

**WLC STRATEGIC COUNCIL MEETING MINUTES – FEBRUARY 2017 - APPROVED**

<b>Meeting:</b>	<b>February 2017 Monthly Strategic Council</b>	<b>Facilitator:</b>	Bryan Hughes, President
<b>Date:</b>	02/13/2017	<b>Minute Taker:</b>	Troy Wenck, Secretary
<b>Location:</b>	Woodbury Lutheran Church – Valley Creek Campus	<b>Participants:</b>	Voting Council Members: <ul style="list-style-type: none"> <li>• Bryan Hughes, President</li> <li>• Bob Petrich, Lead Elder</li> <li>• Troy Wenck, Secretary</li> <li>• Tim Reberg</li> <li>• Lisa Smith, Treasurer</li> <li>• Brian Schouviller</li> <li>• Linda Tank</li> <li>• Cynthia Gustafson</li> </ul> Non-Voting Participants: <ul style="list-style-type: none"> <li>• Pastor Tom Pfothenaur</li> <li>• Mark Stutelberg, Business Administrator</li> <li>• Vicar Scott Pitsch</li> </ul>
<b>Start/End Times:</b>	7:00 PM – 9:00 PM	<b>Absentees:</b>	Voting Council Members: <ul style="list-style-type: none"> <li>• Renee Boehme, Vice President</li> </ul> Non-Voting Participants: <ul style="list-style-type: none"> <li>• None</li> </ul>

<b>AGENDA ITEM</b>	<b>DISCUSSION POINTS</b>	<b>MOTIONS, DECISIONS AND/OR ACTION ITEMS</b>
Opening	<ul style="list-style-type: none"> <li>• Introductions of new and existing council members</li> <li>• Prayers</li> </ul>	<ul style="list-style-type: none"> <li>• Welcomed <b>Linda Tank</b> and <b>Cynthia Gustafson</b> to serve on council</li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• Several members have approached Bryan Hughes and others at the Financial Meeting, the Annual Meeting, and since to discuss the process of financial reporting and third party audit. Bryan Hughes and Lisa Smith are working with Tom Pfothenaur and Mark Stutelberg on revised enhanced financial reporting, and Mark will get quotes on third-party reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action Item (February)</b> – <b>Mark Stutelberg</b> to contact third party review firms and seek proposals for third party review of:                             <ol style="list-style-type: none"> <li>1. Process controls (authorization for expenditures, disbursements, check writing process, petty cash process, bank reconciliation process, reporting processes.)</li> <li>2. Financial tracking and reporting methodology (i.e. Multi-site business units, preschool, etc.)</li> <li>3. Other scope as recommended by Bob/Gary or as requested by Tom Pfothenaur based on feedback from Pastors at other large churches.</li> </ol>                             Review responses/proposals with President and Treasurer for scope and cost prior to initiating review.                         </li> </ul>
Approval of Prior Month's Minutes	<ul style="list-style-type: none"> <li>• Revised December and January meeting minutes were presented for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Decision:</b> Bob Petrich moved, and Tim Reberg seconded a motion to <u>accept the revised December minutes, and the January Minutes</u> with an edit to correct Renee's last name.</li> </ul>

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<p>Consent Agenda Topic: Senior Pastor Report</p>	<ul style="list-style-type: none"> <li>• Callouts from the Sr. Pastor Report <ul style="list-style-type: none"> <li>○ Average attendance in January is up 200 people year over year (warmer weather?)</li> <li>○ Tom’s take-away points from multi-site conference attendance in January: <ul style="list-style-type: none"> <li>▪ National average for regular attenders is to attend service 1.4x/mo.</li> <li>▪ Middle-sized church counts are in decline. Churches are either trending toward mega, or very small.</li> <li>▪ Members must be involved in ministry, or they will not be retained.</li> <li>▪ Online campuses are on the rise.</li> <li>▪ Persecution of the church will lead to stronger believers</li> <li>▪ Giving per member will decrease. 68% of givers will be dead in 24 years.</li> <li>▪ Homosexuality will divide the church</li> <li>▪ People (including members) are becoming more and more immoral due to cultural influence.</li> <li>▪ America will be more Muslim than we can imagine. We as a church have to choose how to respond.</li> </ul> </li> <li>○ Bryan, Tom, and Mark have met to review the complexity of our financial reporting, and Mark is working on changes to detail level of reporting.</li> <li>○ Global Mission Team and Endowment Teams are improving their alignment with each other. Approximately 7% of total budget is going to global missions and 3% is going to church initiated.</li> <li>○ Sr. Pastor focusing on leadership development pipeline for lay leaders</li> <li>○ Sr. Pastor has revised the position description for the Associate Pastor for Multisite Ministry – Campus Pastor, including new focus on: <ul style="list-style-type: none"> <li>▪ Engaging the millennial generation</li> <li>▪ Oversight and execution of the hospitality ministry at VC campus</li> <li>▪ Possibly Reach oversight</li> <li>▪ Hire for talent</li> <li>▪ Position description will have some flexibility based on skill set of the best candidate.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action Item (February)</b> - <b>Tom Pfothenhauer</b> to have global mission team come to council in April to present. Presentation by endowment team timing TBD based on outcome of Generis presentation.</li> <li>• <b>Decision:</b> Lisa Smith moved, and Tim Reberg seconded a motion to <u>accept the revised Position Description</u> as presented, and form a Ministry Action Team to commence the search for the replacement Pastor to Vicar Drew. The motion carried unanimously. On Wednesday, February 15<sup>th</sup>, Tom Pfothenhauer requested an amendment to the description (updated 2-15-17.) Troy Wenck moved, and Bob Petrich seconded to accept the revised Position Description, and the motion carried unanimously.</li> <li>• <b>Action item (February)</b> – <b>Tom Pfothenhauer</b> to send out Position Description to the Elders for their information.</li> <li>• <b>Decision: Tim Reberg</b> volunteered to <u>sit on the MAT</u> for the Associate Pastor for Multisite Ministry.</li> <li>• <b>Decision: Brian Schouville, Cynthia Gustafson, and Linda Tank</b> are <u>interested in sitting on the MAT working with Generis</u>, and will coordinate participation therein after the February 21 Generis presentation.</li> </ul>

