The increase was almost entirely due to envelope offerings.
    - Expenses were as predicted, minus 3k for gym door replacements.
  - The actual school budget status is \$5k better than budgeted, with an actual loss of \$14,000.
    - The food vendor that supplies the school has increased their pricing.
- Finalization of church and school staff bonuses
  - Reviewed bonus amounts prepared by Kent Heins and Josh Pratt.
  - Proposal uses 39k of the 50k allotted for bonuses. The remaining 11k would be used for staff morale boosters, such as coffee gift cards, gas cards, etc.

***Motion to approve proposed bonus structure.***

***Friendly amendment to raise Pastor Hengst's bonus \$500 to match the amount of other key staff performers.***

***Motion to approve \$39.5k for staff bonuses.***

***Motion to approve: Zittergruen, Second: Sebald. Ayes:5, Nays:0, Abstain: Hengst, Gunhus***  
***Motion approved.***

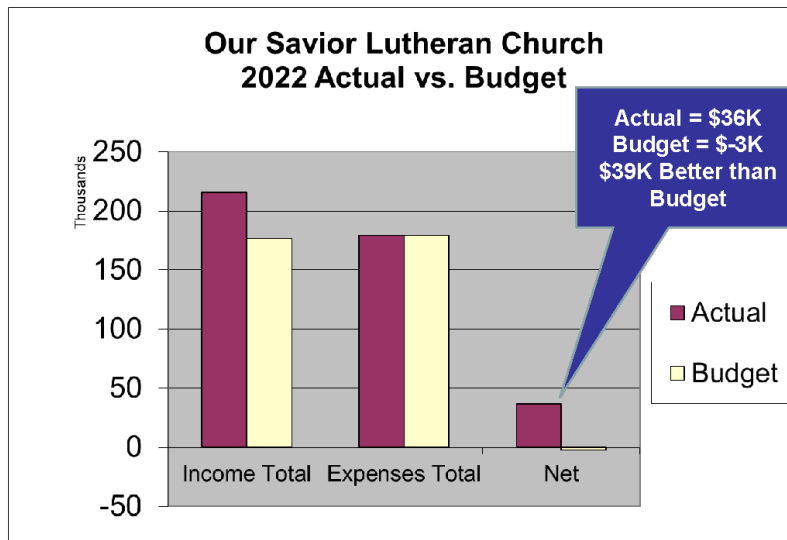
***Motion to approve us of remaining funds for supporting the staff as needed—lunches, gas cards, etc. Funds will be drawn from the strategic reserve into a Staff Appreciation fund.***

***Motion to approve: Sebald, Second: Wurdell. Ayes:6, Nays:0, Abstain: Hengst***  
***Motion approved.***

- Reviewed conversation between Kent Heins and Laurie Bromenshenkel
  - Josh Pratt clarified that Laurie has the autonomy to spend finance on a cell phone need, and she should report it to accounting like she would report other staff's cell phone expenses.
  - Laurie has requested to receive information discussed in board meetings sooner than when the official minutes are approved (4 weeks later.). Lisa Gunhus will supply Laurie with the unapproved BOD notes in draft form.

