

GSLC Board Meeting Minutes
Monday, March 17, 2025 6:30 PM
Madison Campus

☐ Vern Andren (President) ☐ Betsy Johnson (Vice President) ☐ Karen Smith (Secretary) ☐ Tyler Gold (Treasurer) ☐ Paul Hutson ☐ Liz Deterding ☐ Deni Naumann ☐ Tonya Schram ☐ Pr. Craig McMahon (Interim Lead Pastor)

Excused: Dave Vogt, Rick Blum (Director of Administration)

Guests: Steve Johnson (Children, Youth & Family Committee), Pr. Dara Schuller-Hanson

Board President Vern Andren called the meeting to order at 6:30 PM. Pr. Craig shared a Lenten devotion from Thomas Merton.

Approval of Minutes

The February meeting minutes were presented, and one word was changed in the heading. **Tyler made a motion to approve the minutes and Deni seconded it.** Deni then reminded the group that when they read the minutes, they should make sure they are comfortable publishing them. **The February minutes were approved.**

Children, Youth and Family Committee Update

Steve Johnson, from the Children, Youth & Family Committee, provided an update to the Board as to the work that the CYF ministries are doing. He has worked with high school and Amped youth for several years and told the Board that the needs have changed, especially in the years since the onset of the pandemic. He said there is a lot of need right now among the youth, and they're coming to our church to have those needs met. He stressed that our programming saves these kids and that as a church, we want to have a meaningful impact. He then went on to say that the youth in these programs often end up bringing their families to church.

Steve stressed that we need to figure out how to support the staff we have, and we need to take the time to ask them what they need. Steve feels that the administrative position we have posted for the CYF Ministry team is very important to fill as soon as possible. Vern asked how the CYF Committee is dealing with the transition following Joanne Zastrow's resignation. Steve said they are stepping up and volunteering, but there used to be a larger group of volunteers to help with the youth ministries.

Steve went on to share that counseling time is the biggest need for the youth in these programs. Pr. Dara talked about how the need in the community for mental health care is so great right now. Pr. Craig let the Board know that the CYF administrative position will be posted this week, and that the

HR committee is currently reviewing the job description for the Director of Children's Ministry. He assured the group that CYF is the church's priority. Deni mentioned that families could make use of Stephen Ministers to bring someone along on their journey. Pr. Dara added that the pastors are available for counseling. Pr. Craig added that we need to provide support for concerned parents who are worried about their kids.

Refugee Ministry Request

Pastor Dara Schuller-Hanson presented a summary of Good Shepherd's outreach ministries. She stressed that it's not a comprehensive list. She said that we work off the strategic plan to address the basic needs of the communities. All of these ministries need funding, and that need will increase this year.

The Good Shepherd Food Pantry has more than doubled the number of clients from 4,500-11,000 between 2023 and 2024. They're meeting with the Foundation to discuss additional funding, but they may also need some special appeals. Pr. Dara explained that currently, a family can come to the pantry twice a month and they receive certain items. She also shared that our pantry helped start the Allied Drive food pantry and we hold their finances. They are very active, and their needs have increased very much, so they've asked us for additional funding. Badger Prairie Needs Network asked if they could put an appeal in our church bulletin.

Holy COW – demand is high. Last year, they had 60 events and turned down at least 30.

Feed My Starving Children – the annual meal packing event is coming up in April – they need funding.

Team World Vision does their own fundraising.

Keeping Neighbors Connected – This is a partnership with Orchard Ridge UCC Church to provide rental assistance. We help support them; in December, we did a special appeal because rents are going up. We will probably need another appeal in about 6 months.

Health Care – Meadowood Health Clinic just opened. They work with us to hold vaccine clinics and Red Cross blood drives. We helped furnish their new office.

Refugee Ministry – Good Shepherd volunteers have been setting up apartments for refugees in the area. Jewish Social Services has substantial struggles at this time. They won't be receiving any additional refugees going forward, but they want to support the families they have already settled. They need financial support.

Literacy Network - We are one of the only churches in Dane County that supports the Literacy Network. They approached us for a partnership, and they hold teaching sessions at Madison Campus. Pr. Dara informed the Board that most partners pay to have a literacy course at their site and we have not been doing that. We host three classes per year, and we should pay \$1500 per class. Paul asked if Good Shepherd provides the teachers and tutors. Pr. Dara said that the Literacy Network provides the teachers.

Children's Clothes Closet – We offer new socks, underwear and shoes, which many places do not offer. Families can receive those once every 6 months.

Pr. Dara told the Board that currently, the GSLC budget includes \$6,000 for a general outreach fund, but most of these programs do not exist individually in the budget. Pastor Craig asked what percentage of our budget goes towards the outreach budget and Tyler responded that it is a very small percentage. Pr. Dara said that there are questions about when and how organizations can ask the congregation for money. Vern said the Good Shepherd Foundation is funding some of these ministries.

