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**BOARD OF DIRECTOR’S MEETING MINUTES**

**Tuesday, February 7, 2023**

**5:30 pm – Room 200 B | C**

***Attendance***

**Board Members:** Donna Blaul, Mike Heidemann, Diane Horsager, Gene Mickelson, Tom Nelson (absent)

Jay Olstad, Barb Peterson, Marlene Robertson, Josh Tuchscherer

**Staff:** Jeff Marian, Jane Victorey, Julie Klein

**Call to Order / Devotions**

Barb called the meeting to order at 5:30 pm and Josh provided devotions.

**Agenda**

*Motion by Gene to approve the agenda with flexibility; second by Marlene. Motion passed.*

**Approval of January 10, 2023, Meeting Minutes**

*Motion by Barb to approve the minutes of the January 10, 2023 meeting; second by Marlene. Motion passed.*

**New Business**

* **ELCA Ministry Site Profile**

*Motion by Jay to accept the Prince of Peace Ministry Site Profile; second by Diane. Motion passed.* The Call Committee will submit the Ministry Site Profile to the ELCA which will allow the candidate interview process to begin.

* **Board Nominating Team Update**

Jay provided a brief Nominating Team update noting that Mary Jane Kot has decided not to serve on the team. Following constitution guidelines, the team will move forward with the current number of members on the Nominating Team. The deadline for board applications is February 28.

* **Covenant of Expectations for Departing Pastoral Staff**

The Board of Directors in collaboration with Pastor Jeff developed a Covenant of Expectations for Departing Pastoral Staff. While not an enforceable policy, the Covenant seeks to create clear guidelines and boundaries for both departing staff and the congregation. The Covenant was published in the Transition Blog on our website and in our Weekly Update. At the recommendation of our Transition Consultant, Pastor Jeff was asked to identify a few individuals from Prince of Peace who will serve as "referees" if there is ever a concern that the Covenant of Expectations isn't being followed. If so, one of these individuals would seek to connect with the pastor to talk through the issue at hand. Pastor Jeff agreed that this was an excellent idea and submitted several names to the Board.

* **Jane Victorey’s Retirement**

Finance Director Jane Victorey announced her upcoming retirement this spring to the Board during a brief closed session. Jane will inform Prince of Peace staff of her retirement on Wednesday, February 8, followed by an eblast announcement to the congregation.

**Reports**

* **Lead Pastor Report – Jeff**

Jeff is working with a team of five committed congregants to establish a vision and plan to accommodate the unique needs of people with disabilities at Prince of Peace. The team’s next step is to interview families and individuals about their needs and desires. The information they gather will be included in a grant proposal to help fund a few possible initiatives such as supplies for a sensory space for children on the spectrum, training for staff and volunteers and software that would make our website more user friendly for those who are visually impaired.

* **Finance Director Report – Jane**

Offerings came in significantly below projections for December - at tax year end. Offerings were budgeted flat with December 2021 at $480,000 and came in nearly $105,000 short of what was received last year. At this point we are nearly $110,000 below last year to date giving and $200,000 below budget. As of the end of December, we have $851,703 in unrestricted cash balances, which is still a very healthy savings balance.

We had $45,000 in construction expenses in January with payment of the retainage due our general contractor. Our capital campaign fund balance was $129,000 at the end of January. In February we have $29,000 due for the new energy management system controls in the sanctuary, and the final $20,000 due for the sliding partition in the childcare area. The entire $100,000 has been paid to the synod for our pledge to the Planting Hope Campaign. This was pledged from our capital campaign.

Our remaining pledge balance for the Get It dONE campaign as of the end of December is $670,000. As of the end of December, our loan balance is $3,171,283.

The POP staff leadership team discussed our current building closure policy for poor weather/road conditions. The consensus was to maintain the current policy of closing the POP campus if School District 191 closes for poor weather conditions. This includes all ministries, such as Family Ministry, worship rehearsals, bible studies, small groups, etc. cancelling activities.

The exceptions will be that Mission Outpost can open if the Facilities Director determines it to be safe, as this is a vulnerable group who have made reservations in advance to receive food. AA meetings may also be held if it is safe to be open. If our facilities staff cannot make it to the POP campus, there will be no one allowed on campus and everything is cancelled.

* **Board Coffee Connection Update**

Barb and Gene provided a brief update on the board coffee connection time from this past Sunday.

*Motion by Josh to receive and file the written reports for February submitted by Jane Victorey, Finance Director and Jeff Marian, Lead Pastor; second by Marlene. Motion passed.*

**Adjournment**

Barb adjourned the meeting at 6:50 pm.

Respectfully submitted,

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Julie Klein Diane Horsager

Recording Secretary Secretary