

Hope Lutheran Church
The Board of Directors Meeting Minutes
Held on December 21st, 2017

Attendance:

| | | |
|-------------------|-----------------|--|
| Chairman: | Bill Steinmetz | Senior Pastor: Kirk Dueker |
| Vice-Chairman: | Brent Pavicic | Head Elder: Dave Smith (Absent) |
| Secretary: | Jane Kunkel | Admin & SP: Beverly Janosky |
| Treasurer: | Nate Jones | Director of Finance: Pat Donofrio (Absent) |
| Members at Large: | Matt Mix | |
| | Mike Yeager | |
| | Josie Ziervogel | |

Opening Devotion (Josie Ziervogel)

Josie walked us through a great reminder of what we shared with each other this year.

“The Twelve Devotions of the Board of Directors”

- In January, Mike Yeager talked about forgiveness.
- In February, Nate Jones asked us about our favorite individuals in the Bible; his was the centurion in Luke 7:1-10.
- In March, Dave Smith shared about the importance of impact.
- In April, Jane talked about selflessness and sacrifice.
- In May, Matt Mix talked about patience and waiting.
- In June Josie shared her thoughts on giving God all the glory.
- We did not meet in July.
- In August Bev talked about being still in the busyness to connect with God
- In September Brent Pavicic talked about serving.
- In October, Bill Steinmetz shared about the depth of God’s love.
- In November, Pat Donofrio talked about the meaning of Christmas.

Josie reflected on our service on the Board of Directors and shared **2 Corinthians 9:12-15**, “This service that you perform is not only supplying the needs of the Lord’s people but is also overflowing in many expressions of thanks to God. Because of the service by which you have proved yourselves, others will praise God for the obedience that accompanies your confession of the gospel of Christ, and for your generosity in sharing with them and with everyone else. And in their prayers for you their hearts will go out to you, because of the surpassing grace God has given you. Thanks be to God for his indescribable gift!”

Review of November BOD Minutes (Bill Steinmetz)

Bill Steinmetz moved that the meeting minutes from November 16th, 2017 be approved. Mike Yeager seconded the motion. Voice vote. All in favor. None opposed. Motion passed.

Action Item Review

All items were completed prior to the meeting.

Recognition Reports (All)

- Cindy Bryant, Kellie Hudson and team for the children's Christmas program
- Dave Harrington and team for the tremendous amount of work in Upper Room project
- Ron Oyer and family for hurricane relief service in Florida

2020 Vision Update (Pastor Kirk)

- Upper room is going great, on time and on budget
- Youth will be meeting up there early January
- Dedication to take place late January
- Architect and building team are brainstorming, honing in on some master plans (Hoping to have the plans completed by January)

2017-18 BOD Goals (Brent Pavicic)

The board brainstormed some possible goals for 2018:

- Changes to constitution
- Changes to bylaws
- Initiatives to increase recruitment when we need volunteers

Action item (Brent): Facilitate email voting on goals for 2018 and prepare plan for January meeting.

Approval of District and Synod Giving

Bill Steinmetz moved to give \$40,000 from the missions budget to the Eastern District and Synod. Nate Jones seconded the motion. Voice vote. All in favor. None opposed. Motion passed.

Approval of Pastoral Housing Allowance

Bill Steinmetz moved that the housing allowances, detailed in the totals and payments presented to the board be granted to the Pastoral Staff of Hope Lutheran Church for the 2018 calendar year. Mike Yeager seconded the motion. Voice vote. All in favor. None opposed. Motion passed.

Voters' Assembly Meeting - Debrief (Josie/Bill)

The BOD brainstormed some improvements to our Voters' Assembly Meetings:

- We need to do a dry run together (Holding the microphone, powerpoint formatting, timing, etc.)
- We need to start communications to congregation further in advance
- Lack of attendance was due to
 - No big decisions were made
 - Many high impact servants already know what is going on, and don't need the updates
 - The congregation trusts leadership
- Need to Define Roles/Responsibilities along with timeline
 - Document was sent as a starting point

Action item (J. Ziervogel): Use above input to drive positive change for future Voters' Assemblies

Contract Approvals (Beverly Janosky)

With the 2020 vision, many new contracts will be presented, and often need to be reviewed and signed at a rapid pace to keep up with projects such as construction. Beverly Janosky drafted some revisions to the contract approval/bid policy with some clarifications that were needed.

Some changes to note:

- The BOD will appoint one individual to sign contracts on our behalf based on availability, expertise, etc.
- It is ideal to have competitive bids, for new services/products, but the Finance Director or Director of Administration has the right to seek permission to override this need through the BOD Chairman
- If a ministry leader would like to make a purchase that is above \$15K but still falls within their pre-approved budget, they are not required to go to the BOD for additional approval. The Finance Director and the ministry leader's director will review these purchase commitments.

Action item (all): Continue to review policy and be ready to make a decision at January meeting.

Staff Reports – Nov (All)

Bev Janosky and Pastor Kirk reviewed some highlights:

- Daniel Grashof hired as music assistant director
- Amy Sharpe hired in 2s classroom as teaching assistant
- Sherry Trerise hired as assistant director of children's ministry director
- NYS paid family leave going into effect January 1st.
- LifeTree Cafe is going to stop in early 2018; new replacement options being researched
- Managing hospital visits (Policy? Volunteers?)

Finance

- Nov Treasurer's Report
- Preschool Financial Report
- 2017 EYE Report & Observations

Nate Jones moved to accept the financial reports as presented. Josie Ziervogel seconded the motion. Voice Vote. All in favor. None opposed. Motion passed.

Meeting Closure (Bill Steinmetz)

Bill Steinmetz asked for a motion to close the meeting. Matt Mix so moved. Mike Yeager seconded the motion. Voice Vote. All in favor. None opposed. Motion passed. Meeting was adjourned. The meeting was closed in prayer by Pastor Kirk.

The next meeting is scheduled for January 18th, 2018.

The meeting minutes of the Board of Directors of Hope Lutheran Church are attested to and submitted by Jane Kunkel on this date, December 21st, 2017.

Jane Kunkel
Secretary, Hope Lutheran Church, Board of Directors