

WLC STRATEGIC COUNCIL MEETING MINUTES – November 12, 2019 - UNAPPROVED

Meeting:	November council meeting	Facilitator:	Renee Boehme, president
Date:	11/12/2019	Minute Taker:	Linda Tank, acting secretary
Location:	Woodbury Lutheran Church – Valley Creek Campus		
Start/End Time:	6:30 AM – 8:30 AM		

AGENDA ITEM	DISCUSSION POINTS	MOTIONS, DECISIONS AND/OR ACTION ITEMS
Call to order & quorum determination:	<ul style="list-style-type: none"> • Voting council members present – Ben Kehl (on phone), Evan Parkhurst, TroyWenck, Larry Hall, Brian Schouvieller (on phone), Linda Tank • Non-voting participants present – Pastor Tom Pfothhauer, Mark Stutelberg, Vicar Quincy 	<p>Action – Motion made and passed that a quorum of voting members was present.</p> <p>Action – Consent agenda approved.</p>
Devotion/prayers:	<ul style="list-style-type: none"> • Pastor Tom led the council in devotion and prayers. • Theme: Each shared what we are thankful for as we anticipate Thanksgiving. • 	
Consent agenda: Meeting minutes: Financials: Dashboard update: Miscellaneous:	<ul style="list-style-type: none"> • Meeting minutes - Reviewed and discussed October meeting minutes. • New council member – Council approved the nomination of Ann Baumann to council as an at-large member. • Financials – Mark reported that YTD total income is at 97.1% of budget and total expenses are at 93.5% of budget. Total income YTD is 2.7% above last year. • The pre-school brought in \$32,756 in the month of October and had expenses of \$46,272. • There was discussion regarding the 2020 budget with preliminary work underway by staff. Staff is recommending a flat budget for 2020. • Related to the 2020 budget discussion, there was a discussion on the increasing cost of health care benefits for staff. Over the next couple of months Mark will evaluate WLC’s current health care program and will explore potential opportunities to manage expected future increases in benefit costs. He will also review the current benefits program with staff. • Council discussed the annual review and approval of check signatories for WLC financial accounts, bank accounts and endowment funds. • Dashboard – Brief review of monthly dashboard metrics. 	<ul style="list-style-type: none"> • Decision – Motion made and passed to approve October meeting minutes. • Decision – Motion made and passed to have Ann Baumann serve on the council. • Decision - October financial report was approved. • Decision – Motion made and passed to approve check signatories for WLC bank accounts, endowments and other financial accounts.

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Senior Pastor report: Score card:	<ul style="list-style-type: none"> • Liberty Ridge project update was provided by Troy Wenck. The task force continues to search for a permanent home for Liberty Ridge and is looking at three options including: 1) Exploring a partnership with Presbyterian Homes. 2) Exploring building a stand-alone building on the WLC Afton property. 3) Identifying an existing stand-alone building near the Liberty Ridge community that could be renovated to a worship site. Troy provided an email update to council following a meeting with Presbyterian Homes on Nov. 12. He reported that Presbyterian Homes' joint venture model has changed in the past year, but they continue to be open to exploring options for a partnership with WLC and the due diligence work will continue including preliminary financial modeling and identifying possible site locations near the Liberty Ridge community. • Pastor Tom provided an update on the endowment fund and several meetings that have occurred since the October council meeting. The council discussed and agreed on next steps for the endowment fund which include: 1) Activate nomination of endowment committee members with a goal of candidate names solidified by December. 2) Brian and Linda will continue to solidify a long-term vision and strategy for the endowment and bring recommendations to Pastor Tom, the council and the activated endowment committee for discussion. 3) Pastor Tom, Brian and Linda will identify a qualified external resource to review the current endowment and advise on next steps to ensure the fund is in compliance with its governance policies. • There was a brief discussion on risk management and internal controls. Mark will review internal controls related to financial reporting and provide an update to the council. Other areas of risk management were discussed, including emergency response plans for WLC facilities. Leaders have reviewed emergency preparedness plans with staff and the next area of focus for emergency planning will be with WLC volunteers. Council requested an update when that training is completed. 	<ul style="list-style-type: none"> • Action – Task force to continue search for a home for Liberty Ridge. • Action – Brian, Linda and Pastor Tom to follow-up on three action items discussed related to the endowment committee and provide a progress report to council. • Action – Staff to provide council with an update when emergency preparedness training for volunteers is completed.
Open items:	<ul style="list-style-type: none"> • WLC name change: no new updates 	<ul style="list-style-type: none"> •
Elders' Update:	<ul style="list-style-type: none"> • 6 new elders coming on board. Elders are working hard on member care. 	
Closing:	<ul style="list-style-type: none"> • Pastor Tom said a closing prayer. 	<ul style="list-style-type: none"> • Action - Motion was made and passed to adjourn the meeting. Meeting adjourned at 8:30 a.m.
Meeting times:	<ul style="list-style-type: none"> • 2019 council meeting times to be 6:30 a.m. to 8:30 a.m. • December 10, and in 2020 on January 14. 	

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