

St. Philip's Lutheran Church
6180 Highway 65 NE
Fridley, MN 55432

Minutes: Board of Administration - October 27, 2008

Call To Order: President Paul Rebelein called the meeting to order at 6:40 p.m.

Members Present: Paul Rebelein, Al Spitzer, Lauri Anderson, Judy Ferrier, Julie Small, Pastor Jan Hartsook, Pastor Ryan Brodin

1. **Devotions:** Chapter 1 - *Opening the Book of Faith* - Pastor Jan
2. **Youth Committee Report:** Jim Felton, chair
 - Jim used a Youth Committee meeting agenda to review the activities of the committee and Interim Youth Director Anna Johnson, who is fulfilling her duties very well on both Wednesdays and Sundays.
 - The Committee and youth are very pleased to have their own meeting room and are planning improvements to the space.
 - Service projects and activities are underway for this year, and they are looking ahead to Summer 2009 activity possibilities.
3. **Checking In:** Joys and Concerns
4. **Consent Agenda:**
 - M/S/C** to approve the minutes from the September 22, 2008, Board meeting and member transfers and/or releases from September and October 2008.
5. **Financial Reports:** September 30, 2008
 - Treasurer Lauri Anderson reported:
 - September offerings were down.
 - Heating and utilities came in almost \$1,000 favorable for September.
 - M/S/C** to accept the financial reports dated September 30, 2008.
6. **Review of Board Priorities #1 and #2:**
 - Tabled until November Board meeting.
7. **Communication, Board Priority #4:**
 - The Board members brainstormed ideas to:
 - Improve communication among Board, Staff and Congregation by using a Town Hall Forum with the Board in March, the screen in the sanctuary, the President's article in the *Friend* and a possible "open mike" session with the Board.
 - Improve communication regarding programs and ministries with flyers and displays of information in the gathering area that spotlight the activities in which each is involved.
 - Explore new ways to communicate, including St. Philip's web site.
 - Communicate with the larger community.
 - Provide programs that aid groups in communication, such as "Publicity for Dummies."
 - Pastor Jan will produce a list for the Board so that we can review these ideas again.

- 8. Positive Atmosphere:**
- The Board discussed ways to foster a positive atmosphere. Among the actions taken were:
 - 50 Things for which we are thankful, published as a bulletin insert.
 - Clear communication through the pulpit, *Friend*, and worship bulletins.
 - "Celebrate Column" in the *Friend*.
 - Reminding Committee members about the importance of having a positive atmosphere, being open to questions and getting to know other members.
 - Showing appreciation to volunteers and to staff members.
 - Letting people know who the Board members are by creating a bulletin board. Treasurer Lauri Anderson agreed to take on this project.
- 9. Garage Sale:**
- The Board discussed finding new chair people for the 2009 Garage Sale. A Board member will attend the next meeting for the Garage Sale on February 12, 2009.
 - M/S/C** to accept the disbursements from Garage Sale 2008, as recommended by the Garage Sale Committee.
 - M/S/C** to commend John and Marlys Hinsverk, Mavis Hauge, Roger Gehrke and all others who organized and gave many hours of volunteer time to make the sale possible and successful.
- 10. Recommendation from Property and Grounds Committee:** Disbursement of remaining 50th Imagine Campaign funds
- M/S/C** to approve the list of Property and Grounds suggestions as follows:
 - Total Funds available: \$16,315
 - Uses:
 1. Mower (\$2,899)
 2. Roof Maintenance Contract (for all flat roof) (\$2,000)
 3. Projector and Screen for Sanctuary -Pulpit side (\$8,600)
 4. Nursery Window Project (\$500)
 5. Men's Restroom (\$1,500)
 6. Landscaping Work (\$816)
- 11. Key Card Access:** East Entrance
- M/S/C** to direct Becky Leicher to select a contractor and sign a contract for not more than \$7,500.
- 12. Update on Mutual Ministry Support Team and "Open Mike" Document for Board Meetings:** Al Spitzer:
- M/S/C** to ask the Human Resources Committee to adopt and implement the Mutual Ministry Support Team with the change to Item #2, stating: "Participation by staff members is optional," adding "and would be outside of normal job responsibilities."
 - "Open Mike" Document for Board Meetings - Al Spitzer will make revisions to the document, send them to Board members, and they will be considered at November Board meeting.
- 13. Budget Committee:** Board Members
- Members of the committee are Paul Rebelein, Al Spitzer, Lauri Anderson, Julie Small, Pastor Ryan Brodin, and Business Administrator Becky Leicher. They will meet before the first of the year.

14. Nominating Committee:

- Outgoing Board members Gary Blomster and Jon Johnson were appointed to work with the Nominating Committee.

15. Update on Call Committee:

- The committee has interviewed John Hierlinger.
- The committee will meet with the Pastors and a synod representative.
- They received a copy of the Congregational Needs Task Force report to review before they make their recommendation to the congregation.
- The committee will finish its work in two-three weeks.
- The response from congregation members has been 80-90% in favor of calling John Hierlinger to be Associate Pastor of Education and Family Ministry.
- The Committee requests a meeting with the Board in November to share other issues that came up in the process of their work.

16. Pastors' Reports:

-Pastor Ryan:

-Stewardship Campaign Update:

- Pledges for 2009 are at \$482,084.

- In the second half of November, the Stewardship Committee will do followup.

-Youth Director Position:

- Applications are due by Friday, October 31. Thirteen applications have been received so far.

- The interview committee includes Jim Felton, Norm Schultz, Lynne Haggart, Kristin Johnson, and Sandy Long.

-Pastor Jan:

- Food shelves are hurting and need donations of both food and money.

- Thanksgiving baskets will be donated to CEAP and to congregation members who need them. Lists of items needed for the baskets are in the *Friend*.

17. Parish Fellowship Committee - Julie Small

- Julie noted that the committee is planning a fund raiser for April 2009.

18. Adjournment: 11:10 p.m.

**Submitted by:
Judith A. Ferrier
Secretary**

DATES: BOARD
November 24, 2008 - 6:30 p.m.

ALL COMMITTEES
November 10, 2008 - 7:00 p.m.

EXECUTIVE COMMITTEE
November 17, 2008 - 7:30 a.m.