



SHEPHERD OF THE DESERT

Leading people to follow Jesus

Board of Director Meeting Minutes June 20, 2017

Attendees:

- Scott Mackowski:** President and Chair of the BOD
- Jim Szabo:** VP – Parish Ministry (by phone)
- Mike Daly:** VP – Human Resources and Chair of the Board of Human Resources (by phone)
- Suzanne McCann:** Secretary
- Tom Englert:** At Large Member
- Pastor Jon Bjorgaard:** Director of Ministries
- Pastor Jeremy DaPena:** Mt. View Campus Pastor (by invitation)
- Andrew Armstrong** (by invitation)
- Kevin McCafferty** (by invitation)
- Debbie Osman:** Preschool Director (by invitation)
- Lisa Straight:** School Business Administrator (by invitation)

Absent:

- Kris Doyle:** Treasurer and VP – Finance & Operations and Chair of the Board of Finance & Operations
- Ron Barrett:** VP – School Ministry and Chair of the School Board (by telephone)
- Pastor Alan Rosnau** (by invitation)

Scott Mackowski, President and Chair of the Board of Directors, called the meeting to order at 6:30 p.m.

Opening Prayer: Pastor Jon.

Approval of the Board of Director Minutes for the Special Meetings of the Board of Directors on May 11, 2017 and May 23, 2017 and approval of the Board of Director Minutes for the regular meeting of the Board of Directors held on May 16, 2017, previously sent via e-mail: The Minutes for the Special Meetings of the Board of Directors on May 11, 2017 and May 23, 2017 and the Minutes for the regular meeting of the Board of Directors held on May 16, 2017 circulated to all Board members in advance of the meeting were unanimously approved. The Minutes for the May 23rd Special Meeting of the Board of Directors contains confidential personnel information. Article 8, Section 1 of the SOTD Bylaws allows sensitive matters relating to personnel to be redacted from minutes upon approval of the Board of Directors. Pursuant to Article 8, Section 1 of the Bylaws, the Board of Directors approved the redaction of such confidential personnel information from the May 23, 2017 Special Meeting Minutes when those minutes are made available in the e-news and in other forums of general distribution.

The newly elected Board members whose terms will begin on July 1, 2017 attended the meeting, by invitation, and were introduced to existing Board of Director members. Those newly elected Board members are: Kevin McCafferty, Board of Finance and Operations, and Andrew Armstrong, Member At Large.

Mike Daly requested that materials to be reviewed by Board members be distributed at an earlier time in advance of the meetings. Mike Daly also requested that future agendas be pared down.

BOARD REPORTS:

School Ministry

- Lisa Straight, School Business Administrator, who attended the Board meeting by invitation reported that 136 students are currently enrolled in the Day School. Lisa reported that another tour is scheduled for tomorrow.
- Lisa advised that since Lucid Marketing launched the landing pages on May 12th, the Day School has received 9 leads, resulting in 1 tour. Of the 9 leads, 8 of them have been from the non-Lutheran landing page; 1 lead was from the Lutheran landing page. No actual enrollees to day can be attributed to the Lucid campaign.
- Lisa generally discussed teacher openings for the upcoming school year (including K-5 technology, Librarian/Reading Specialist, and Advanced Math Teacher) and strategies for addressing openings.
- The Board discussed negative comments contained on certain school internet websites. Lisa was requested to ask Holly McCune, the Day School's marketing specialist, to work with Lucid to develop strategies to deal with such negative comments.
- Lisa confirmed that Cheryl Ehlers has agreed to perform consulting work for the Day School for 4 hours per week. Cheryl reports to Ron Barrett and to the School Board. Lisa has already met with Cheryl for about 4 hours, during which they addressed priorities. Cheryl has provided a written report to Ron Barrett and the School Board, providing her thoughts on open issues and the handling of on-going matters. Scott will ask Ron Barrett to forward a copy of that report to Board of Directors members.
- The Board generally discussed the pros and cons of the Day School relationship with Lucid and the effectiveness of the marketing program to date.
- Since Ron Barrett was not present at this BOD meeting, Ron's update on the School Strategic Plan will be postponed to a later meeting.
- Debbie Osman gave a general report on the Preschool. If K-Prep (which has just recently moved over to the Mountain View Campus) is not included in enrollment numbers, the Preschool enrollment for next year is ahead of current enrollment. There are currently 15 students in K-Prep.

