

Hope Lutheran Church
The Board of Directors Meeting Minutes
Held on: April 20, 2023

Attendance:

Chairperson	Tim Kneeland	Present	Senior Pastor	Kirk Dueker	Present
Vice-Chairperson	Dave Dennison	Present	Head Elder	Dave Smith	Present
Secretary	Dave D'Aurelio	Present	Admin & SP	Beverly Janosky	Present
Treasurer	Ross Koenig	Present	Director of Finance	MaryAnn LaRuez	Absent
Members at Large	TJ Cappiello	Late	Bldgs and Grounds	Rob Pearson	Present
	Pat Monaco	Present			Choose an item.
	Morgan Stoessel	Present			Choose an item.

Meeting called to order at 07:01 PM

Opening Devotion (Morgan Stoessel)

“Safe, secure, and complete in Me”

Review of March Meeting Minutes (Tim Kneeland)

Tim Kneeland made a motion to approve the meeting minutes from March 15, 2023. Dave Dennison seconded the motion. Voice vote. 6 in favor. 0 opposed. Motion Passed.

Jericho Road discussion with Kayla Gleason (Tim Kneeland) - Introduced at 07:07 PM

- Parking – Needs will depend on patient volume. Will initially start with two service providers and a staff of 6 to 8. Could see up to 40 patients per day based on 2 providers.
- Normal clinic hours expected to be Mon-Thurs 8am-8pm, Fri 8am-4pm, Sat 8am-Noon
- Jericho Rd Signage requirements: Dept of Health requires an external sign identifying that a clinic is within the building. Also need one at the clinic entrance (Center 4 Hope) and internal ones for directing to the clinic location
- Discussion on ability of Jericho Rd to sub-lease. It is our desire to have control over any sub-lease arrangement.
- Jericho Rd estimates an upper limit of \$1M total project cost, based on the renderings we have in place.
- Ross’ notes on visit to Jericho Rd:
 - Visited 5 locations in the Buffalo area.
 - Met with Dr. Glick
 - Also met w/ Jason Bruce – In charge of buildings / construction, etc.

Water main break – Rob Pearson 08:06 PM

Sunday morning, a 4-inch water main broke. We had Landry contracting on site Monday morning to repair it. Cost was \$12,600. Additional work needs to be done to repair the parking lot and ADA access. Total cost for all work is \$16,300.

Recognition Reports (All) 8:08 PM

- Mark Weber
- Shelly Cavalarro
- Paul Hunt

BoD Secretary retention (Tim Kneeland) 8:10 PM

Tim reported to the board that it has been discovered recently that Dave D'Aurelio's term as Secretary technically should have ended in December of 2022, so a new candidate should have been on the ballot at the December 2022 Voters' assembly. This oversight occurred when Phil O'Brien resigned his chairmanship and Dave Dennison completed the remainder of Phil's term as Chairman, which ended at the end of 2022. At that time, a new Chairman was elected, and a new secretary should have also been on the ballot, since Dave D'Aurelio's term had ended and he had also completed his second successive term; thus, under the Hope Church Constitution, he was not eligible to serve a third term. The board discussed this situation and sought a remedy that would be least disruptive to the business of the board.

Tim Kneeland moved to retain Dave D'Aurelio as Secretary for the remainder of 2023 and then elect a new nominee for a 1 year term to get the election of the secretary office back in synchronization.

Ross Koenig seconded the motion.

Voice vote taken.

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

Motion passed at 08:15 PM.

HR/Staff Report (Bev) 08:15 PM

- Tammy Helfer and Zach Little have announced they will be stepping down from custodial staff. We will be in need of custodians
- Halie Cardon has accepted a summer intern position – 30 hours / week starting end of May
- Performance appraisal process is complete and raises have taken effect. Bev has received several notes from employees who were very grateful for the raises.
- Still looking for a Communications Director, Preschool Teachers Aides and Custodians

Finance (MaryAnn LaRuez) 08:19 PM

- YTD revenue at 97% of plan
- Spending was above plan for March, but overall YTD is still under budget by \$52K
- ERC submission has been completed. We are expecting a payment within 90 days. The money will be allocated as needed. No gov't restrictions on the use of the money

Dave Dennison moved to accept the financial report

Pat Monaco seconded the motion.

Voice vote taken.

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

Motion passed at 08:29 PM.

Strategy Update (Pastor Kirk) 08:30 PM

- Church wide study beginning soon
- Missions team will be meeting Sunday to discuss ongoing support of Malawi

Meeting Closure (Tim Kneeland)

Ross Koenig moved to close the meeting. Pat Monaco seconded the motion. Voice vote. 6 in favor. 0 opposed. Motion Passed

Meeting was adjourned at 8:31 PM. The meeting was closed in prayer by Dave Dennison.

The next Board meeting is scheduled for May 18, 2023.

The meeting minutes of the Board of Directors of Hope Lutheran Church are attested to and submitted by Dave D'Aurelio on this date, May 15, 2023.

Dave D'Aurelio
Secretary of the Board of Directors, Hope Lutheran Church