

**Final**  
**Our Savior Lutheran Ministries**  
**Lay Governing Board**  
Minutes for May 15, 2019

**INTRODUCTION:**

- A regular monthly meeting of the Lay Governing Board (LGB) of Our Savior Lutheran Ministries (OSLM) was held on Wednesday, May 15, 2019, in the OSLM Conference Room. LGB members in attendance were Directors Angela Westphal (Chair), