



Prince of Peace
Lutheran Church

BOARD OF DIRECTOR'S MEETING MINUTES

Wednesday, July 6, 2011

5:30 p.m.

Attendance

Board Members: Polly Bergerson, Terry Gallagher, Brian Howland, Wendy Horton, Jason Just, Darrell Lindemann, Bill Newton, Curt Sommer, Sharon Venne
Staff: Susan Jambor, Jeff Marian, Jane Victorey, Julie Klein

Call to Order

Terry called the meeting to order at 5:30 p.m.

Devotions

Pastor Jeff opened the meeting with devotions and prayer.

Agenda

Motion made by Polly to approve the agenda with flexibility. Second by Wendy. Motion passed.

Approval of June 7, 2011 Minutes

Motion made by Bill to approve the minutes of the June 7, 2011 meeting; second by Sharon. Motion passed.

New Business

- **Election of Officers**

Officers elected for the July 2011-June 2012 term are: Wendy Horton, President; Darrell Lindemann, Vice President, Curt Sommer, Treasurer; Sharon Venne, Secretary. *Motion made by Bill to certify the affirmation of the board members and budget at the annual meeting. Second by Curt. Motion passed.*

- **Review of key sections of Constitution and By-Laws**

Will take place at August meeting.

- **Board Committees**

The following board members will serve as liaisons on the required advisory teams: Curt, Finance and HR Teams; Polly, CDLC; Bill, Constitution and By-Laws; Polly and Brian, Nominating Committee. Other ministry team board liaisons are: Wendy, Stewardship; Bill, Changing Church and 50th Anniversary; Jane and Pastor Jeff, Foundation; Terry, Mission Outreach; Sharon, Luther Seminary.

- Terry Gallagher and Bill Newton announced they will not seek another Board term following this year.

- **2011-2012 Board Topics / Schedule**

Distributed and reviewed the upcoming schedule for the year.

- **Board of Directors Email**

Discussed procedure and process for board of directors group email, boardofdirectors@princeofpeaceonline.org. Julie Klein will administrate and acknowledge receipt of emails. The board president will consult with the executive team as needed and the board will be blind copied on responses.

- **Housing Allowance**

Motion made by Polly to approve the housing allowance for Pastor Erik Feig as of June 1, 2011 as declared in his personnel file for 2011 until it is changed. Second by Sharon. Motion passed.

Consent Agenda

Motion made by Curt to receive and file the written reports submitted by Jane Victorey, Finance Director; Susan Jambor, Human Resources Director; and Jeff Marian, Lead Pastor. Second by Bill. Motion passed

Reports

Lead Pastor – Jeff Marian

Pastor Jeff spent significant time with staff transitions and writing performance reviews for his direct reports. He noted the flip-flop remodel and expansion of the Mission Outpost and Teen Center is being accomplished very quickly with many hours and tremendous efforts by volunteers. Family Room is the new name for the former Mission Outpost space. He has completed work on a fall sermon series and begun work with Swen and Pastor Erik to launch a sermon series on Planting Seeds in early 2012.

Human Resources – Susan Jambor

Susan presented a working draft of the new format of *Take-It-Home Tools* which will be more cost-efficient yet provide more space for sharing faith stories. Interviews for both the Mission Outreach and Communications Specialist have begun. She distributed a copy of the Newcomer Orientation guide which is also included in Board member training. The Board decided to attend Newcomer Orientation on a rotating basis. The next session is August 7 which Brian and Terry plan to attend. Board members also discussed being present in the Community Room on a more regular basis.

Finance – Jane Victorey

As of July 1, a new chart of accounts has been implemented across all PoP entities. The new numbering system will flow into our audit report easier and allow us to roll up reports for better comparative numbers. Jane has been reconciling all of our balance sheet accounts and posting year-end adjustments. Restricted funds liability continues to decline and is down to just under \$93,000. She has identified the source and restrictions on all of these funds, and is working with ministry areas on plans for their use as we free up funds during the year. She is anticipating an additional \$50,000 in cash flow by the end of next year as we continue to pay down our debt – as long as we are meeting budgeted numbers on operations.

May offerings were \$20,735 better than budget and overall revenue was \$27,286 ahead of budget for May. Our bottom line improved by \$14,920, and year-to-date we are \$45,990 below budget. Our lowest point this fiscal year was in January when we were \$245,470 below budget. Jane has been doing rough projections of fiscal year end and currently projects a \$73,000 deficit.

We broke the \$3M mark for debt in June, and have a current loan balance of \$2,995,000. We are saving more than \$1.8M in interest over the life of the loan, have shortened our loan by 8 years, and are now paying less than \$15,000 per month in interest. We've made adjustments to people's pledges – some were corrections and some families requested their pledge be deleted when they moved. Our current pledge balance is \$3,184,935, down almost \$50,000. We have \$1,575,000 contributed to date, including \$121,000 in payments from families who never pledged. Some families have completed pledges and paid additional contributions above their pledge. There is \$1,746,000 in pledges outstanding.

Adjournment

The meeting was adjourned and ended with prayer at 7:05 p.m.

Respectfully submitted,

Julie Klein
Assistant to the Lead Pastor
Recording Secretary

Sharon Venne
Secretary