

# OSLC Governing Board 2nd Quarter Meeting Minutes (4-14-18)

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**Members present:** Myron Thompson, Dave Niess, Nick Dreyer, Dennis Krueger, Chad Thompson, Merle Zander, Sue Dodd

**Not present:** N/A

**Also present:** Betsy Jones (secretary to the board), Bonnie Rennich (OSLC staff member), and Chaplain Rick Jones (Vacancy Pastor for OSLC as of 2-4-18). Brenda Reckelberg of Hance CPA was also present at the beginning of the meeting to discuss OSLC financial reports and then she left.

Call to Order: 8:08AM

Devotion given by Pastor Rick Jones (Cast All Your Anxieties on Him, For He Cares for You)

## MINUTES

- BY CONSENT, the following Financial Reports were approved after review:
  - OSLC 2018 1<sup>st</sup> Qtr Profit Loss Comparison [ATTACHMENT C]
  - OSLC Balance Sheet 4-4-2018 [ATTACHMENT D]
  - OSLC Budget Performance 1<sup>st</sup> Qtr 2018 [ATTACHMENT E]
  - Our Current State: We are healthy. We are \$19,000 ahead for 2018 (even though we are behind \$2200 a week in regards to the 2018 Proposed Budget). Our focus is on filling and taking care of each and every ministry here at OSLC.
  - Youth Budget Line Item Update: “Week of Hope” budget may be off a little per paying for chaperone attendance. Was not added to 2018 proposed & approved budget even though Joelle Schaan requested this of Paul Krueger.
- BY CONSENT, Our Savior Lutheran Church will offer Health Insurance to Employees working 30 or more hours a month.
- ACTION ITEM: Hance CPA (via Brenda Reckelberg) will present the Governing Board with Health Insurance Plan options by June 10<sup>th</sup>.
- BY CONSENT, Retirement and Disability kicks in at 20 hours per week for employees after 6 months except for Pastors where it would take effect from Date of Installation.
- ACTION ITEM: A team consisting of Hance CPA representatives, Bonnie Rennich (OSLC staff representative), and Dennis Krueger (Governing Board Director of Finances) will set a meeting date, meet, and put together the 2019 Proposed Budget that will be presented to the Governing Board at their 4<sup>th</sup> Quarter Meeting which will then be presented to the congregation at the November Semi-Annual Meeting.
- ACTION ITEM: Designated Fund monies received have, should, and will continue to be put towards the requested designated areas.
- ACTION ITEM: Bonnie Rennich will contact those that donated into the Geraldine Anderson Memorial Funds (roughly \$8000) to find out where they would like the money allocated towards.
- ACTION ITEM: The \$1200 received from Bobcat sales is planned to be used for maintenance of vehicles currently under OSLC’s care.
- The Governing Board reviewed the “LHLH Board Report (April 2018)” [ATTACHMENT B].
  - Additional information provided at meeting is that LHLH is getting their permit updated for use of building for this year. The cost is \$250 plus \$1200. They may receive some of the \$1200 back.
  - There is no plan to build a permanent building of the “chapel” building for LHLH. The church is no longer using that building for any church function. The utilities of the building are higher than normal.
    - ACTION ITEM: Dave Niess will meet with the LHLH Board to discuss options for moving forward.
- Bonnie Rennich highlighted “At Risk” items with further clarification in the “Staff Reports to Board (April 2018)” [ATTACHMENT F].

