

GSLC Board Meeting Minutes
Monday, June 16, 2025 6:30 PM
Madison Campus

☐ Vern Andren (President) ☐ Betsy Johnson (VP) ☐ Karen Smith (Secretary) ☐ Tyler Gold (Treasurer)
☐ David Vogt ☐ Paul Hutson ☐ Liz Deterding ☐ Deni Naumann ☐ Tonya Schram ☐ Pr. Craig McMahon (Interim Lead Pastor) ☐ Rick Blum (Director of Administration)

Guests: Rachel Breitbach and Greg Simmons

Board President Vern Andren called the meeting to order at 6:32 PM.

Interim Pastor Craig McMahon read a creed written by the Maasai in Africa and led the Board in an opening prayer.

Minutes

Karen Smith presented the May Board meeting minutes. **Tyler made a motion to approve the minutes and Betsy seconded it. The motion passed and the minutes were approved.**

HR Committee Update

Rachel Breitbach and Greg Simmons, from the HR Committee, joined Deni in reviewing the Conflict-of-Interest Policy, the Non-Disclosure/Confidentiality Agreement, and the changes to the employee handbook. These changes pertained to recommendations from MRA including state requirements; the PTO policy (NOTE: these changes do not result in an increase or decrease in any employee's benefits but were added to reduce confusion and ambiguity); and syntax/grammar. Other changes to the Handbook were outlined in the June 1, 2025 email sent to the Board requesting its thorough review prior to the Board meeting. This email included the Employee Handbook, Non-Disclosure/Confidentiality Agreement and Conflict-of-Interest Policy. Greg and Rachel answered questions regarding the Employee Handbook during the meeting.

Deni reviewed/answered questions regarding the Non-Disclosure/Confidentiality Agreement highlighting that all committee and Board members will sign the agreement *once*. The Board liaison for each committee will handle committee members signing the agreements and then return them to Rick Blum, who is responsible for filing copies electronically on Sharepoint. The same procedure will be followed for the Conflict-of-Interest policy with the Board Liaison and Director of Administration. However, all employees, the Board and Committee members will sign the Conflict-of-Interest policy *annually*. The Board will sign the conflict-of-interest statement annually at the Board meeting following the annual meeting. The confidentiality agreement will only need to be signed once, unless there is a change in status for a Board or committee member. All three documents will have a communications plan developed and reviewed with the Director of

Administration with the roll out to employees, Board and committees targeted following the Annual Meeting, July 27.

Dave made a motion to approve the employee handbook revisions, Conflict of Interest Policy, and Non-Disclosure/Confidentiality Agreement. Paul seconded the motion and the documents were approved.

Rachel added a final note that there has been a request to do exit interviews with Board members whose terms are done. A discussion followed regarding who the results of these interviews would be shared with and whether they would be done as a group or one-on-one.

Social Action Committee/Outreach Ministry Model Discussion

Deni presented a new structure for the church's outreach activities, replacing the Social Action Committee with an Outreach Ministry umbrella covering all Ministry Teams at GSLC. This new approach includes quarterly meetings for the congregation and committees, a book study on outreach initiatives, and an assessment process for new projects. The Board approved the dissolution of the Social Action Committee and the establishment of the Outreach Ministry model, which will be overseen by Pastor Dara and Rick Thomas. The new structure aims to improve coordination, awareness, and engagement in various outreach activities, with a trial period planned for the 2025-26 church year.

Call Committee Update

Liz reported that the Call Committee is ready to start reviewing RMPs for potential pastoral candidates, with two candidates known so far. They plan to begin interviews in July but are cautious about committing to a timeline. This information will be shared with the congregation at Congregational Life Conversations following morning services in Madison on 6/22 and Verona on 6/29. The Call Committee will make initial decisions on candidate suitability based on the MSP, with finalists meeting other pastors and staff for additional feedback. Rick confirms there is a \$10,000 budget line item for the call process this year.

Interim Task Force Update

Betsy presented a draft of an organizational chart that was the final product from the last meeting of the Interim Task Force. The Task force was formed in November 2024 to answer Pr. Craig's 3 questions regarding Verona ministries and staffing, facilities and maintenance, and pastoral staffing. In December, the ITF made the 2 motions to engage the consultant (GSB) and begin a second call for a Verona site pastor. Steve Frei put together the comprehensive report about facilities over the next 20 years. The ITF collaborated with other committees, congregational discussions, and staff and combined that information to create the proposed org chart.

Betsy went on to say that the org chart is a working document based on recommendations that can be given to a new lead pastor. The rest of the compiled information will be handed over to the

Board. Vern commended Betsy and the ITF. Pr. Craig pointed out that the org chart calls for 4 pastors, including a lead pastor and 2 site pastors, but the question is congregational care. A discussion followed as to whether the specifics of the suggested org chart will be shared in the upcoming congregational life discussions.

