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**BOARD OF DIRECTOR’S MEETING MINUTES**

**Tuesday, March 7, 2023**

**5:30 pm – Room 200 B | C**

***Attendance***

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

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 Donna provided devotions.

**Agenda**

*Motion by Josh to approve the agenda with flexibility; second by Jay. Motion passed.*

**Approval of February 7, 2023, Meeting Minutes**

*Motion by Josh to approve the minutes of the February 7, 2023 meeting; second by Jay. Motion passed.*

**New Business**

* **Board Nominating Team Update**

Jay reported that applications for the open board terms have been received and interviews will be scheduled in April.

* **Call Committee Update**

Barb provided a brief update on behalf of the Call Committee. The Call Committee will meet with Bishop Lull again in March.

* **Finance Director Job Description**

Barb presented the board with a job description for the Finance Director position which was reviewed and revised by a Board subcommittee. The Board discussed and made a few minor revisions.

*Motion by Gene to approve the Finance Director job description with noted revisions. Second by Donna. Motion passed.*

* **ELCA Trend Report**

Jane distributed copies of the congregational statistical report which we provide to the ELCA annually.

* **Mission Outpost Grant Resolution**

The Mission Outpost Dental Clinic is applying for the Minnesota Department of Health Community Clinic Grant. A requirement in the application process is to provide a board resolution.

*Motion by Josh to authorize the Mission Outpost Dental Clinic application for the Minnesota Department of Health Community Clinic Grant. Second by Barb. Motion passed.*

**Reports**

* **Lead Pastor Report – Jeff**

Jeff stated that his final date at Prince of Peace will be July 16. He is also preaching the weekend of July

15-16.

Jeff led a session on “Creating a Culture of Calling” at the Synod workshop for congregations which is held a few times during the year. The concept included God’s call on everyone’s life. Jeff shared our experience with Vibrant Faith’s Lilly Grant, showed the documentary in which our Dental Clinic is featured and talked about our own stories of sensing God’s callings in our lives.

The POP for Justice Team is exploring the idea of expanding our partnerships by including a ministry called Jonathan House which is a shelter project of the International Association for Refugees. Established in 2009, IAFR is an international Christian mission agency designed for ministry in refugee contexts. Their mission is to help people survive and recover from forced displacement. The POP for Justice Team organized an introductory event at Prince of Peace on Tuesday, February 28. Based on the response received the team will evaluate the possibilities for partnership.

* **Finance Director Report – Jane**

Offerings are down $45,000 from budget in January, and significantly below both year-to-date budget and last year. The chapel organ donations are included within the offerings number. We collected nearly $32,000 for the new organ, and many of those gifts were in lieu of offerings vs. an above and beyond gift, so the revenue really belongs within the offering line item. Expenses are down from budget, and Jane anticipates further savings in salary and benefit costs with open positions. Our facilities budget has been impacted by the snow and ice we have dealt with this year, and Jane expects another $10,000 in expenses above budget for the rest of the winter. At this time, Jane is projecting a year end deficit of nearly $60,000 of net operating expenses, and $106,000 total deficit including the principal payments on our mortgage.

As of the end of January, we have $901,613 in unrestricted cash balances, which is a very healthy savings balance.

We had $70,322 in construction expenses in February with payment of the $30,302 due for the new energy management system controls in the sanctuary, $800 due our architects, and $39,220 due for replacement of the speakers in the sanctuary. Of these expenses, all but the architect bill are for phase 3 work. We have approximately $15,000 more due our architects, primarily for outside civil engineering consulting work that had not yet been paid. And we owe for the installation of the partition door in the childcare area. These are Phase 2 expenses. We are purchasing speakers for outdoor worship for approximately $15,000. It would cost $9,000 to rent them for a season. These speakers would meet our needs for Phase 3 plans for outdoor worship.

Our staff leadership team has been working on their ministry area budgets, and Jane has been projecting offerings, salaries and benefits, and overhead expenses for next year. Next month Jane will have a preliminary budget for the Board to review, and the final budget needs Board action in May to recommend to the congregation for approval at the annual meeting in June.

We have had significant issues with our church envelope supplier and will be switching vendors starting with the May or July cycle, depending on how quickly we can get set up with a new vendor.

* **Board Coffee Connection Update**

Diane provided a brief update on the board coffee connection time from this past Sunday.

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

**Adjournment**

Barb adjourned and ended the meeting in prayer.

Respectfully submitted,

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Julie Klein Diane Horsager

Recording Secretary Secretary