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- Bonnie Rennich gave a staffing update. Some items of interest from this update include:
  - a. Joelle Schaan has officially sent a letter of resignation for her part-time Children’s Ministry position. She will continue to work part-time as Youth Ministry Coordinator.
  - b. At the meeting, per request from Bonnie Rennich and review and consent from the Governing Board, Sue Dodd was offered the position of full-time Director of Children and Family Ministry. The position is \$33,000 salary (without benefits needed). Sue Dodd accepted the offer.
  - c. With Sue Dodd’s hire to OSLC staff, she can no longer continue as a member on the Governing Board. The Governing Board member position will stay vacant until 2019 (when the congregation elects the 2019 Governing Board members at the November 2018 Semi-Annual meeting).
  - d. ACTION ITEM: Sue Dodd will be installed sometime in the weeks ahead as “Children and Family Ministries Coordinator” on a Sunday morning during all three services. Bonnie Rennich and Pastor Rick Jones will hash out the details for this.
- ACTION ITEM: Membership Class plan will be to offer classes on Wednesday nights after Confirmation is done. Pastor Rick Jones and Bonnie Rennich will work together on putting a plan in place for the class schedule and communication with the congregation.
- Pastor Rick Jones gave an update in regards to the Call Committee and the Intentional Interim Minister position.
  - a. Item of Interest: There will be a majority hand vote at the end of each service at OSLC and at Trinity Lutheran Church (in Tolley) on Sunday, April 22<sup>nd</sup> for the approval of moving forward with hiring an Intentional Interim Minister position.
- On Sunday, April 15<sup>th</sup> during Bible Study hour, Dave Niess will lead a Q&A session. Dennis Krueger (Governing Board Officer of Finance) will also be present to assist as needed in discussion.
- The board reviewed and reflected on “2017 OSLC Ministry Milestones” [ATTACHMENT G].
- The board discussed the “2018 OSLC Ministry Milestones” [ATTACHMENT H].
  - a. Due to the loss of a Senior Pastor, some of the Milestones will have to be re-evaluated throughout the year.
  - b. ACTION ITEM: Make the Milestones more visible to the congregation as they are goals that were voted on and approved by the congregation at the 2017 semi-annual meeting. Add the Milestones to the bulletin (once a month...back page of bulletin—for sure on Sunday, April 22<sup>nd</sup>) and post on Bulletin Boards and staff board.
  - c. ACTION ITEM: Look into the possibility of Outreach/Promotional Ideas--Create and implement Business Card with Livestream info, worship times, website. Chad Thompson can print them at his office...send him a template. Bonnie will look into the cost of entering info into the local papers (i.e. Air Base paper, Minot, etc.). Nick Dreyer and Betsy Jones will look into connecting Livestream Worship services through “Facebook Live”.
- ACTION ITEM: There will be a majority hand vote at the end of each service at Trinity Lutheran Church (in Tolley) and at OSLC on Sunday, April 22<sup>nd</sup> for the approval of moving forward with hiring an Intentional Interim Minister position.
- To help keep communication open with the congregation during this time of transition, we have been having “Getting to Know You” moments during worship to introduce the Elders and Governing Board members hopefully making them known and more approachable. Another option discussed is offering an “Ask the Governing Board” Evening...allowing attendees to write down questions. No date has been set for this yet.

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- Governing Board members will man the table and tabulate results for the June 2018 Semi-Annual Congregational Meeting on Sun. June 10<sup>th</sup>:
  - a. SHIFT 1 [man ballot table] (8-10:30AM)...(Dennis Krueger & Nick Dreyer)
  - b. SHIFT 2 [man ballot table, clean up, tabulate results] (10:30AM-12:30pm)...(Chad Thompson & Myron Thompson)
  - c. ACTION ITEM: Betsy Jones will email the shift workers a procedure to help aid them at the Semi-Annual Meeting.
- ACTION ITEM: Bonnie Rennich will contact the names of the suggested members per board and staff members (Cheryl Coyle, Chanda Klug, Dave Hance, Kim Haugen, Julie Krueger, Rudy Steinke, Eileen Zander) to see if they would be willing to be on the June Semi-Annual Ballot as potential “2018 Nomination and Election Committee” members. Bonnie Rennich will also ask Ryan Schaan if he would be on the committee as a representative of the Board of Elders.
- FYI: Bonnie Rennich (Staff) is already on and leading this Committee. Dave Niess (Governing Board) has offered to represent the Governing Board on this committee.
- BY CONSENT, Bonnie Rennich will be given a salary increase immediately (retroactive to February 4th, 2018) of an additional 1/3 salary increase. She is currently getting \$52,508...so the salary increase would add roughly \$17,000/year...with NEW SALARY total at roughly \$69,000. When interim pastor comes, the Governing Board will reassess the situation.
- BY CONSENT, a ~~\$2000~~-\$12000 bonus will be given to Vicar Matthew Albright ASAP. See “Amendment to 2nd Quarter Governing Board Meeting Minutes” document for further clarification (also located on Page 5 of this document).
- ACTION ITEM: Per Nick Dreyer, Bonnie Rennich, and Dave Niess the congregation will be contacted in some capacity by the Board of Elders to request donations/contributions from congregation for when Vicar Matt Albright leave.
- ACTION ITEM: Staff will work on the “sending off” plans for Vicar Matt Albright’s final Sunday at OSLC sometime in June.
- BY CONSENT, approved \$2500 purchase of commercial carpet cleaner for the church.
- BY CONSENT, purchases over \$1000 (on items outside of the set yearly budget) should be approved by the Governing Board by consent and unanimous vote.
- Pastor Joel Brandvold has and will continue to cover the preaching responsibilities at Trinity Lutheran Church in Tolley, ND (OSLC’s sister congregation) until further notice. He is being compensated the money OSLC receives monthly from Trinity Lutheran Church for this service.
- An update on OSLC Assets will be presented by Dave Niess at the next meeting in regards to Hope Village and the trailers.
- The Board quickly reviewed the 2017 Statistical Report [ATTACHMENT I].
- “Laugh Your Way to a Better Marriage Seminar on April 20-21” Update [ATTACHMENT J]
  - a. Potential option: Pass a basket around at the event for additional funds.
  - b. As of 4-13-18, the attendance is at 235 of the 415 needed...190 more needed to meet the requirements otherwise OSLC will pay the difference.

