

WLC STRATEGIC COUNCIL MEETING MINUTES – MARCH 2017 - APPROVED

Meeting:	March 2017 Monthly Strategic Council	Facilitator:	Bryan Hughes, President
Date:	03/13/2017	Minute Taker:	Troy Wenck, Secretary
Location:	Woodbury Lutheran Church – Valley Creek Campus	Participants:	Voting Council Members: <ul style="list-style-type: none"> • Bryan Hughes, President • Renee Boehme, Vice President • Bob Petrich, Lead Elder • Troy Wenck, Secretary • Tim Reberg • Linda Tank • Cynthia Gustafson Non-Voting Participants: <ul style="list-style-type: none"> • Pastor Tom Pfothenaur • Mark Stutelberg, Business Administrator • Vicar Scott Pitsch • Lisa Engh, Board Chair, CCEFS • Greig Metzger, Director, CCEFS
Start/End Times:	7:00 PM – 9:00 PM	Absentees:	Voting Council Members: <ul style="list-style-type: none"> • Lisa Smith, Treasurer • Brian Schouviller Non-Voting Participants:

AGENDA ITEM	DISCUSSION POINTS	MOTIONS, DECISIONS AND/OR ACTION ITEMS
Opening	<ul style="list-style-type: none"> • Meeting opened with Prayer 	
Open Forum	<ul style="list-style-type: none"> • Greig Metzger with CCEFS presented their vision for moving CCEFS to the campus of Guardian Angels. <ul style="list-style-type: none"> ▪ CCEFS presented a request for \$60,000 in support of their ‘Raise the Roof’ capital campaign to build a stand-alone structure on that campus. ▪ There is no provision for continuation of the Christian Closet mission at the new space. ▪ There was little acknowledgement of our Woodbury Lutheran’s long standing history of supporting the CCEFS and it was a bold and business-like ask. 	<ul style="list-style-type: none"> • Action Item (March) – Tom Pfothenaur to connect with leaders of the Christian Closet to verify what they want to do next if CCEFS leaves. • Action Item (March) – Tom Pfothenaur to consider gift of \$30,000 to \$40,000 over two years, and work with Mark Stutelburg on which budget item(s) the funding would come from. (Greater Missions, Operating, Easter, Other?)
Approval of Prior Month’s Minutes	<ul style="list-style-type: none"> • February meeting minutes were reviewed for approval. Several members had not received them through CCB distribution, so an email approval vote was proposed 	<ul style="list-style-type: none"> • Action Item (March) – Bryan Hughes to contact third party review firms and seek proposals for third party review of: Process controls (authorization for expenditures, disbursements, check writing process, petty cash process, bank reconciliation process, reporting processes.) • Decision: Council recommended that Tom Pfothenaur engage the third party reviewer if the total cost is less than \$10,000.

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Consent Agenda Topic: Senior Pastor Report	<ul style="list-style-type: none"> • Full March Senior Pastor Report was provided for review • Highlights discussed included: <ul style="list-style-type: none"> ○ Call Team is meeting to assemble names of prospective candidates for filling Pastor Drew's position. Target to have all names <u>compiled by end of April</u> ○ 3 qualified individuals we know (two are current members) are investigating the SMP process or Colloquy into ordination. Pastor Tom continuing conversations with them. ○ Easter Offering give-away still being investigated. Current plan is to not pre-announce where the money is going so as to not affect giving either way. ○ 4 candidates were interviewed for Pre-School Director, field narrowed to two that will interview with senior staff. ○ Planning continues for WLC's 50th anniversary celebration ○ Capital Campaign committee work continues. Next meeting April 3. ○ Revised Missions Team Alignment was presented (attached) ○ Saturday Night music leader position has been staffed. ○ Seeking part-time tech person to support Kendall 	<ul style="list-style-type: none"> • Action Item (March) - Tom Pfothenauer to present position description for additional Accounting Assistant at April Council meeting.
Consent Agenda Topic: Financial Report Addressed by Mark S. & Lisa Smith	<ul style="list-style-type: none"> • YTD through 3/13/17 profit and loss reviewed as it compares to Budget and 2016 actuals. A split by site was provided. No balance Sheet was issued for review. • YTD 2017 Giving continues to exceed budget and 2016, but may be impacted by a couple of large gifts in February that did not occur in CY2016 until March. • Preschool P&L was distributed through 2/28/17. Income is slightly above budget and expenses are slightly below. 	
Perpetual Calendar March: Review Endowm't / Distrib'ns	<ul style="list-style-type: none"> • No Endowment Distributions requested by staff 	<ul style="list-style-type: none"> • Action Item (March) – Tom Pfothenauer to finalize date for May Strategic Planning Meeting. • Action Item (March) – Tom Pfothenauer to verify no endowment distributions are necessary this year. Implement email for discussion and voting if necessary.
Elders Update	<ul style="list-style-type: none"> • Elders discussion church trends in LCMS and trends in American Christianity overall to be more proactive in planning. 30 total Elders. 	<ul style="list-style-type: none"> • None

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Ministry Planning: Third Site		<ul style="list-style-type: none"> • Action Item (March) – Tom Pfothenauer to have Pastor Jon draft vision of what is ‘next’ for Liberty Ridge for consideration prior to April 3 Council and Capital Campaign meetings.
Other Topics	<ul style="list-style-type: none"> • Due to lack of quorum April 10, moving the meeting date was discussed. Mark indicated financials would be available through March as the 26th is the last Sunday. 	<ul style="list-style-type: none"> • Action Item (March) – All Council – Meeting date for April moved to April 3, 2017 at 7 PM.
Closing	<ul style="list-style-type: none"> • Meeting closed with Prayer. 	

Council Agenda Items Based on Policy Manual Perpetual Calendar

January	Present Budget to Congregation Senior Pastor Quarterly Strategic Update
February	Review By-Laws Orientation of New Council Members Review Council Policies Resolution of Sale of Stock
March	Review Endowment and make appropriate distributions
April	Senior Pastor Quarterly Strategic Update
May	Annual Council Strategic Retreat
June	Senior Pastor Performance Review
July	Senior Pastor Annual and Quarterly Strategic Update
August	Council Nominations Resolution of Sale of Stock
September	Review government regulations
October	Budget Narrative Senior Pastor Quarterly Strategic Update
November	Review Risk Management and Internal Controls Preschool Financial Reporting – Status Update
December	No items