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Consent Agenda Topic: Financial Report Addressed by Mark S. & Lisa Smith	<ul style="list-style-type: none"> <li>January profit and loss reviewed as it compares to Budget, 2016 actuals. Balance Sheet dated 2/13/17 issued for review. January 2017 Giving exceeded budget by \$17K and January 2016 by 16.8%. Expenses were \$22K under budget.</li> <li>Preschool budget not yet provided to Mark but expected any day. The Preschool books are kept in Quickbooks, but as a separate class for tracking.</li> <li>PT accounting help for enhanced reporting discussed.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action Item (February)</b> – <b>Mark Stutelberg</b> to verify source/description of January 2016 restricted fund transfer of \$27,063.</li> <li><b>Action Item (February)</b> – <b>Mark Stutelberg</b> to provide preschool budget (either 2017 or '17-18 school year) ahead of meeting for review prior to, and discussion at March meeting.</li> <li><b>Action Item (February)</b> – <b>Tom Pfothenhauer</b> to review revised financial reporting structure requested by the Council with Mark Stutelberg and respond with a plan next month to achieve reporting levels requested, whether that is additional PT accounting help, or other PT help to allow Mark to focus deeper on accounting.</li> <li><b>Action Item (January)</b> – <b>Lisa Smith</b> to correct financial and re-distribute so they can be approved.</li> </ul>
Perpetual Calendar February Topics: New Member Orientation Bylaw review Council Policy Review Resolution on sale of stock	<ul style="list-style-type: none"> <li>New Member orientation took place at 6 PM</li> <li>Bylaws were distributed.</li> <li>Review Council Policies</li> <li>No Resolution of Sale of Stock requested by staff</li> </ul>	<ul style="list-style-type: none"> <li><b>Action Item (February)</b> – <b>All Members</b> to review the Bylaws and council policies and bring proposed changes to May strategic planning meeting date TBD.</li> <li><b>Action Item (February)</b> – <b>Tom Pfothenhauer</b> to issue doodle scheduling poll to set up May strategic planning meeting 7 am – 11 am on a Saturday morning.</li> </ul>
Elders Update	<ul style="list-style-type: none"> <li>One Elder added in January. Total count now 31, 21 at VC, 4 at OH, 6 at LR</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Ministry Planning: Third Site	<ul style="list-style-type: none"> <li>Third site Worship at Liberty Ridge officially launched February 5, 2017</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Other Topics	<ul style="list-style-type: none"> <li>Four qualified candidates are being interviewed for the Preschool Director position. There is a potential that the new preschool director salary will be significantly increased from prior year's budgets.</li> <li>Mary Lehman, Lindsay, and Kendall have been asked to vet which local charities will receive the WLC 2017 Easter offering. Final charity approval will be by <b>Tom Pfothenhauer</b>.</li> </ul>	<ul style="list-style-type: none"> <li><b>Action Item (February)</b> – <b>Tom Pfothenhauer</b> to advise council and seek approval if new preschool director hire will be at increased salary versus last years' costs prior to issuing the offer.</li> <li><b>Action Item (December)</b> – <b>Tom Pfothenhauer</b> to ask Greig to attend a council meeting in March to discuss the move and answer questions. This will allow Council to feel comfortable with how any donation we would give to the endeavor will be used.</li> </ul>
Closing	<ul style="list-style-type: none"> <li>Meeting closed with Prayer.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

**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