



BOARD OF DIRECTORS MEETING
April 18th, 2023

ATTENDEES:

Josh Pratt	Grant Wurdell	Kent Heins	Dave Fine
Nancy Zittergruen	Mark Kroll	Lisa Gunhus	Pastor Adam Hengst
Lisa Johnson			

Alycia Breiter in attendance to observe.

Meeting called to order at 6:33 pm.

1. Opening Devotional and Prayer.

2. Additions to the agenda—none.

Motion to approve minutes from March 21st, 2023 BOD meeting.

Motion to approve: Heins, Second: Zittergruen. Ayes: 9, Nays: 0.

Motion approved.

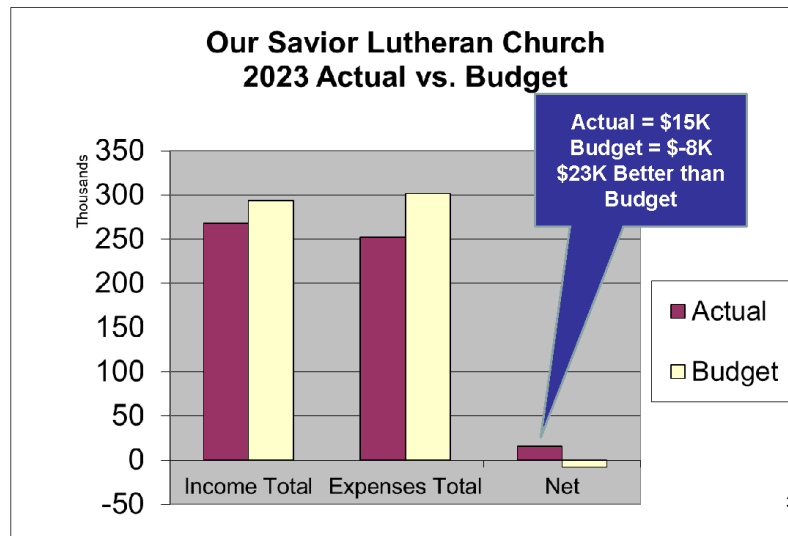
3. Treasurer and Financial Management Committee Report—Dave Fine

- The church budget status is \$23k better than budgeted, with the actual budget at \$15k.
 - Overall offerings are continuing to gain ground, but church income is still off about \$28k due to the absence of large gifts in January.
 - Expenses include a new lawnmower purchase as part of a trade-in program. Jeff Machemehl has conveyed Our Savior is no longer enrolled in the program.
- The school budget status is \$38k better than budgeted, with the actual budget at -\$7k.
 - All areas of the budget are looking good, with staff expense continuing to be under budget.
- Strategic Reserve Fund movement
 - Expenses for re-lamping the gym are in the strategic reserve, but were not drawn upon for the installation. A portion of the Gala proceeds were used instead. The total cost of lighting will be around \$20k, which will be offset by rebates and grants. The project will ultimately cost around \$5k.
 - Discussed who determines where Gala proceeds are allocated, and if funds from the Gala need to be approved by the Board of Directors. Because there is a Gala Committee, it is under their purview to oversee distribution of funds.
 - Mike Field applied for Our Savior to receive Employment Retention Credit funds. The total amount to be received for 6 quarters in 2020 and 2021 total around

\$320k. Discussed when the funds would be received, and various purposes for the money, including replacing the elevator, fixing the parking lot, starting an endowment fund, and/or helping to update the narthex.

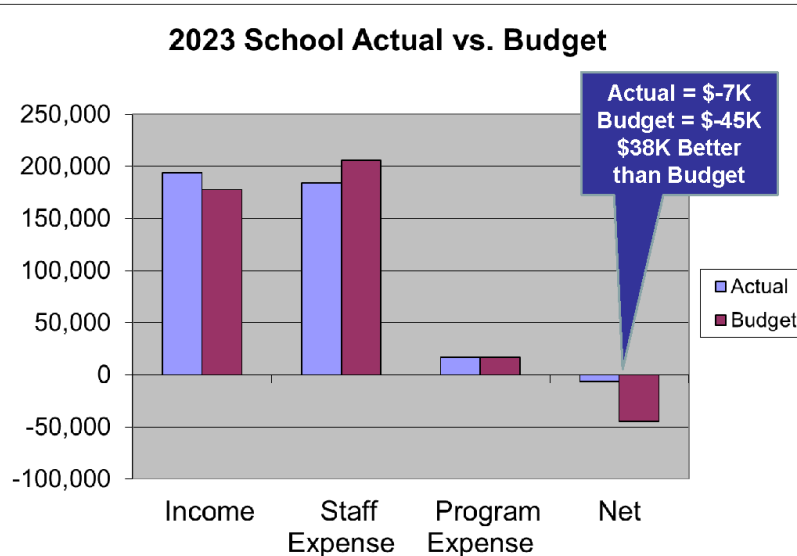
Overall Budget Status (3/31/23)

