

GSLC Board Meeting Minutes

Monday, August 18, 2025 6:30 PM

Madison Campus

☐ Karen Smith (Vice President) ☐ Deni Naumann ☐ Vern Andren ☐ Liz Deterding ☐ Andy Nelson
☐ Spencer Johnson ☐ Robyn Kitson ☐ Pastor Craig McMahon (Interim Lead Pastor) ☐ Rick Blum
(Director of Administration)

Via Zoom: ☐ Paul Hutson (President) ☐ Tonya Schram (Secretary)

On behalf of Paul Hutson, President, Board Vice President Karen Smith called the meeting to order at 6:31 PM.

Opening Prayer

Pastor Craig opened the meeting with a prayer of thanksgiving for new Board members and asking for guidance for the congregation during challenging times.

Approval of Minutes

Karen presented the 7.21.25 Board meeting minutes. **Andy made a motion to postpone approval of the July 21st minutes. Robyn seconded.** Discussion occurred whether there was a quorum present to approve these meeting minutes as new Board members who were not present at the previous meeting could not vote to approve the minutes as well as one current Board member who was not present at the July 21 meeting. However, of those Board members present at the July 21 meeting that could vote, there was a quorum. **The motion to postpone was denied by a vote of 4 to 3. Subsequently, Vern motioned to approve the July 21st minutes. Andy seconded. The motion passed with 5 votes and with four members abstaining.**

Karen presented the 7.27.25 Organizational meeting minutes held after the Congregational Annual Meeting. **Andy made a motion to approve the July 27th minutes. Deni seconded.** Upon discussion, **Andy amended the motion to approve the minutes with the corrections to change Agenda to Meeting and add clarification regarding who counted the votes for the Board's Officers election. Motion was approved unanimously.**

Karen presented the July 27 2025 Annual Meeting Minutes. The Board asked for clarification around an issue brought up at the Annual Meeting regarding an individual's nomination submission to the Nominating Committee, where it was sent to an incorrectly published email address (which was subsequently corrected and the email was re-published). There was some confusion as to

whether the individual re-submitted their nomination to the correct email (which it was not). **Andy moved to approve the minutes. Robyn seconded.** Discussion was held. **The motion was unanimously approved with corrections to the spelling of Robyn Kitson's name and clarification about Pastor Craig's report regarding the two transition committees.**

HR Committee Update

Deni updated the board that the HR Committee has been busy with the GSLC Employee Handbook, Conflict of Interest Policy, and Non-Disclosure/Confidentiality Agreement, which were all presented to staff on August 5th. Greg Simmons, Vice Chair of the HR Committee, was present at the staff meeting to support Rick and Pastor Craig. Deni reported that exit interviews for outgoing 2024/25 board members (Tyler Gold, Betsy Johnson, and Dave Vogt) are underway and once completed, this feedback will be compiled and shared with the Board.

The HR Committee will also be conducting interviews with GSLC pastors and director-level staff to gather feedback to prepare for the arrival of the new Lead Pastor. Interview questions include feedback on Pastor Craig's contributions over the past 12 months; ongoing staff needs and culture; and the establishment of the HR Committee. The results will be compiled reflecting themes and results to be shared at the October Board meeting. Robyn gave kudos to the HR Committee and is excited to see the outcomes of these various interviews. Rick applauded the HR Committee's work on position descriptions, noting that about 80% of staff have returned their reviewed descriptions, with approximately 4 still outstanding.

ACTION ITEM: Board members: Submit signed Conflict of Interest Policy and Non-Disclosure/Confidentiality Agreement to Deni. Rick will scan and file electronic copies.

Financial Report

Rick advises against approving the July monthly financial report because there is a reset issue with the system which prevented the July numbers from reporting appropriately. He suggested the Board approves the July and August reports next month in September instead. Everyone agreed.

Administrative Report

Rick presented the dashboard showing a drop in overall attendance from July to July (mainly in online attendance), while in-person attendance has increased by about 10% at both 9 and 6 services. He highlighted that annual meeting attendance was the highest in a decade; and expressed concern about the decrease in weekly revenue from ~\$42K in fiscal 2024 to ~\$33K currently. The concern is due to not having a capital campaign as a second revenue source this year. Year-to-year the general fund revenue is up slightly by 1%.

