

**GSLC Board Meeting Minutes**  
**Monday, May 19, 2025 6:30 p.m. (CT)**  
**Madison Campus**

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

Excused: Tonya Schram

Guests: Greg Simmons, Vice Chair of the GSLC HR Committee

President Vern Andren called the meeting to order at 6:31PM.

Pr. Craig McMahon read a prayer by Catherine of Siena to open the meeting.

**Minutes**

Karen Smith asked if there were any changes to the April meeting minutes. Liz recommended that we strike one sentence that was incorrect regarding a congregational vote. **After that change was made, Tyler made a motion to approve the April minutes and Deni seconded it. The April minutes were approved as amended.**

**Financial Report**

Vern acknowledged Tyler Gold for his efforts in submitting the applications to the IRS for the employee retention funds. After a considerable wait, Good Shepherd received a total of \$235,451.89 which included \$182k plus interest of \$51,816.03. Tyler reported that overall, year-to-date finances are trending where we thought they would be. The current deficit is \$55k, which is mostly mortgage principal payments. There were some big items this year that were not budgeted, specifically the roof and air handler. With all that said, we are very close to budget. Tyler also reported that the General Fund is back over \$400k.

Deni asked what the potential plans are for the IRS money. Tyler said we could add items into the budget or save the money towards a reserve. The Finance Committee recommends not changing the budget but putting the money in reserve for future capital expenses. Betsy asked if there was any discussion about what we might add back into the budget. Deni suggested we use part of the money as a 10% tithe and give it to the synod and outreach. Tyler said a portion of the money could be used for outreach even if we put it in a reserve, and that way we don't have to change the budget and potentially not be able to keep those items in the budget in subsequent years. There was a discussion as to whether the Board can and should decide how to spend the fund, and whether or not to restrict the funds. Pr. Craig reminded us that our decision will be communicated to the congregation.

**Dave moved to accept the financial report. Paul seconded. The financial report was approved unanimously.**

Rick Blum recommended we do not vote on what to do with the IRS money this month because the budget is still being finalized. There is also a significant estate gift coming to the Good Shepherd and Allied Drive food pantries. Rick recommended we may want to establish a gift policy before the annual meeting that determines how we handle gifts over a certain amount that are not designated. The Good Shepherd Foundation has a policy that we could use as an example. Dave reminded us that the money from the IRS is a refund, not a gift. There was a discussion about how we presented the application for IRS funds to the congregation originally.

**Action Item: Rick said we could tell the congregation about the money in either the June or July Messenger. It will show up in the July Messenger anyways.**

Pr. Craig said the money will most likely go towards the building maintenance. Betsy and Dave discussed the impact the announcement of these funds will have on the launch of this year's fundraising campaign. Dave suggested that we could give away all of the interest that was paid to us by the IRS (\$51,816.03), and give 10% of the total amount (\$23,545.19) to the Synod as a tithe, give the rest of the interest (\$28,270.84) to Outreach, and save the principal in reserve for future capital expenses.

Vern proposed we table the discussion till the next meeting.

**Tyler made a motion that the Board designate \$23,545.19 of the interest payment to be tithed to the synod and the remaining interest (28,270.84) be set aside for outreach. The original \$182k will be held in a facilities reserve fund for future use. Liz seconded the motion, and it carried unanimously.**

### **HR Committee Update**

Deni reported that the Board will be receiving the updated GSLC Employee Handbook, the Conflict-of-Interest Policy, and the Non-Disclosure/Confidentiality Agreement for review in the coming weeks.

Greg Simmons, Vice Chair of the HR Committee, presented an overview of the employee handbook. He said that our HR Consultant, MRA, has provided their recommendations. He said that the Board will receive a copy of the handbook with the changes and recommendations of the HR Committee. The changes will be called out for ease of reference, including updates and clarifications to the PTO policy and updates to verbiage regarding Good Shepherd's cell phone policy.

Tyler asked if the HR Committee will be reviewing job descriptions and pay rates. Deni said they are looking at the newer positions right now. All position descriptions are being updated to a consistent format. Compensation reviews will happen as needed. Rick requested that the HR Committee do a complete compensation review and Tyler agreed, saying that this will help with the future budgeting process.