Our Savior Lutheran Church and School



Overall School Budget Status

Our Savior Lutheran Church and School



4. BOD President's Report—Josh Pratt

- Update from the Building Committee.
 - Josh Pratt met with the Building Operations Committee (BOC) this month. He communicated that when Jared stepped down as chair of the Building Committee, the Board of Directors thought Grant Wurdell would be a good replacement to serve as the BOC chair, both from his experience, and to forward the united mission of both committees and the church. Moving onward, it has been proposed that Grant Wurdell and Brian Grandstrand will serve as co-chairs of the BOC.
 - Reviewed the Building Operating Committee's exterior concrete repair bids and recommendation.
 - The BOC had the 2 most competitive bids from Fall 2022 re-bid the project.
 - The BOC completed a proposal to the Board of Directors and recommended hiring New Creations Concrete at a total cost of \$23,600.
 - Further discussions will be had regarding the scope of the Building Operating Committee's role, and to inquire if additional concrete repairs are needed that were not included in the New Creations bid.
 - Discussed solidifying procedures and documenting processes to improve efficiency regarding church repairs and updates.

Motion to employ New Creations Concrete to make external concrete repairs, with an allowance up to 20% of the cost to reflect additional repairs not covered in the scope of the initial bid.

Motion to approve: Fine, Second: Heins. Ayes: 8, Nays: 0. Abstain: Wurdell
Motion approved.

- Up to \$3500 raised at the Gala will be used to update the Youth Room. Lily Studenski is heading up the project, and most of the work will be done by volunteers. The largest expense will be opening up some walls for a more user-friendly space.
- Upcoming Town Hall meeting and constitutional updates
 - The Building Operating Committee is interested in changing their title to the Board of Trustees. Discussion regarding if that title implies broad powers including financial powers involving the church. Josh Pratt

proposed adding the clarifying sentence that the trustees “shall have charge of all property of the congregation and shall present contracts to the Board of Directors for approval,” or “At Our Savior, trustees shall refer to the committee assisting with building and property.” The congregation will be solicited for feedback to see if there are any concerns.

- Building Expansion Committee (BEC) update
 - Brian Grandstrand has agreed to be the committee chair.
 - Josh Pratt would like to address the new committee’s first meeting to emphasize the mission of the Board Expansion Committee and to affirm there is no specific outcome that is expected from the group.
 - Items for the BEC to consider:
 - Review the need for and options of a narthex building expansion, including addressing people flow and accessibility issues identified by the Building Operating Committee.
 - Bring forward multiple options with a range of prices to address the identified issues.
- Discussed upcoming April 30th meeting reviewing constitutional updates. This meeting is to formally submit changes to the constitution. This meeting does not involve discussion of submitted changes nor will any votes be taken. Either Chris Sebald or Kent Heins will oversee the meeting.
- Staff appreciation dinner will be planned for May 24th at Winchester and Rye, and Pastor Hengst and Laurie Bromenshenkel will recognize staff contributions and years of service.
- Alycia Breiter attended the BOD meeting tonight, and is she will be potentially be joining the Board in the Spring or Summer of 2023. Other names were discussed to shadow Dave Fine for a year and ultimately replace him as Treasurer.
- Discussed options to celebrate and acknowledge Lisa Johnson’s time at Our Savior before her upcoming departure.
- Reviewed employee Health Savings Account (HSA) plans and discussed if Our Savior will contribute to an employee’s HSA account if they were hired mid-year.

Motion to pro-rate HSA contributions for employees that are hired mid-year.

Motion to approve: Wurdell, Second: Heins. Ayes: 9, Nays: 0.

Motion approved.



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5. Early Childhood Center Report—Lisa Johnson

- Reviewed current COVID policy. As of now, when an employee tests positive for COVID, they must stay at home for five days, and wear a mask at work for the five days following the home quarantine. At the time that policy was instituted, those were legislative requirements in place.

Motion to discontinue the current COVID staff policy.

Motion to approve: Heins, Second: Wurdell. Ayes: 8, Nays: 0. Abstain: Lisa Johnson.

Motion approved.

6. Pastor's Report—Pastor Adam Hengst

- Pastor Hengst, Laurie Bromenshenkel, Renae Hoernemann and Lisa Johnson have collectively decided not to have an interim director between Lisa Johnson's departure and the new director being instituted. They have distributed Lisa's current duties between staff and administration. Discussed idea of a small stipend for the increased duties during this period.
- Josh Pratt has asked Pastor Hengst to look into a staff appreciation event in May in addition to the dinner. Lisa Johnson said there have been many donations and gifts from parents.
- Sean Martens (District Education Secretary) met with the Call Committee on April 17th, and Our Savior now has access to candidates on the call list. The committee is creating a short list of candidates, and hopes to have 6-7 people to reach out to in May. Christina Sullivan will act as the chair of the committee.

Closing Prayer

Meeting ended at 8:50 pm

Next Meeting—May 16th, 2023

Respectfully submitted,
Lisa Gunhus
Board of Directors Secretary