

WLC STRATEGIC COUNCIL MEETING MINUTES – AUGUST 2017 - APPROVED

Meeting:	August 2017 Strategic Council Meeting	Facilitator:	Bryan Hughes, President
Date:	08/22/2017	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 • Lisa Smith, Treasurer • Troy Wenck, Secretary • Bob Petrich, Lead Elder • Tim Reberg • Linda Tank • Brian Schouviller • Cynthia Gustafson Non-Voting Participants: <ul style="list-style-type: none"> • Pastor Tom Pfothaur • Vicar Christian Jones • Mark Stutelberg, Business Administrator
Start/End Times:	7:00 AM – 8:30 AM	Absentees:	Voting Council Members: <ul style="list-style-type: none"> • None Non-Voting Participants: <ul style="list-style-type: none"> • None

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"> • None requested 	<ul style="list-style-type: none"> • None
Approval of Prior Month's Minutes	<ul style="list-style-type: none"> • Outstanding action items were reviewed. 	<ul style="list-style-type: none"> • Decision: Renee Boehme moved and Bob Petrich seconded a motion to approve the July meeting minutes. The motion was approved unanimously.

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Consent Agenda Topic: Senior Pastor Report	<ul style="list-style-type: none"> • West end steps are complete with parking lot to follow soon. • ChurchINK report was received and Mark/Tom implementing recommendations. • Financial Process Audit report was received. Proposed Adjustments include: <ol style="list-style-type: none"> 1. Implement process to review status of aged checks 2. Perform annual reconciliation of donor database to General Ledger 3. Recommend invoices should get stamped/marked when Paid 4. Implement policies to ensure church credit card holders submit receipts for reconciliation and review by third party 5. Implement policy for periodic review of Church Administrators credit card expenditures 6. Review and verify appropriateness of credit card limits 7. Verify closure of access to the General Ledger 8. Conduct periodic review of who has access to the General Ledger and enforce use of individual passwords for tracking of entries. 9. Document all salary adjustments in individual personnel files. • The Call Committee recommended and the congregation voted for a call to Pastor Ben Gonzales. • Pastor Derek Broten has accepted a call to serve as Director of the National Youth Gathering. Dean Dunavan is willing to fill in during the vacancy as necessary. • Mark is planning for custodial help during Dan Arend's absence 	<ul style="list-style-type: none"> • Action Item (June) – Tom Pfothenhauer to make adjustments to Financial Administrator Position Description after review of the Audit based on its recommendations. (July Update) – The audit recommendations have been reviewed and that it was noted that some of their recommendations are currently in place, some need follow-up/clarification and some may not be applicable for WLC. However, any procedural changes will be the responsibility of the new Financial Administrator and will occur after that position is filled. Tom to revise and all to review Position Description next month. • Action Item (August) - Tom Pfothenhauer to debrief lessons learned from Derek's SMP process to improve process next time, and issue proposed plan. • Decision: Cynthia Gustafson moved and Brian Schouviller seconded a motion to convene a Call Committee for the Oak Hill Campus Pastor position. The motion was approved unanimously.
Financial Report:	<ul style="list-style-type: none"> • Mark Stutelberg provided financials through June 30, 2017. 	<ul style="list-style-type: none"> • Action Item (August) – Mark Stutelberg and Tom Pfothenhauer to assemble plan for use of budget surplus if it continues to hold.
Perpetual Calendar August: Council Nominations Resolution of Sale of Stock	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Action Item (May) – Mark Stutelberg to assemble list of regulatory requirements needed per item 2.1.14 (not due until 7/31/17) • Action Item (May) – Mark Stutelberg and Tom Pfothenhauer to formalize crisis management plan(s). (July Update) – Expect finalization in October with police department input. • Action Item (May) – Tom Pfothenhauer to work with Mary to distill dashboard down to critical data in simpler format that can be absorbed in two minutes. (July Update) – Expect finalization in August. • Action Item (May) – Troy Wenck to update and distribute revised policies per discussion for review and approval. (July Update) – Troy to redline with Cynthia's recommendations and distribute for review prior to finalization by admin staff.

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Elders Update	<ul style="list-style-type: none"> • Elders spent time with Sara last meeting discussing stronger support for the Preschool and spent time in prayer for her and the School. • Elders convening small groups for each campus as clusters in addition to large group meetings. 	<ul style="list-style-type: none"> • None
Ministry Planning: Third Site	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Action Item (July) – All to attend Eaglebrook service in coming weeks if possible, and bring back ideas of what aspects we think may be transferable improvements to the worship experience at WLC.
Other Topics	<ul style="list-style-type: none"> • Bryan Hughes will be assembling 360 feedback review for Pastor Tom. 	<ul style="list-style-type: none"> • None
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