



BOARD OF DIRECTORS MEETING
January 17th, 2023

ATTENDEES:

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|------------|--------------|-------------|--------------------|
| Josh Pratt | Chris Sebald | Kent Heins | Nancy Zittergruen |
| Mark Kroll | Lisa Gunhus | Larry Hasse | Pastor Adam Hengst |

1. Meeting called to order at 6:40 pm.
2. **Opening Devotional and Prayer.**
3. **Additions to the agenda—none.**

Motion to approve minutes from November 15th, 2022 BOD meeting.

Motion to approve: Heins, Second: Kroll. Ayes: 8, Nays: 0.

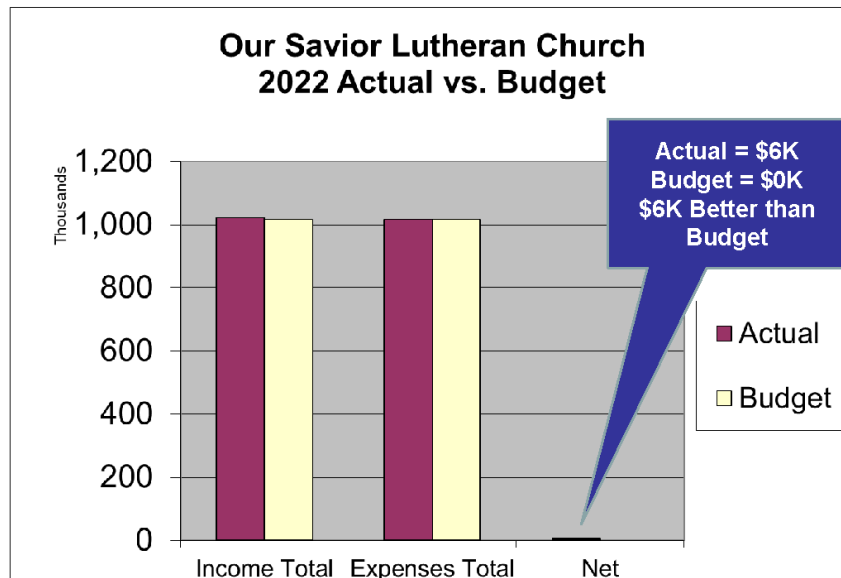
Motion approved.

4. **Treasurer and Financial Management Committee Report**—Dave Fine not in attendance

- Reviewed Annual 2022 Budget vs actual numbers
 - o The church budget status is \$6k better than budgeted, with the actual budget at \$0.
 - o The school budget status is \$33k better than budgeted, with the actual budget at -\$62k.
 - o December giving is usually the largest giving month of the year, but donations came up significantly short this December. Offerings were down \$54k compared to budget.
 - The Board will revisit the giving numbers in January to see if the reduced giving is a trending issue or an anomaly.
 - Dave Fine will keep his eyes on utilities and other increasing expenses and report on a monthly basis.
 - o Other singular expenses discussed: final carpet billing in December amounted to \$4350. There was an overpayment to utilities in December, and a credit will be carried over into January 2023.
 - o All surplus funds were spent with a final balance of -\$5788.93.

Overall Budget Status (12/31/22)

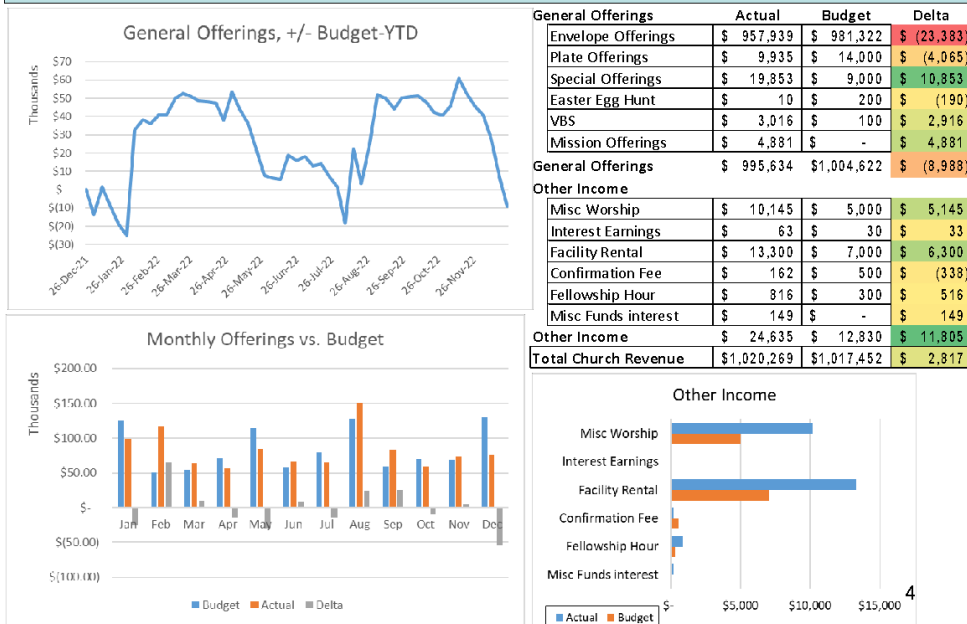
Our Savior Lutheran Church and School



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Church Income (12/31/22)

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5. Early Childhood Center Report—Lisa Johnson not in attendance