Financial Report

Tyler Gold, GSLC Treasurer, presented the May financial report, highlighting that contributions have exceeded the budgeted amount, largely due to Employee Retention Tax Credit money. Without this, the church would be about \$218,000 below budget. The cash position has improved, helping to meet the Finance Committee's threshold of three times operating expenses. Expenses are trending lower than budgeted, particularly in Children, Youth and Family, due to non-hiring, and in Facilities due to a temporary lack of a director.

Tyler's presentation served as the motion to approve the May financial report. Deni seconded the motion and the report was approved.

FY26 Budget

Rick Blum presented the 2025-2026 budget and began by saying contribution estimates for this current year have not changed (\$1,688,203, which is 4.9% over last year, but we budgeted 7%). FY '26 estimated income is \$2,240,879. One big update to the budget was for Little Blessings Preschool. They were budgeted to have a shortfall, but Director Linda Hayes was able to solve the enrollment issue and eliminate the projected deficit. This caused several increases in the line items for the budget, including \$21,000 for Outreach and \$15,000 for the Synod contribution.

Tyler stated that the Finance Committee recommends that the Board approve the budget. He made a motion to approve the budget and Betsy seconded it. A discussion followed regarding the facilities budget. Rick said that we have money in reserves to cover expenses if a facilities issue arises, but it's not included in the budget. **The motion to approve the budget passed with one abstaining.**

Administrative Report

Hiring Updates: Rick announced that Sam Cali has been hired as a part-time administrative assistant for Children, Youth and Families Ministry. No Assistant Director of Children's Ministry has been hired at this time. We had 3 candidates who were interviewed but none of them was the right fit. The position has been re-posted. Rick said that if we do not have anyone in place by 7/15, we will need to do different planning for fall, including possibly splitting the position into 2 positions.

Capital Campaign: Rick said that right now, it looks like we may not have a fundraising campaign this fall because we cannot pull together a steering committee. GSB tells us we need to have a steering committee by 7/1. Rick feels we are not aligned to make this happen, and we should

probably revisit it next year. This includes getting a better membership database put together. Pr. Craig reiterated his belief that the church is not raising enough to support itself. Rick believes we can still get a campaign going for this year. Then he pointed out that we have other estate gifts coming in.

Executive Committee Update

Vern discussed rescinding the Board's previous decision regarding the allocation of ERTC (Employee Retention Tax Credit) money. The Executive Committee proposed setting the funds aside for further discussion, as some concerns had been raised. Pastor Craig provided context on the process that led to the Executive Committee meeting. The Board clarified that the Executive Committee cannot overrule Board decisions but can make recommendations.

Rick informed the Board about several incoming financial resources, including an estate gift of nearly \$250,000, settlements from another estate benefiting food pantries and the Foundation, and potential additional funds. He suggested holding off on making quick decisions about spending and instead developing a broader plan that considers all these resources.

Rick then left the meeting and the Board discussed the nature of these funds, their restrictions, and the importance of careful financial planning and open communication within the congregation.

Paul moved that the Board rescind the previous vote regarding the ERTC funds. Tyler seconded the motion. There was a discussion regarding unexpected revenue and the need to carefully consider how to use the funds, with Liz raising concerns about communicating changes to the congregation. **The motion passed by a majority, with two votes against the motion.**

Paul then made a motion to move the ERTC money out of general fund to a Board designated fund and that the use of those funds needs to be determined by the October Board meeting. Liz seconded the motion and it was approved. Two Board members abstained.

Tonya and Dave commented that the Board needs to establish a gift policy. Pr. Craig recommended that we establish a building fund endowment.

Deni moved that the Board direct the Finance Committee to establish a building endowment fund and develop a gift policy. Dave seconded. The motion approved unanimously.

Interim Lead Pastor's Report

Pr. Craig distributed bios of the Nominating Committee nominees, who will be voted on by the congregation at the upcoming annual meeting.

Action Item: the New Board will be commissioned on August 3rd at all services.

Deni asked about the officers for the upcoming year. Ven said that he would continue as President, Paul will serve as Vice President, Tonya will be Secretary, and Tyler will continue as Treasurer, although he will no longer be on the Board (as allowed by the GSLC constitution).

Next steps

- Board: Make decision on the use of ERTC funds by October Board meeting.
- HR Committee: 1. Develop Remote Work guidelines for use by Director of Administration/staff and 2. Exit Interview process for Board members whose term ends.
- Finance Committee: 1. Establish a building endowment fund and 2. Develop a gift policy by October 2025 that the Board will review/approve..
- Rick: Continue exploring potential steering committee members for fundraising campaign before July 1st.
- Vern/Rick: Coordinate recognition of outgoing board members at annual meeting.
- Rick: Update Community Engagement line item name to "Outreach" in budget documentation.

Next Meeting: Monday, July 21, 6:30 PM

Dave made a motion to adjourn the meeting and Tyler seconded it. The motion was approved unanimously.

The meeting was adjourned with the Lord's Prayer at 8:32 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.