

## OSLC Governing Board 2nd Quarter Meeting Minutes (4-18-20)

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**Members present:** David DesLauriers (Vice Chairman), Dave Niess (Chairman), Dennis Krueger (Officer for Finances), Eric Poppinga (Board of Elders Representative), Ryan Schaan (Officer for Documents), Myron Thompson, Karla Yates

**Not present:**

**Also present:** Pastor Heath Trampe (Senior Pastor), Betsy Jones (secretary to the board), Dave Hance (Hance CPA), Kim Martin (LHLH Board).

Call to Order: 8:03 a.m.

Devotion given by Pastor Heath Trampe (2 Corinthians 5:20-21...Being Living Advertisers for Jesus)

### MINUTES

- a. There was no Consent Agenda at this meeting.
- b. Little Hands Loving Hearts Child Development Center
  - i. Kim Martin (LHLH Board Member) gave an overview of the report and clarification on items.
    - a) Still doing good financially right now.
      - i. Did not apply for Paycheck Protection Plan. Dave Hance CPA suggests that LHLH set up application.
      - ii. LHLH has the option in the future to apply for the Childcare Emergency Operating Grant based on how many children LHLH is licensed for.
    - b) Suggestion on checking if swing set is grandfathered in but the swing set is old and worn and needing to be replaced anyway.
    - c) When Open Again:
      - i. Deep cleaning or sanitization by staff planned prior to reopen.
      - ii. New Policies: LHLH staff will wear masks and the parents will be asked to wear masks during drop off and pick up. Questioning/check at door about cough/fever.
      - iii. In need of hand sanitizer and cleaning wipes for when they open. A suggested option is checking with G&P Sales in town who sells disinfectant etc.
      - iv. Will close gate between LHLH and OSLC. Chapel and music cancelled.
  - ii. BY CONSENT, "LHLH Board Report (for April 2020 Governing Board Meeting)" [ATTACHMENT A] was APPROVED by the board.
- c. OSLC Financial Reports
  - i. Hance CPA representative, Dave Hance, gave a review of the financial report.
    - a) ACTION ITEM: Dave Hance will check on new adjusted loan options (possibly lock into low fixed rate?) for Mortgage Interest Rate (currently at 4.375%). Adjustable once a year in September.
    - b) ACTION ITEM: Approach the congregation when COVID-19 finishes about paying off loan early by fundraising, therefore freeing up funds for future ministry.
  - ii. Our Savior Lutheran Church applied and was approved for the Cares Tax Bill.
    - a) Paycheck Protection Program...Covering 75% of current payroll (approximately \$57,000).
  - iii. BY CONSENT, "OSLC Financial Reports (January-March 2020)" [ATTACHMENT B] was APPROVED.
- d. "Staff Reports to Board (for April 2020 Governing Board Meeting)" [ATTACHMENT C] overview was given by Pastor Heath Trampe and highlights include:
  - i. Pastor Trampe's Report:
    - a) Staffing Change: Sue Dodd has since retired as Family and Children's Ministry Coordinator and Aunnee Trampe has been hired as the Children's Ministry Coordinator.

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- b) ACTION ITEM: Dave Hance will send Pastor Trampe verbiage about how people are able to deduct donations (i.e. OSLC Offerings) on their taxes up to \$300 (even if they don't itemize).
  - c) Zoom Bible Studies: Sunday Morning 8am by Pastor Trampe and Saturday Morning 9am by Rev. Rick Jones [...other studies listed later in minutes]
  - d) Confirmation: Classes plan to end at originally planned date (i.e. May 13). 8<sup>th</sup> Grade class doing "God Moment" paper and sermon reports. Having ideas about holding Confirmation Service (originally planned for May 17) in parking lot.
  - e) New Member (and whoever else is interested) Class: Pastor Trampe will be holding a "Foundations of Faith" Class in early May via Zoom with Elder help.
  - f) Pre-Marriage: Pastor Trampe sending materials (i.e. "Saving Your Marriage Before It Starts") and holding Zoom meetings with each couple.
  - g) The staff are adapting really well with COVID-19 changes.
- ii. Bonnie Rennich's Report:
- a) Bonnie has some ideas about getting engaged with OSLC. Implementing after COVID-19 is over.
  - b) Bonnie and Stephen Ministers are doing a lot of excellent spiritual care.
- iii. Aunnee Trampe's Report:
- a) VBS postponed until probably late summer.
  - b) Resources (videos, crafts, lessons) available online and using social media.
- iv. Joelle Schaan's Report:
- a) Joelle is connecting with youth through Zoom, text, and snapchat and looking for a possible study to do together.
  - b) Update from Karla Yates: Fundraisers (i.e. Trivia Night, Easter breakfast, etc.) have been cancelled that have normally aided Summer Mission Trip (As of today, Group is still planning to hold the trip on July 11-17).
    - i. Carside Sweet Sunday on Mother's Day (May 10)
    - ii. ACTION ITEM: Share the amount needed for Summer Mission Trip with congregation to help them wrap their head around the need.
- v. Betsy Jones is working at a higher capacity during COVID-19.
- vi. Kim Haugen and Marsha DesLauriers are doing great to keep things rolling in the office.
- e. Mike Johnson repairing a replacement stove and swapping it with current OSLC kitchen stove.
- f. ACTION ITEM: If Seminary student is not assigned, the Governing Board will look at our situation and discuss the plans moving forward.
- g. Elder Chairman, Eric Poppinga, presented and gave an overview of "Board of Elders 2<sup>nd</sup> Quarter Update" [ATTACHMENT D] to the board. A couple additional notes of interest include:
- i. Weekly Bible Study: Sunday Adult Bible Study via Zoom has been meeting. Saturday Men's Bible Study via Zoom starting April 25. Tuesday Women's Bible Study via Zoom starting April 21.
  - ii. Shut In Visits has transitioned to contacting people via phone/text since they can't meet in person.
  - iii. The Elders have been excellent with spiritual care and have risen to the challenge with COVID-19.
  - iv. Congregational Calls for are being done from Elders' homes.
  - v. Always looking for ways to offer prayer and study opportunities for the congregation.