- Lisa Johnson has officially accepted the call in Wisconsin, and anticipates working until the end of May.
- Discussed job posting for replacement Childhood Center Director.
 - Pastor Hengst looked into the district guidelines regarding salary, and reported that an inexperienced person in that position would earn around \$50k.
 - Posting a range would be preferable. Lisa currently doesn't utilize the job benefits, so they were not put into the 2023 budget. Discussed advertising a salary range of \$55-63k compensation.
 - Pastor Hengst estimates that if Our Savior goes through the call process to fill the position, it will take about four months, and we would need to get started right away.
 - The consensus is to begin with a non-call hiring process, and then if a suitable candidate is not found, to consider the call process again.
 - Discussed "essential" qualifications for the job. Is a BS in Education a requirement for the position? Should the desirable attribute of the candidate as a regular church attendee be an essential qualification?
 - Upon reviewing the hiring committee members, the Board of Directors feels that a member of the BOD is not needed on the hiring committee.
- Reviewed status of Extended Care
 - Joe Aurich is currently in charge of Extended Care and reports to Pastor Hengst. Discussed if the current structure should be changed when a new Director is in place.
 - If Aurich discontinues overseeing Extended Care, it would fall under the care of the Childhood Center.
 - Alicia would take over the administrative duties that Joe Aurich currently performs. Pastor Hengst estimates that would require 30-60 minutes of additional work, and Alicia would report to the new Childhood Director instead of Pastor.
- Discussed Joe Aurich's changing job duties.
 - Currently, Aurich's job is about 75% youth ministry and 25% Extended Care. If Extended Care is removed from Joe's job duties, his opportunity for growth would involve more outreach to youth, and would involve more documentation and feedback to the BOD.



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- o Josh Pratt and Pastor Hengst will report back in February regarding expectations, budget impact and changes in job duties.

Motion to fold Extended Care into the Our Savior School umbrella and be under the purview of the new Director.

Friendly amendment from Pastor Hengst that this change would take place under the new director, and not currently under Director Lisa Johnson.

Amendment Motion: Zittergruen, Second: Pratt.

Amendment vote: Aye 7; Nay: 0 (Kroll abstained)

Motion: Hasse; Second: Pastor Hengst

Motion vote: Aye 8; Nay: 0

6. Pastor's Report—Pastor Adam Hengst

- Pastor Hengst reports an increase in attendance, averaging 182 weekly attendees, and 33 households attending virtually.
- Lenten worship begins February 22nd, and Holden Evening prayer will be held on Wednesdays at 4:30 and 6:30 services
- The 100-year committee is in good shape and moving forward with plans.
- Vicar Limmel will be eligible to be certified for ordination in June, 2023. Pastor is looking at an ordination date of August 20th, 2023.
- Pastor Hengst is writing 40 Lenten devotionals for the upcoming season.

7. BOD President's Report—Josh Pratt

- The Kindergarten program is up for review this spring after a three-year trial period.
 - o Josh Pratt expressed that this should be done before Lisa Johnson leaves.
 - o The decision regarding the 2023-2024 Kindergarten year would need to be made now—it is too late to bring this to the congregation regarding upcoming school year. The Board will review the Kindergarten program this spring and bring a recommendation to the congregation in the fall of 2023. This will regard continuation for the 2024-2025 school year.
 - o Lisa Johnson has stated that offering a Kindergarten curriculum to the Fall 5's has been desirable for parents. Tammy Limmel will also be consulted in the review process.

- A possible move would be to offer a Ready, Start, Kindergarten program for 4- and 5-year-olds.
- Reviewed 2023 priorities for the Board of Directors
 - Tighten up the time frame in meetings. Board members should read and review reports prior to meetings, and we will not review reports in detail unless there are questions.
 - Review the future of the Kindergarten program, and bring a recommendation to the congregation in 2023.
 - Update the constitution's call process; must address the issue of requiring multiple candidates vs a singular candidate.
 - Bring forward narthex ideas to the congregation by Fall of 2023. Josh Pratt has reached out to the architect to see if there are additional options to the proposed plan given to the Building Operations Committee.
 - Address additional upcoming repairs, such as the parking lot and aging elevator.
 - Review the Financial Security Plan. Nancy Zittergruen will look into the church's process and see if any adjustments need to be made.
 - Continue renovation of policies and procedures. Kent Heins volunteered to help with this task.
 - Research and develop additional options for estate giving to Our Savior. Chris Sebald volunteered for this piece of work.
 - Create a Board of Directors calendar. Josh Pratt is creating a calendar so issues and events are not overlooked.
 - Review insurance for Our Savior. Chris Sebald has reached out to the church's previous agent to obtain a second quote for comparison.
- Building Operations Committee updates
 - Grant Wurdell has been asked to take up the role of Chairman on the Building Operations Committee.
 - Josh Pratt has provided the BOC with an Excel sheet to document repairs and maintenance.
 - Discussed streamlining some of the maintenance duties. We are currently leasing the lawnmowers and paying for landscaping—can some volunteers help with the workload?



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- Board of Directors updates
 - A majority of the Board of Directors have terms that end in Spring 2023. Prayerfully consider serving an additional 2-year term, or perhaps part of a term until new members are recruited.
 - The positions of Vice President and Secretary will be opening up.
 - Discussed having a replacement for Treasurer shadow Dave Fine and then ultimately assume his responsibilities.
 - Reviewed names of potential Board members
- Nancy Zittergruen proposed that the BOD make a donation to the upcoming Gala. She will e-mail a list of ideas to the Board.

Closing Prayer

Meeting ended at 8:55 pm

Next Meeting—February 21th, 2023

Respectfully submitted,
Lisa Gunhus
Board of Directors Secretary