



"Becoming a Gathering Place for All God's Children"

LEADERSHIP BOARD MEETING MINUTES

DECEMBER 8, 2022-6:30 PM

FINAL

Present: Pr. Neal, Pr. Micah, Cindy Hanson, Karen Nilsen, Bill Bullock, Gary Nix, Laurie Nix, Cheryl Lundsgaard, and Jean Kass

Devotions – Cindy Hanson presented devotions.

Open Forum

- No one was present for the open forum.

Review the agenda

- Cindy proposed adding Karen Nilsen to speak about "Minute for Memory." Karen made a motion to accept the amended agenda. Cheryl seconded, and the motion passed.

Approve the Minutes of the Previous Meeting

- Bill made a motion to approve the November LB minutes. Karen seconded, and the motion passed.

Review Treasurer's Report

- Bill reported that offering has been slightly below the targeted amount.
- Under expenses, the \$29k credit from the insurers will be used to replace the two air-conditioning units that shorted out in an electrical surge this past spring.

Pastor/Staff/Commissioner Reports

- Pastors Report – Pastor Micah thanked all the staff members and others who stepped in to help when the office was short-staffed. Some of the staff reports were a little late, but they were done.
- Properties – Gary Nix
 - o Gary reported that Jet Black will honor their original estimate for the parking lot even though they will not be able to do the work before spring.
 - o Gary said that the lightbulbs in the Sanctuary have been replaced. Congregation members have made positive comments about how the Sanctuary is brighter now.

New Business

- The Executive Board is planning a Leadership Board training session for January.
 - More than a few Leadership Board members had little, if any, guidance or training for the position they accepted. We'd like to take the time to bring everyone up to speed about best practices, expectations, etc. Also, we hope to do some brainstorming about how commissions can work together, how to best support the pastors and the church.
 - Jean will send out an email to get feedback on the date that works best for LB members.
- Cindy said that a new prayer chain meeting will be initiated on the first Wednesday of the month at 9:30 after Matins. Matins is at 8:30, with coffee at 9:00. Following coffee, the pastors will lead prayers for prayer chain requests.
 - The time is set for 9:30 because there may be members who don't attend Matins but wish to participate.
 - At each session, there will be a reminder that participants must maintain complete confidentiality regarding prayer requests.
 - People with prayer requests may phone the church office or use the Prayer Request link on the website. The online form allows the requestor to specify the level of privacy they wish.
- The Executive Committee is working with Kristie to make LB Minutes and Reports available for online searches. (Currently, if commissioners want to review the previous commissioner reports, they have to page through multiple binders.)
 - There will also be secure online storage for Executive Committee meeting minutes. As someone leaves the Executive Committee, the access will be transferred to the new officer. These minutes will also be printed and stored in a locked space along with pastoral reviews to meet any legal requirements.
- Cindy is sending out the 2023 Newsletter and Devotions form for Leadership Board members to sign up.
- The Executive Committee is rethinking staff positions of Financial Assistant and Business Manager with Orv's imminent retirement. The span of responsibilities has shifted as the church has changed. Cheryl suggested consulting with Augie Schauer who could add some insights.

Old Business

- Pastor Micah thanked everyone who helped with the Annual Congregation Meeting on November 20th. Cindy thanked the staff who stepped up to help with year-end reports during a time of open staff positions.
- Meetings are ongoing with GSB and Alliance. The next Alliance meeting is scheduled for December 12th.
- Cheryl said that member name tags had been on-hold since there was no Communications Director. She asked if that could start moving forward now the Kristie is hired. Pastor Micah responded that it can wait until January for planning. Cheryl said that there is a plan already in place and that Carol Olson will head up the project.

Minute for Memory

- Karen Nilsen described “Minute for Memory” as a reminder for Leadership Board members to take a couple minutes to jot down observations after the monthly LB meetings. These notes will be more reflective of the entire year and help make the reviews and reports more accurate and easier to write. (Last year’s pastor reviews and year-end reports were more reflective of occurrences when the reviews and reports were due as opposed to encompassing the whole year.)
 - Cheryl commented that this doesn’t have to be limited to just after the Leadership Board meetings.

Adjourn and Lord’s Prayer

- The meeting was adjourned at 7:43pm. Pastor Neal closed with the Lord’s Prayer.

Upcoming Month Messenger articles (due the 15th of the Month)