

Our Savior Lutheran Ministries

Board of Directors

Minutes for October 22, 2019

INTRODUCTION:

- A regular monthly meeting of the Board of Directors (BOD) of Our Savior Lutheran Ministries (OSLM) was held on Tuesday, October 22, 2019, in the OSLM Conference Room. BOD members in attendance were Directors Angela Westphal (Chair), Chris Korsak (Vice Chair), Kimberly Brandt (Secretary), John Honig, Linda Futral, Katrina Owens, and Mark Klins, as well as Pastor Kevin Austin, Elder Jesse Yow, and Don Young.
- A quorum being present, the meeting was called to order at 7:00 pm.
- Chris Korsak led an opening devotion, concluding with prayer.
- Open Forum – No congregation members attended the meeting.

GENERAL BUSINESS:

- Chris Korsak makes a **motion** to accept the draft agenda for this meeting and was **passed** unanimously.
- Chris Korsak makes a **motion** to accept the minutes of the September 17, 2019 regular BOD meeting, as distributed by Sec. Kimberly Brandt to the BOD via email, **passed** unanimously.

STRATEGIC PLANNING:

- **Major Moves: Breakout discussions**
 - Conducted after the adjournment of the meeting

OTHER BOARD ACTIONS:

- Treasurer Discussion/Designation of Treasurer
 - Don Young presented the responsibilities of the Treasurer
 - The BOD discussed these responsibilities
 - Mark Klins has been designated as the Treasurer
- LCEF Loan Structure
 - Terms of loan restructuring was discussed
 - Chris Korsak makes a **motion** to support the plan to pursue restructuring of the loans; this **motion** was passed unanimously.
- Financial Audit – Selection of Auditor, Level of Audit
 - Don Young summarized the companies and review process being considered to conduct a financial review.
 - Katrina Owens makes a **motion** to change the language in Policy Manual Section 2.5.3 to read: *Financial Review: The LGB shall not fail to have a financial review conducted at least every three years, or upon a change in Senior Pastor, Principal or Executive Director (see paragraph 2.5.4.2)*. The **motion** was passed unanimously.

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- Kim Brandt makes a **motion** to retain CapinCrouse to conduct a financial compilation review and it was passed unanimously.

MONITORING:

- Financial Report:
 - The Financial Report was reviewed by the BOD (Attachment #1)
- Pastor's Report:
 - Reviewed Pastor's Report (Attachment #2)
 - Pastor discussed staff responsibility
- Preschool Report
 - Kim summarized the Preschool Report (Attachment #3)

COMMENTS FROM DIRECTORS:

- Advanced planning using the BOD Planning Calendar to be initiated at the next meeting

REVIEW OF CALENDAR: UPDATE

October 25 – School Trunk-O-Treat @ 6-8:30pm

October 27 – Reformation Sunday / Guest Pastor Chad Lakies

November 3 – Special Congregation Voter's Meeting @ 10:30am

November 10 – Bagels with Board Members @ 10:15am

November 12 – Executive Committee @ 6:30pm

November 19 – Board Meeting @ 7pm

November 27 – Thanksgiving Service 7pm – Pie Social to follow

December 10 – Joint Meeting with Elders @ 6:30pm

ADJOURNMENT: Following a closing prayer by Pastor Austin, the meeting was adjourned after Mark Klins motion to adjourn was passed unanimously at 8:52 pm.

ATTACHMENTS: UPDATE

- [Attachment #1](#) - Financial Report dated September 30, 2019
- [Attachment #2](#) - Pastor's Report to the BOD, dated October 2019
- [Attachment #3](#) - Preschool Report, September 2019

Submitted by: Kimberly Brandt, Sept. 20, 2019 Approved by BOD: Nov. 19, 2019