

DATE: February 4, 2020 (7 pm – 9:20 pm)

OFLC Leadership Meeting Minutes

Attending: Anthony Wold; Rachel Baccam; Rick Fuglie; Pr. Cathy Jones; Paul Bolstad; Diane Mutterer; Gail Swanson; Ruth Durand; Diane Dorrell; Lynn Greseth

TOPIC	FACILITATOR	NOTES	Contact Person
Devo	Pr. Cathy	Examen Prayer	
Pastor Update	Pr. Cathy	Pastoral update – Cathy spoke of how pastoral hours are spent and shared a graph of where her hours are spent.	Pr. Cathy
Administrative/ Personnel	Pr. Cathy	<p>Communication to office personal, review letter. Kim and Melissa are feeling OK about things. They may not have all information on hand but can direct questions to others. They like having council meeting minutes as soon as possible after the meeting. Diane will make every effort to get them to the office as soon as possible.</p> <p>A bulletin board for council minutes will be posted in the fellowship area. Discussion around posting meeting minutes on the website also. Secretary will put contact person in follow-up column and announce where minutes are located on website.</p> <p>Put together list of contact people for different areas/groups.</p> <p>Discussion around flexible work schedules.</p> <p>Other positions, sick children, being out in the community for meetings etc. can all be a strain on set work hours. Work at home and/or being able to flex hours helps balance life.</p> <p>Melissa will begin ordering supplies as needed for the church. Diane D. will help develop a list of supplies and where they come from for regular ordering. Tammy J. worked with most recent list.</p> <p>Kim will be helping Rachel do data entry into Breeze to stay current on donation records.</p> <p>Rick and Diane will be reviewing office staff job descriptions and updating them to reflect what staff are covering and will set up time with Kim and Melissa for their yearly review this month.</p> <p>Council would like to know what office hours will be on site at the church. Or is there another flexible option we haven't thought of yet.</p> <p>Zoom Pro subscription @ \$15/month – yes – this will help facilitate meetings</p>	Rick F. Diane M. Pr. Cathy

Finance	Rachel	<p>Treasurer update:</p> <p>Rachel developing spreadsheet detailing orders, income, output – spoke to Donna and sent her budget, restricted funds and classes – list for things Melissa and Kim could help</p> <p>Thrivent Choice funds will be a separate line item in budget going forward. Rachel has sent this information to Donna at Clergy Financial. Rick will call Thrivent this week to find out how to pull the funds when needed. Deadline to designate where Thrivent Choice funds go is sometime in March.</p> <p>Foundation monies cannot be used for building repair</p> <p>Leadership may need to do a financial ask to help the general fund as we are starting on the capital campaign. Exec team will discuss this more.</p> <p>Send out Simply Giving instructions as a reminder for how simple it is.</p>	Rachel B.
Call Committee		<p>Call committee</p> <p>When do they start? As soon as a meeting can be scheduled to gather the committee and set up plans. Diane send email to get started.</p> <p>Ministry Site Profile has a few empty spaces yet. Exec team will do a special meeting on Tuesday Feb. 11 to pull financial numbers for salary, insurance, pension, auto, housing, continuing ed, phone etc. It is time to officially submit the MSP as the synod will review for about a month before posting it for applicants.</p>	
Building and Grounds		<p>Congregational vote results were – Ministry Center 37 Basic Plus 21 and Abstain 1</p> <p>Kodet is sending a revised invoice for architect plan</p> <p>Capital consultant firm Kairos costs a \$20,500 flat fee. Anthony will negotiate a payment schedule with them.</p> <p>Pr. Cathy will resend names to Anthony for people to be on capital campaign committee.</p>	
Outreach Ministries		<p>Nourishing Hope will have its own checking account – Mike Dickman, Julie Vergin, Sandy Ziegler will be signers for the account. The account will be under OFLC. After the Allina grant is gone, Nourishing Hope will pay for expenses charged under OFLC.</p>	
Internal Ministries		<p>Annual meeting Jan. 26th</p> <p>Any feedback? Mike Dickman email – financial feedback</p> <p>Meeting went long – there were large subjects</p> <p>Note for next year – make sure to get documents out sooner</p> <p>Misc. updates? none</p>	

Other			
		Foundation update – work has begun to pull together a group for the Foundation board – watch for future fundraisers.	Mark Nelson
		Toolkit, February 22 – good day to get information and network with other churches	Pr. Cathy
		Paul B. – Can we serve traditional communion once a month? Yes Pr. Cathy will ask the office to post a sign-up sheet for people to set up and clean up communion those Sundays.	
		Pr. Cathy will be gone to Florida March 4 – 11 – we will use lay leaders for two services, no communion.	
Upcoming Meetings		Executive Feb. 18 Council Mar. 3	
Devotion Schedule		March - Rachel	
Prayer	All		