**Action Item: Rachel Breitbach and Greg Simmons, both from the HR Committee, will be invited to the June meeting to answer questions about the HR documents the Board has reviewed.**

### **Administrative Report**

- Budget

Rick Blum reported that the budget has not had the final updates made at this point. The final budget will be brought to the Board for approval in June. He mentioned that the most notable issue is that Little Blessings Preschool has a deficit due to lack of 4-year-olds, but Linda Hayes, director of LBPS-Verona, has found a potential solution.

- Fundraising Campaign

Rick reported that there are some challenges with the launch of this year's campaign. We do not have a chair, and the committee will not be in place by the time the first meeting was scheduled. The Generosity Committee will reconvene to discuss next steps. They will recruit a campaign steering committee in the coming weeks. This year's campaign may have to be pushed back if we don't find new leaders for this committee. A discussion followed as to how we will recruit committee members. Deni asked if we would interview candidates for the committee, as we did for the HR Committee.

**Action Item: Rick will email a list of campaign steering committee roles to the Board so that they can suggest nominees. Pr. Craig said Rick should include the Generosity and Finance committees in his email.**

Deni suggested that recruitment of steering committee members should be opened up to the congregation. Vern said we haven't explained the campaign to the congregation at this point, so we don't want to recruit for the committee congregation-wide yet.

- Hiring Updates

Rick informed the group that he has 2 final interviews for the Associate Director of Children's Ministry this week. He also has a final interview for the Administrative Assistant position coming up. He may be able to make offers to candidates in the coming days.

### **Call Committee Update**

Liz reported that the Bishop informed us that we have 2 candidates who have submitted RMP's for our Lead Pastor position. We believe we have one more candidate. She told the Board that we need to send out a message to the congregation that there are people who are interested, but we also want to limit the rumors and speculation. Dave asked if the synod had signed off on these candidates. Liz said that they have signed off and stressed that we don't want to wait too long for the pool to form out of respect to the existing candidates.

### **ITF Update**

**Dave moved that the Board enter into executive session at 7:50 PM. Karen seconded the motion and the motion passed. Deni moved to exit the executive session at 8:23 PM and Tyler seconded the motion. The motion passed.**

### **Interim Lead Pastor's Report**

Pr. Craig provided biographies of candidates for the GSLC Board positions that will open up in July: Spencer Johnson, Robyn Kitson and Andy Nelson. He commented that he has told them the next few years are very important in the church. They will be introduced and voted on at the annual meeting. **Betsy made a motion to accept the nominations and Paul seconded it. The motion was approved.**

Pastor Craig then told the Board that the new nominee for chair of the Nominating Committee will be Jennifer Fagan. Robin Schmuhl will serve on the committee for a 1-year term. We are still seeking one candidate to serve a 2-year term in order to re-introduce staggered terms to this committee.

### **President's Report**

This year's Board attendees for the Synod Assembly were Karen, Liz, Vern and Paul. Vern told the group that Phyllis Wiederhoeft was recognized for the 35-year anniversary of her ordination at the assembly, and we will be doing something as a congregation to recognize her.

Vern reported that Danielle Sill, from the Good Shepherd Foundation Board, has a concern regarding future funding of the intern program. The money for that support has reached its limit. The Good Shepherd Board may have to become involved because after this summer there may not be funding for the intern program. The concern is whether this should become part of the operating budget – General Fund. Betsy asked if this would affect the budget we're working on right now. Rick replied that it would.

- Committee Structures and Effectiveness

Vern asked Betsy to report on the current state of Good Shepherd committees. She said we need to be thinking about the effectiveness of the committees. Do all committees need a board liaison if they have a staff liaison?

**Action Item: The Board needs to address the committee structure heading into the new year and have a plan in place before the new board members sign up for committees (in July).**

Tyler informed the Board that the new Holy Cow truck has arrived.

Deni thanked Rick Blum for his efforts in coordinating and interviewing candidates for the various open staff positions.

**Deni moved to adjourn the meeting at 8:45 and Dave seconded it. The motion passed, and the meeting adjourned with The Lord's Prayer.**

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.*