## Overall Budget Status (2/28/22)

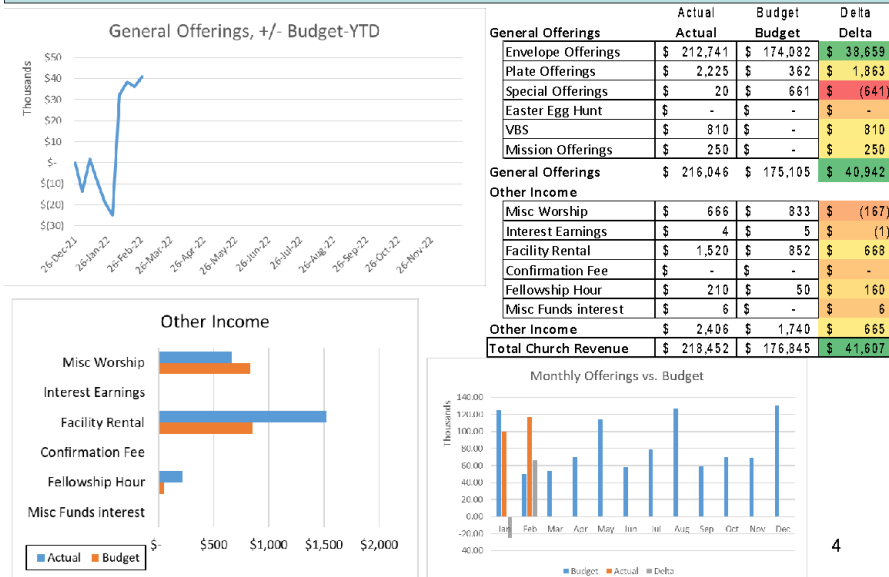
Our Savior Lutheran Church and School



3

## Church Income (3/5/22)

Our Savior Lutheran Church and School



4

### 7. Early Childhood Center Report—Pastor Adam Hengst

- A formal interview is set for this week with Lisa Johnson. Pastor Hengst will e-mail the board about salary recommendation for the Director position. Pastor

has had discussions with the staff that were previously interested in the position, but they are no longer interested in interviewing.

- Pastor Hengst and the Board will try to secure approval for a job offer/salary recommendation by next week.
- The Board of Education is working on a tuition assistance policy. Lisa Johnson has ideas on how to fund this. She will send the Board a policy proposal outlining the details.
- Accreditation Update—Upon reaching out to the education executives for the District, it was learned that we have been applying for Elementary School accreditation, but we only need to apply for Early Childhood accreditation. Licensing the Kindergarten might require more steps, but Kindergarten can and should be licensed independently.
- School Staff Update—The staff is currently being stretched even thinner with a teacher on maternity leave.
- Free Tuition Staff Benefit Update—The Board of Education recommends not changing this current staff benefit at this time in order to retain staff. The Board of Directors agrees at this time there should be no change to the policy, but revisiting the policy in the future, especially for newly hired staff, is important.

**8. Pastor's report—Pastor Adam Hengst**

- The District Convention will be held on June 9-11<sup>th</sup>, and Roger Martin has agreed to serve as the convention delegate with Pastor Hengst.
- The new website is back in development after being stalled for a while.

**9. BOD President's Report—Josh Pratt**

- Upcoming Town Hall Meeting—April 10<sup>th</sup>, Palm Sunday, is the day that makes the most sense. The Board will try to address two items.
  - Missions Spending. Based on the Mission Committee feedback, the Board needs to bring the following to the congregation's attention:
    - The Mission Committee feels how it is currently defined is not appropriate, and that donations to the MN South District and St. John's School, for example, are not mission items, but outreach. The Board will present how much of the budget is relegated to missions and outreach and get feedback from the congregation.
      1. Does the congregation feel comfortable with the current amount of giving?
      2. The church's expressed intent is 10% to missions, but should those parameters change if we are giving over 10% to missions and outreach?



BOARD OF DIRECTORS MEETING  
March 15<sup>th</sup>, 2022

- o Discuss an Endowment Fund. How does the congregation feel regarding the creation of a fund, and what would the purpose of the Endowment be? Would congregants like there to be another giving option?
- Financial Accountability Update—There is currently not a formal process for collecting general offerings. Envelopes are opened, tallied, and later, the dollar amount written on the envelopes is calculated and compared to the amount collected. There is no written process for other donations, such as stock received.
  - o Discussed issues and solutions—should giving statements be reconciled on a more frequent basis, and although there is not a documented process, there is a separation of duty currently in place for envelope giving.
  - o Josh Pratt will reach out to Gary Schrupp and the Stewardship committee to see how we can effectively document the giving process.
  - o The Board does not have major security questions or feels there is a risk, but the process should be documented.
- Constitution Committee—
  - o Fred Limmel has completed his 1<sup>st</sup> full year in the SMP Program. He can receive a call beginning in July 2023, so the call process needs to be clarified before this. Pastor Hengst believes we can proceed with congregational approval while the constitutional change is awaiting the District's approval.
  - o After Easter, Pastor Hengst will make an announcement in church to recruit members to serve on the Constitution Committee.
  - o An online voting option should also be addressed, or the option of instituting a virtual voting process in case of emergency.
- BOD members/terms—New members of the Board of Directors should be brought on in Fall of 2022 to stagger terms.

**Closing Prayer**

Meeting ended at 9:53 pm  
Next Meeting—April 19<sup>th</sup>, 2022

Respectfully submitted,  
Lisa Gunhus  
Board of Directors Secretary