

Executive Committee Meeting Minutes

Monday, May 16th, 6pm Madison Campus

In Attendance: Pr. Chris Enstad, Sarah McCormack (President), Bob Beggs (Vice President), Dave Vogt (Ad Hoc), Betsy Johnson (Secretary), Rick Blum (Administrator). Guests: Steve Frei and Brenda Wilcox – Chair and Co-Chair of Strategic Planning Committee (SPC).

Meeting Called to order at 6:01p. Pr. Chris led us in prayer.

Sarah led us in a short discussion of Chapter 1: Life Together: Under the Word. We had a brief discussion/reflection on how the chapter reflects our community/church at Good Shepherd.

Strategic Planning Committee (SPC) Update: We welcomed Steve Frei and Brenda Wilcox from the SPC. (6:14pm). The SPC will present again to the full board at the June 13th (special) meeting. Steve Frei will provide a copy of the presentation in lieu of full notes taken here. The Executive Committee will provide any edit/changes and/or suggestions/questions to Steve Frei (cc'd to Sarah M) by 5/24/2022 (primarily Bob, Betsy, Rick B as other members have been part of SPC). The SPC will be looking for the board to approve and adopt the plan on June 13th.

June 13th- presentation to the full Church Board at special meeting.

July 24th – presentation to the Congregation at Bi-Annual Meeting.

Goals of the Strategic Plan presentation: Share Strategic Plan, hit the high pts of the strategic plan and get feedback to move forward with presenting to the full board and the congregation.

(We will get copy of presentation from Steve Frei to add to minutes.

At 7:31 pm – Continue with Regular EC Meeting

Covid 19 Task force – staff are currently making decisions related to Covid situation. The last major decision to decide is if we should disband the Task Force.

The group thanked the task force for their work, for Bob for leading, and for Sara for being the original leader when the task force was formulated. The church will continue to follow Dane county and CDC guidelines moving forward.

Bylaws Task Force – recommendation will be made to the full board that the executive committee recommends this task force disbands also.

Motion to disband the Covid 19 Task Force and the Bylaws Task Force in June after bringing to the full board to weigh in. Motion by Pr. Chris, Second by Dave. Motion carries.

April Executive Board Minutes: *Motion to accept April Board Minutes (with edits). Motion by Pr. Chris, second by Bob. Motion carries.*

Financial narrative –Revenue added to the budget. We *could* end up in the black this year.

Dashboard – attendance levels – where church has been and where it is going. Since pandemic. On line #s real – :

have changed. Missing young families.

Percapita giving #. Online attendance is what is dropping that significantly. Just in person, the numbers look good. General giving per week is increasing and the Beyond numbers are good.

Fiscal year 2023: This year we are looking to add 6 new staff positions. This will potentially bring \$330-360 K increase in spending. \$75K of this would be one time spending.

When we present to the congregation we need to go in with what we really need/want. We'll discuss return in investment and really focus on the Strategic Plan for the life/future of Good Shepherd programming. Hiring of an Assistant music director, which was originally planned prior to the pandemic, goes along with Pillar 2 of the Strategic Plan. Leadership development, which will be part of the ongoing strategic plan, was also built into this years budget. There is still PPP money in the budget, but this is earmarked for something else. It is not currently in the formula for the upcoming budget.

Capital campaign – a new capital campaign would focus on mortgage and roofs. Wade suggests using PPP money to pay for roofs and using our surplus to launch the strategic plan. We have money we could loan to ourselves. We could put money into the capital campaign, do it now, or pay for it ourselves. We have non-restrictive funds available.

Pg 53 – Fiscal yr 24, go into red in 10/23. Mortgage – down goes significantly to pay down and refinance Jan 23. Free up 121K

New Roles – we are budgeting for the new positions for August 2022.

- Assistant Music Director (Verona)
- Assistant CYF (to Joanne). Currently had been Jessica M for 20 hours/week. She now has a new role with less hours for inreach.
- Youth Assistant – 30 hour position. This was filled by Laura C. with an average of 28 hours. Her new role will be 6-10 hours with focus on hospitality only.
- MS/HS Youth Coordinator – 35 hours/week.
- Theologian Resident position – Ryan Panzer. Will assist with initial kick off segment of strategic plan and create online resource that small groups and bible studies can access.
- Administrative assistant – 20 hours to assist Eric Holmer in order to move more of his efforts into pastoral care.

LBPS – pays for itself – and is fluid based on attendance. The preschool will turn to year-round daycare in June.

Questions: Is it sellable to the congregation? It is three pronged – capital campaign, PPP money, surplus from 2022 to help pay for Strategic Plan. Discussion was that we needed to sell the budget as we need more people involved to develop and implement the Strategic plan.

Madison Campus needs a roof. We will get 3 estimates. The board will need to approve and the congregation as well needs to approve because cost will be above \$25K.

Eric and Jessica going to school – different roles when done?

Motion to accept the financial report: Motion by Bob, second Betsy. Motion carries.

Lead Pastor report: Discussed our plans for campaign with consultant. At the tail end of Beyond campaign. Consultant to send out separate giving statements for Beyond. We want to close this off before starting a new campaign. Still discussing a 12 month vs 18 month campaign. Consensus is we need to turn up the Strategic Plan. We will lead with how much we have from silent campaign. Chris and Rick B will meet with consultants on Monday.

Administrator's Report – see staffing update.

President's Report – All 3 board members up for reelection are returning – Dave, Bob, Tyler. There could be a need for a nominating committee for the Columbarium and Foundation (Teri Fulton). But per further discussion the Columbarium can appoint, and the Foundation does its own nominating.

HR Update: HR Handbook and MRA review completed on our end. Dave took the challenge of putting together the new handbook. He completed 7 versions. The MRA was updated May 3rd. We are going to outsource the final draft for MRA (\$2200-2500). For the amount of work, it is a bargain, and they will tweak, insert, and change the format as needed. Thank you, Dave for all your amazing work on these things.

Motion: Move we spend up to \$2400 for HR Handbook and MRA revisions, but give Rick permission to have it done right. PC first, second Dave. Motion carries.

Discussion: LBP is a risk management issue – MRA to assist. Refer to LBP's own handbook.

Per discussion, ½ to 2/3 of staff review are completed as of right now (per Rick B.) Pay raises were given across the board. There are currently no weights and measures in place to give raises based on merit. Raise implemented as of May 15th. In the future there will continue to be an across the board percentage for employee raises. Merit raises may be given with change in position if applicable.

Action items:

- Give Strategic Planning review, suggestions, comments within one week to Steve Frei and Sara.
- Sara to look into ordering books for devotion/bible study for group as needed.
- Rick to follow up on Handbook and MRA edits/cost.
- One page document with fiscal year recommendations for board meeting in June.
- April full board edits from Sarah to Betsy.
- \$73K not recurring – for leadership development and parking lot in Verona

Adjourned with Prayer 8:39pm.