- Debbie reported on the status of renovating the workroom (Pastor Jeremy's old office). Debbie is working on licensing issues for the Mountain View Campus. The K-Prep licensing for the Shea campus will be handled by doing a temporary closure since K-Prep has been moved to the Mountain View Campus.
- The Board encouraged both Debbie and Lisa to freely approach the Board to talk about their thoughts and their current and future plans for the Preschool and Day School. The Board also encouraged both Lisa and Debbie to work with the School Board and the Executive Team concurrently to address our Day School and Preschool and, in particular, how the Preschool can be expanded on the Mountain View Campus. Tom Englert requested that these issues be included in future Board of Director agendas.
- Andrew Armstrong, the Chairman of the Principal Search Committee, noted that the process to find a Principal has been started, including discussions with educators on the type of candidate that might best suit our needs. The challenges associated with finding a Principal for the upcoming school year were also discussed. In the interim, the Day School will continue its Lead Teacher/Consultant approach.

Finance & Operations

- In the absence of Kris Doyle, Kevin McCafferty provided the Board with the SOTD Church & School financial information for July 2016 – May 2017 YTD. Also provided was a listing of the balances for the Dedicated Funds accounts, the approved 2017/2018 Budget and the F&O Meeting Minutes for May 8, 2017. Kevin reported that he anticipates that the combined Church & School financials will show a fiscal year end loss of \$21,000.
- Kevin reported that the Endowment Exploratory Committee is discussing the Endowment issues with our attorneys, Gallagher & Kennedy, and will report to the Board of Directors in August as to the status,
- Kevin reported that we have considerable amounts of money in dedicated accounts; some of the accounts are more actively managed than others. The management of the dedicated accounts will be discussed at the July Board of Directors meeting, including who owns these accounts, how saving and spending decisions are made with regard to the accounts, and how monies from those accounts are budgeted annually.
- After a Board discussion of cash forecasting, Kevin advised that he will discuss this issue with JoEllen, including discussing staffs' ability to perform cash forecasting. Kevin was also requested to discuss with JoEllen our current banking relationships, to clarify who has the actual relationship with the bank(s) and whether a credit line should be established.

- The current 2017-2018 budget is on an annual basis. The Board discussed having the budget set up on a monthly basis for better expense and cash management control.
- With regard to a question raised concerning donations specifically designated for “outreach ministry” and “other missions,” it was reported that “counters” of weekly contributions make a written record of comments made by congregants on where they want their contributions to be directed. The spreadsheet completed by the “counters” is provided to JoEllen. Kevin will follow-up with JoEllen to determine how congregant designations are subsequently handled.

Human Resources (Mike Daly)

- Mike Daly reported that the Board of Human Resources had nothing new to add. Mike stressed that we need to move forward with hiring a Director of Administration and Operation.

Parish Ministry/Elders)

- Jim Szabo reported that the Board of Elders had nothing new to add at this time.

General Discussion on Procedures

- The Board generally discussed our governance structure, including the advantages and disadvantages of totally revising our constitution/bylaw structure to adopt a policy-based governance structure versus making minor revisions to the constitution/bylaws to streamline procedures and processes, to revise outdated and ambiguous provisions and to clarify the roles, responsibilities, and duties of Boards.
- In the context of the Director of Youth Ministry position, the Board generally discussed the process by which such positions are filled, including involvement of staff, the Board of Human Resources and the Board of Directors.
- The Board also discussed the general question of who “owns” the budget and what approvals need to be sought if overages are contemplated. An issue was raised as to how much could the staff go over budget without obtaining approvals. The \$2,000 threshold was discussed.

SECRETARY’S NOTE: Subsequent to the meeting, the Secretary checked past Board of Director Meeting Minutes with regard to the \$2,000 threshold. Past Board of Director Minutes provide as follows:

- BOD Minutes, 8/18/15: “As a guideline for staff and Boards, any anticipated cost of \$2,000 over the approved budget should be brought to the attention of the F&O Board.”
- BOD Minutes, 2/16/16: “The Board discussed its previous guideline (August 18, 2015, BOD meeting) for staff and Boards that any anticipated cost of \$2,000 over

the approved budget should be brought to the attention of the F&O Board for approval. Kris Doyle should be contacted and she will handle coordination with the F&O Board. Pastor Jon was asked to reinforce this direction at his next staff meetings.”