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- vi. Department of Homeland Security assessment and training rescheduled to July 14 due to COVID-19. Caution to watch against scams and fraud.
- vii. Need for ways to physically draw congregation members back to church after COVID-19. This will be discussed more with the Elders.
- viii. Healthcare Workers are being given care packages funded through OSLC's MercyCare Fund.
- h. Trinity Lutheran Church in Tolley (OSLC's sister congregation) members are watching OSLC's livestream service.
  - i. ACTION ITEM: Dave Niess will be in contact with Rev. Joel Brandvold about his pastoral care for Tolley.
- i. "Proposed Team Members" [ATTACHMENT E] (Pastor Trampe)
  - i. Ministry Milestones Development Team:
    - a) ADD: Joelle Schaan
  - ii. Nomination and Election Committee:
    - a) No additions to list.
  - iii. Everyone contacted to possibly serve on the above teams as indicated in ATTACHMENT E have agreed to serve.
    - a) ACTION ITEM: Betsy Jones will contact Joelle Schaan to see if she is willing to serve.
  - iv. BY CONSENT, pending approval of Joelle Schaan being added to the Ministry Milestones Team, the proposed team members were APPROVED by the board. *[Joelle has since been contacted and declined serving on the Ministry Milestones Development Team. Therefore, the originally offered lists as found in Attachment E will stay the same.]*
- j. There was a quick review of "Attendance & Offering Status Update" [ATTACHMENT F]
  - i. There was discussion about OSLC's Facebook Live services. Staff are fielding tech issues as they come up. The congregation has been made more aware of availability of sermon audio in CD format.
- k. OSLC Assets (Dave Niess)
  - i. Lutheran Church Charities is picking up kitchen trailer, bunk trailer, and 2 refrigerator trailers.
    - a) A title was successfully obtained for the kitchen trailer for \$2300 (funded by previous sold asset income).
    - b) ACTION ITEM: Davie Niess contacting Lutheran Church Charities about pick up date.
  - ii. ACTION ITEM: Dave Niess contacting our Synod (LCMS) about the option of donating the Office Trailer to Orphan Grain Train.
  - iii. Personal Protective Equipment Materials (hazmat suits and masks) from Hope Village bunk trailer were donated to Trinity Health and others on the front line in Minot during COVID-19.
  - iv. There was discussion in regards to the allocation of remaining funds from the selling of Assets (i.e. \$16,700) to trading in or selling current 15 passenger van and using funds to purchase a new/used one.
    - a) ACTION ITEM: Ryan Schaan putting together possible scenarios for the purchase of a van.
    - b) There are opportunities for other OSLC ministries (in addition to Youth and LHLH) for using the van (i.e. Women's Ministry retreat to Shepherd's Hill, Choir Christmas caroling).

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- I. LED Light Project Update was given by Ryan Schaan.
  - i. "Bids & Quotes for LED Lighting Project" [ATTACHMENT G] was discussed.
  - ii. ACTION ITEM: Ryan Schaan will contact companies with Batteries Plus (lights) and Goodman Electric (mount kits/labor/material) for timeline with installing lights to implement this while LHLH is closed due to COVID-19. Plan to also put old lights into the OSLC garage to donate/sell.
- m. 2019 Statistical Report [ATTACHMENT H] was quickly reviewed.
- n. Upcoming Items/Dates of Interest:

<b>MAY</b>	NONE	X
<b>JUNE</b>	Semi-Annual Congregational Meeting (give 6-month update to congregation; approve property (when necessary))	6-14-20 (Sun w/ balloting after each service, as needed) GB Members man voting table.
<b>JULY</b>	<b>3<sup>rd</sup> Quarter Governing Board Meeting</b> (approve property (when necessary))	<b>7-14-20</b> <b>(Tue 6-8:30p)</b>
<b>AUGUST</b>	NONE	X
<b>SEPTEMBER</b>	Staff Budget Proposals Due	TBD (early Sept)
	Finance Committee Meeting for Budget Input	TBD (mid Sept)
	Ministry Milestones Development Team presents proposed set of Ministry Milestones to Governing Board via email.	TBD [September prior to 4 <sup>th</sup> Qtr GB Meeting]

- o. Closing Prayer done by Pastor Heath Trampe.
- p. Meeting Adjourned at 10:41 a.m.