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- FINANCIAL ACCOUNTS SIGNERS UPDATES FOR OUR SAVIOR LUTHERAN CHURCH AT GATE CITY NATIONAL BANK:
  - a. BY CONSENT of the Our Savior Lutheran Church 2018 Governing Board:
    1. Peggy Trondson will be removed and Pam Trueblood will be added to the OSLC-5763 General Fund Account.
      - a) 5763 should therefore have Dave Niess, David Hance, and Pam Trueblood
    2. Pam Trueblood will be added to Hope Village-4695 Account.
      - a) 4695 should therefore have Amy Krueger, Paul Krueger, David Hance, and Pam Trueblood
    3. Peggy Trondson will be removed and Pam Trueblood will be added to the LYF-2728 Account
      - a) 2728 should therefore have Andrew Busch, David Hance, Karla Yates, Joelle Schaan, and Pam Trueblood
    4. Peggy Trondson will be removed and Pam Trueblood will be added to the OSLC-8245 General Fund Savings Account.
      - a) 8245 should therefore have David Hance, Dave Niess, and Pam Trueblood
    5. Peggy Trondson will be removed and Pam Trueblood and David Hance will be added to the Adult Mission-4880 Account. (Also, per the document presented to OSLC by Katie Ressler, Kimberly 'Krueger' is on the Adult Mission Account, however it should read "Kimberly Haugen". Not sure if that was a typo.)
      - a) 4880 should therefore have Joyce Goodvin, Julie Krueger, Kimberly Haugen, Pam Trueblood, and David Hance
    6. Nancy Graham, Brittany Busch, and Peggy Trondson will be removed and Pam Trueblood and Sue Dodd will be added to the Children Ministry-5050 Account.
      - a) 5050 should therefore have David Hance, Pam Trueblood, and Sue Dodd
    7. Peggy Trondson will be removed and Pam Trueblood and Brenda Reckelberg will be added as Administrators of the online banking.
      - a) Online Banking Administrators should therefore be Pam Trueblood and Brenda Reckelberg.
- The June Semi Annual Congregational Meeting will take place on Sunday, June 10<sup>th</sup> where a 6 month update will be given to the congregation, the 2018 Nomination and Election Committee will be elected by the congregation for the 2019 Governing Board and Board of Elders. And, as necessary, any property will be approved.
- The 3<sup>rd</sup> Quarter Governing Board Meeting will be held on Tuesday, July 10<sup>th</sup> at 6:30 p.m.
- Closing Prayer done by Pastor Rick Jones.
- Meeting Adjourned at 11:07AM.

**Amendment to 2<sup>nd</sup> Quarter Governing Board Meeting Minutes**

I would like to inform you of an amendment that has been made to the minutes of the last governing board meeting. The current minutes mention a \$2000 bonus to be extended to our vicar, Matt Albright, for the extreme situation and additional labor he was unfairly subjected to as a student during his time at OSLC. This amount had initially been arrived at without much thought or analysis of actual service he had been offering to the congregation. After the meeting, there was more careful thought and discussion between the board members concerning the capacity in which our vicar had been working, without any real oversight or direction from our senior pastor. Matt was working as our pastor and so the board consulted the district salary guidelines for a pastor with 0 years of experience to determine a starting point for a realistic compensation for his service. The salary difference is over \$20,000. We certainly cannot do anything that extreme but we also wanted to do right by this young man and show him our appreciation for his hard work. We decided to up the monthly contribution from \$200 for the 10 months serving under false pretenses to \$600. That was a total of \$6000 for the bonus (and works out to \$500 a month for the year). It was also brought to our attention that there was a budget item for insurance for the vicar for \$6000. Because Matt is on a government insurance plan this was \$6000 we had budgeted for the vicarage that we were not going to have to pay anyway so we decided to simply pay the full amount that we had already set aside for caring for the vicar. That is how we arrived at the \$12,000 total that he is being gifted for his service above and beyond that which should be expected of a student. It is still a far cry from the true difference of a fulltime pastor but we felt it was an honorable amount to present to him.

If you have any further questions or concerns please do not hesitate to contact me at 701-721-5299.

Thank you for your understanding,  
Dave Niess, Congregation President and Governing Board Chairman

6-14-18