CHURCH UPDATE:

Report of the Director of Ministries (Pastor Jon)

- Pastor Jon reported that the 2020 Vision is still being worked on. Pastor Jon will provide it to the Strategic Planning Team in July. The finalized 2020 Vision will then be presented to the Board of Directors, likely in August, prior to being submitted to the congregation in the fall timeframe.
- Pastor Jon will announce the retirement of Chuck Gerken in the e-news and also during upcoming worship services. Chuck will retire at the end of calendar year 2017.
- Pastor Jon’s June 2017 report indicated that staff reviews and recasting of goals for the next ministry year will be taking place over the next several weeks with the church staff.
- Officers and Board members will be installed on June 25th at whatever service they choose to attend.
- The Pastors will be doing a series on the Letter to the Romans over the summer months.
- Pastor Jon would like consideration of turning the Wednesday morning school chapel service into a weekly worship opportunity that our members and school parents are also encouraged to consider attending, with a fellowship time afterwards to allow school parents and church members to interact with each other.
- Pastor Jon’s report also indicated that he would like us to look into what it would take to get our worship services online to allow our winter guests, shut-ins, those who travel, and anyone around the world, to tune into our worship services. An example of such a model can be found at concordiaonline.cc.
- Pastor Jon proposed sending a SOTD Mid-Year Report to the congregation, addressing some of the following points:
 - Status of our faith development focus
 - # of baptisms performed
 - Saturday evening worship service
 - Discussion of the Endowment Program
 - Status of our Preschool and Day School
 - Discussion of the Director of Administration and Operations position
 - Retirement of Chuck Gerken at the end of the 2017 calendar year

- Summary of the Voter's meeting
- The Mid-Year Report will also focus on plans for the future in furtherance of our ultimate goal to expand our mission of leading people to follow Jesus, including:
 - Hiring of the Director of Administration and Operations
 - Search for the right Principal to lead our school
 - Explanation of the "Stand in the Gap" campaign
 - Unveiling of the 2020 Vision
 - Unveiling of the SOTD Endowment Fund.
 - Expansion of our preschool ministry through adding an additional classroom through a remodel of the Mountain View Campus.
 - Continued expansion of our faith development opportunities.
 - Introduction of a SOTD electronic app to improve communication and financial giving opportunities

UNFINISHED BUSINESS:

Update on the Director of Administration and Operations position

- Pastor Jeremy advised that he had contacted the LCMS and that the Director of Administration and Operations Job Description will be posted on their website. In addition, Pastor Jeremy reported that his research indicates that the number one website for church staffing is ChurchStaffing.com. The cost, which was previously approved by e-mail communications with Kris Doyle, is \$229.00 per month. The Job Description was posted today and will continue to be posted for 30 days. As previously decided at an earlier BOD meeting, resumes will be sent to Pastor Jon who will then forward the resumes to Mike Daly and Tom Englert.

Update on the Principal Search Committee

The Board of Directors discussed the recommendation of Andrew Armstrong with regard to individuals to be appointed to the Principal Search Committee. After discussion and upon motion, duly made and seconded, the Board of Directors voted unanimously to appoint the following individuals to be members of the Principal Search Committee:

- **Andrew Armstrong –, Member of BOD (eff. 7/1/17) (and student parent)**
- **Jim Szabo – Member of BOD (and student parent)**
- **Cathy Eckstein – Member of School Board (and former member of BOD)**
- **Jean Selle – Member of School Board (and former SOTD teacher)**
- **Josh Wheatman – Member of Board of Elders (and student parent and high education professor)**
- **Lotus Kaplan – Student Parent and SOTD Teacher**
- **Natalie Smith – Teacher Aide Pre-K, former student of SOTD K-8 program**
- **Carla Munger – Advisor (SOTD Teacher)**

Carla Munger shall serve in the capacity as Advisor to the Principal Search Committee. Lotus Kaplan shall act as Pastor Jon's designated representative pursuant to Article 5, Section 5 of the Bylaws.

Update on Director of Youth Ministry Call Committee

Pastor Jeremy and Scott Mackowski reported that the slate of nominees for the Director of Youth Ministry Call Committee will be submitted to the Board of Directors by the August Board of Directors meeting.

Exit Interview with Janet Linden

Scott Mackowski reported on his exit interview with Janet Linden. The Board of Directors was appreciative of Janet's efforts to create a smooth transition. In particular, Janet provided positive written comments on each of the youth that she mentored in an effort to introduce our Interim Director of Youth Ministry, Bryan Stanley, to them in an uplifting manner.

NEW BUSINESS:

Due to the late hour, the Board did not address a number of the items on the Agenda under New Business.

The Board discussed whether to hold a Board of Directors Meeting in July and decided to go forward with one. An issue was also raised as to whether the Board should, on occasion, hold two meetings in a month.

Closing Prayer: Pastor Jeremy closed with prayer.

Meeting Adjournment:

It was motioned, seconded and approved to close the meeting at 9:55 p.m.

Next Meeting: The next Board of Directors meeting is scheduled for Tuesday, July 18, 2017