Deni stressed that we need to have the majority of these organizations in the church budget. Pr. Craig added that we need an appreciable year-over-year increase for outreach, and we need to make these organizations budget line items in addition to holding increased appeals. Pr. Dara said that right now, the budget is vague, and the outreach funds can go to any organization. **Deni moved that we work with Pr. Dara, Rick Thomas, and the Outreach Committee make outreach a line item in the budget with these specific ministries listed. Betsy seconded the motion.** Pr. Craig asked what the budget looks like and how this would appear. Paul asked who decides how we parse out the funds and whether that would be the Outreach Committee. Pr. Dara responded that staff members who work most closely with outreach will work with the Outreach Committee and present it to the Finance Committee. **The motion carried unanimously.**

Fundraising Guidelines Discussion

Tyler informed the Board that the Finance Committee had no changes to the proposed fundraising guidelines. Pr. Craig asked why we have the prioritization for CYF ministries. Tyler said CYF has always been the priority because 90% of their fundraising for trips is through the congregation. They have four fundraisers per year because their budget only covers salaries. Paul asked Pr. Dara if she is comfortable with the fundraising guidelines. She asked if putting something in the bulletin needs to go through the same process as requesting a fundraising opportunity. **Tyler's moved that we adopt the GSLC Fundraising Guidelines. Paul seconded and the motion carried.**

Financial Report

Tyler started his report by saying Good Shepherd is heading in a little bit better direction than we were a month ago. The General Fund is closer to \$400k, but it's still not up to the three months of reserve (\$550-\$600k) that we like to see. Historically, we're \$140k short of budget, but we're up year over year. Little Blessings Preschool is close to breaking even and will stay that way. The Madison campus of LBPS will offer summer hours this year so revenue will be year-round. Our expenses are higher year over year due to larger building expenses and general maintenance.

Paul asked what percentage of the giving is electronic vs. offering plates. Tyler reported that online giving accounted for about 40% of the gifts last month. More and more people are switching over to online giving. Paul asked if there's a way to ask the congregation to increase their monthly giving more than once a year. Pr. Craig suggested that we should reach out to people and thank them, celebrate their past donations. He said that maintaining contact with people is key. This is membership development. **Tyler's presentation of the financial report served as the motion to accept it. Paul seconded and the motion carried.**

Administrative Report

Rick Blum had provided a written report prior to the meeting.

HR Committee Update

Deni told the Board that the employee handbook has been reviewed by the HR Committee and will now go to an HR consultant for review.

Action Item: Deni will send a copy of the handbook to Board members on April 11 or 12. She will request approval at the April 28 Board meeting.

There will be an executive summary detailing the changes to the handbook. All employees will have to sign the handbook.

Deni went on to share that the new hiring process was used for our new Facilities Manager. The HR Committee will continue to use it for the open LBPS position and CYF positions. All positions will be advertised internally and externally (on Indeed) simultaneously.

The HR Committee is also working on a confidentiality agreement and conflict of interest statement that should be ready for Board approval in May. Those documents will be in place by the GSLC Annual Meeting in July for new Board and Nominating committee members to sign. The Conflict of Interest statement will stipulate that no Board or Nominating committee member can have a family member on staff. The HR Committee members would also sign both documents.

Call Committee Update

Liz reported that the last virtual mock interview with Pr. Dave from Bethel Lutheran was held and was successful. She added that the Call Committee has put together a list of FAQs, but they will be fluid and updated as the process continues.

Internal Task Force Update

Betsy had previously sent out the ITF's list of FAQs and asked the Board if there was any discussion. Deni commented on the question regarding how we are using the money for staff members who haven't been replaced. She proposed that we should add specific details about the building maintenance costs, like the cost of the roof and the cooling units. Regarding the questions about how we are funding the additional site pastor and building maintenance, Deni suggested that the response be more general, saying that we need to help grow and develop our ministries.

Deni asked what we do to provide monies to our synod. Tyler responded that it's in the budget, but it's often one of the first items to be reduced. Then Deni asked what the budget process is. Tyler said that on March 10th, the first notice was sent to the directors. The budget items get sent back to Rick, then the budget goes to the Finance Committee, and then to the Board. Vern said that Rick advises us not to have a deficit budget for next year. We've always had deficit budgets before this, but now there's no mortgage.

Interim Lead Pastor's Report

Pr. Craig reported that the congregational life conversations went well and that he had another one following the first Lenten gathering. These sessions will reconvene in May after the Lenten season is over. He also announced that the Verona Transition Task Force chair nominee is Danielle Sill.

Next Board Meeting: Monday April 28 at 6:30 PM (this meeting has been moved back a week due to Easter Sunday on April 20)

The meeting concluded with The Lord's Prayer and was adjourned at 8:21 PM.

Respectfully Submitted,

Karen Smith
GSLC Board Secretary

Good Shepherd Mission: In response to God's love and grace we...Welcome as we have been welcomed, forgive as we have been forgiven, serve as we have been served.

Good Shepherd Vision: By the grace of God and the love of Jesus Christ, we will meet each person where they are, and invite them into transformative relationships with God, each other, and the communities in which we live and serve. We will cultivate and empower lay leaders to support this life-changing work at Good Shepherd and beyond.