

**Hope Lutheran Church**  
**The Board of Directors Meeting Minutes**  
**Held on: February 21, 2019**

**Attendance:**

Chairperson	Bill Steinmetz	Present	Senior Pastor	Kirk Deuker	Present
Vice-Chairperson	Brent Pavicic	Late	Head Elder	Dave Smith	Present
Secretary	Dave D'Aurelio	Present	Admin & SP	Beverly Janosky	Present
Treasurer	Nate Jones	Present	Director of Finance	Pat Donofrio	Absent
Members at Large	Leah Illingworth	Present			Choose an item.
	Phil O'Brien	Present			Choose an item.
	Carrie Sigler	Present			Choose an item.

Meeting called to order at 07:00 PM

Opening Devotion (Nate Jones)

Nate Jones shared a story from Mat 25:31-40. “For I was hungry .... “ These verses really had an effect on him when he was younger and have stuck with him. It’s not always obvious when God puts someone in our path to help. God has put the mission of the community care center in our hearts to help those in need. It’s an opportunity to share God’s love with others and to grow His kingdom. God blesses us and equips us when we seek out those in need. We should make it our intent to help those in need every day.

State of Building and Grounds (Al Szklany)

- Al reviewed the role of the Bldg & Grounds
- About 12% of the entire church budget is allocated to B&G - only second to payroll
- Q&A about security system – B&G is preparing to make a proposal to BOD on a new security system that they would like to have operational with the new building.
- Concerns about existing plant: Roof over gathering place, parking lot. Some areas need to be dug out and need new binder. West end of the lot is in good shape.

Building Team Update (Bruce Wallman) - Introduced at 07:33 PM

- Amount of gift from the anonymous donor has doubled in size. Revised plans being presented tonight are based on the updated gift amount.
- Revised plan was required to fit within building outline proposed in the original plan. Changes to the building outline would have to be resubmitted to the town and would not fit in our construction timeline.
- Basement area expanded
- A new set of stairs added (building code requirement)
- Passenger / Freight elevator added
- New meeting rooms in lower level
- Dedicated space for Gathering Place Café

- Approx. 25,000 sq. ft. being added to the campus overall. This represents a 50% increase over current square footage of the building.
- Questions about carrying costs for all the new space: Do we have revised budget estimates for additional custodial personnel, utilities costs, etc.?

**Action AI-2019-002:** Bev Janosky to work with Al Szklany and Pat Donofrio to update the budget estimates for the increased carrying costs associated with the expanded building space and present it to the board by or before the April meeting.

Schedule: Anticipating groundbreaking beginning of April. Congregational vote on 3/17. Expecting to let contracts immediately after Congregational approval.

Resolutions:

1. Bill Steinmetz moved to authorize expenditures for professional fees not to exceed \$48,000 to continue project execution until the Congregational vote on March 17.

Phil O'Brien seconded the motion.

Voice vote taken.

7 votes in favor, 0 votes opposed, 0 abstentions.

Motion passed at 08:58 PM.

2. Bill Steinmetz moved to approve expenditure of \$22,500 to Residential Steel for structural steel development drawings.

Brent Pavicic seconded the motion.

Voice vote taken.

7 votes in favor, 0 votes opposed, 0 abstentions.

Motion passed at 09:02 PM.

3. Bill Steinmetz moved to approve loan origination fees, not to exceed \$15,000 for the mortgage

Phil O'Brien seconded the motion.

Voice vote taken.

7 votes in favor, 0 votes opposed, 0 abstentions.

Motion passed at 09:05 PM.

Review of January Meeting Minutes (Dave D'Aurelio) 09:11 PM

*Bill Steinmetz asked for a motion to approve the meeting minutes from January 17, 2019. Phil O'Brien seconded the motion. Voice vote. 7 in favor. 0 opposed. Motion Passed.*

Action Item Review (Brent Pavicic)

The board conducted an email vote on which proposed goals we would adopt this year. The three goals chosen were #1, #4, and #6 described below. Brent asked for leaders to manage them.

#1 What additional committees should be part of BOD?

#4 Train BOD members how to recruit for positions at Hope.

#6 Develop a process to create and maintain a long range plan

Phil O'Brien, Carrie Sigler, and Bill Steinmetz agreed to act as goal leaders

Recognition Reports (All)

- LeAnne Bohn & Night to Shine Team
- Elliot Katz

2020 Vision Update (Pastor Kirk)

Details for congregational informational meetings are currently being worked out. - Planning 4 meetings prior to the Voters' assembly.

2019 Voter Assembly Agenda Review (All)

- We need to notify the congregation of the upcoming vote on Mar 17. (Notifications on 3/3 and 3/10).
- The board agreed that the only items on the agenda for the March 17<sup>th</sup> assembly will be related to the construction project.
- The constitutional amendment approval will require a letter and a copy of the amended article VIII to be sent out to the congregation prior to a final vote, so we agreed to defer that until after the March assembly.

**Action AI-2019-003:** Bill Steinmetz will write a letter to the congregation to notify them about the constitution change which was proposed at the December 2018 Voters assembly. He will present it to the board April for approval prior to having it sent to the congregation.

HR/Staff Report (Bev)

- New intern in the preschool office
- P.A. calibrations are complete

Finance (Pat Donofrio) 09:27 PM

Pat was not in attendance, so Nate Jones briefed the board on Pat's behalf.

- Total Revenue through January was at 89.3% against our projected revenue for the year
- Expenses through January 2019 were over budget due to a third payroll in January \$35K plus Copier expense has two months of billing due to timing and a \$16K check was sent to Malawi which is 45% of their annual budget
- We have a Net Cash Available amount of 9.19 % of 2019 budget
- Through January we have collected a total of \$ 2,809,927 or 90.4% of pledged Money of \$3,106,222 of pledged money for the Walk by Faith Campaign

Preschool Report:

- A reminder that preschool budget runs from September 2018 through August 2019 and has now completed the first five months of the school year

Phil O'Brien moved to accept the financial report

Bill Steinmetz seconded the motion.

Voice vote taken.

7 votes in favor, 0 votes opposed, 0 abstentions.

Motion passed at 09:36 PM.

Meeting Closure (Bill Steinmetz)

*Bill S moved to close the meeting. Brent P. seconded the motion. Voice vote. 7 in favor. 0 opposed.*

*Motion Passed*

*Meeting was adjourned at 09:42 PM. The meeting was closed in prayer by Bill Steinmetz.*

**The next Board meeting is scheduled for March 21, 2019.**

The meeting minutes of the Board of Directors of Hope Lutheran Church are attested to and submitted by Dave D'Aurelio on this date, February 25, 2019.

Dave D'Aurelio

Secretary of the Board of Directors, Hope Lutheran Church