As follow up to the Board's June request, Rick discussed the formation of a small group of individuals to determine how to hold funds for facility improvements. Options might include creating

a facilities “custodial” fund that is housed within the Good Shepherd Foundation or a separate Board-directed fund that remains in the General Operating fund.

He is also working on developing a gift policy to better manage large unrestricted donations to the church (not the Foundation), which should be presented to the board in September or October.

Rick explains that the Good Shepherd Foundation is a separate 501(c)(3) with about \$3.6 million in endowments, some restricted and some not, that provides grants for various church needs. Vern brought up that the GS Foundation was not included to present at the Annual Meeting. Rick reminded the board that the Foundation is on a different budget cycle (calendar vs fiscal) and they are included in the Annual Report. There was also an attempt to make a connection in the video that was shared at the Annual Meeting.

ACTION ITEM: Rick to develop a draft proposal for the facilities fund structure and present to the Board in October.

ACTION ITEM: Rick to develop a draft gift policy to present to the Board in September or October.

Rick announced that Emily Gold has been hired as the new associate director of Children's Ministry, and they are currently waiting on a candidate's response for the Children's Ministry assistant position. It was referenced that Church School starts on September 14.

Rick shared that the church has received two checks for a total of \$224,313.22 from the estate of Judy McAusland, with an equal amount expected to arrive soon. This amount is not currently reflected in the current financials. **Deni made a motion to move these estate funds and any future estate monies into the Board-designated fund until decisions can be made about their allocation. Andy seconded.** Discussion was held. **Motion carried unanimously.**

Rick also shared that Little Blessings preschool will receive unexpected state funding this year, though less than the previous year's \$27,000. This additional funding has been approved for one year and the amount was not included in the budget.

Rick announced that planning for the fall generosity campaign will start soon, although it's starting later than normal. The campaign will likely happen in mid-November with the giving Sunday around November 16th. He invited seven individuals to join the G-Force; only one has accepted thus far. The G-Force committee would like a Board member to join their campaign efforts. Interested Board members should contact Rick. Rick also mentioned there will not be as much digital media for this year's campaign due to the later start.

Call Committee Update

The Call Committee has interviewed two candidates twice and is now assessing whether to move forward with either of them before introducing them to staff, with no additional candidates being considered until decisions are made on these two. It was brought up that the next *Messenger* goes out a week from Friday, and an update should be included.

ACTION ITEM: Liz will check with the Call Committee for an update

Interim Lead Pastor's Report

Pastor Craig and staff are arranging to celebrate a different ministry each month in the coming year, with September focusing on Children, Youth and Family (CYF) and December on our music programs. The Board will receive a list of each focus month and it will be included in the upcoming *Messenger*. The preaching schedule is also set through December.

President's Report

On behalf of Paul, Karen will confirm with him the final Board committee liaison assignments. There was discussion around those committees that need to be urgently determined for committee meetings soon. The topic was tabled and will be finalized via email.

Discussion was held on the Board's monthly meetings moving from the third Monday to the third Tuesday of each month at 6:30 PM starting in September, due to various conflicts with Monday meetings including holidays, travel schedules, and the Literacy Network's use of the room until 5:30pm. **Vern motioned to move board meetings to the third Tuesday of the month at 6:30PM beginning in September. Andy seconded.** There was no further discussion. **The motion was approved unanimously.**

There was a suggestion to create permanent name tags for board members that would say "Board of Directors". Rick said he would discuss with Judy Hoard and get back with the Board on next steps.

ACTION ITEM: Rick will coordinate with Judy to order name tags for the board members.

Rick will send the Board Orientation onboarding PowerPoint and the excel document with links to Deni who volunteered to update it based on previous feedback Deni provided when she went through orientation in 2023.

ACTION ITEM: Deni to update the Board orientation PowerPoint and get to Rick.

Closed with The Lord's Prayer.

Deni made a motion to adjourn the meeting at 8:17 PM. Robyn seconded. No further discussion was held. **The motion carried unanimously.**

Respectfully submitted,

Tonya Schram
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.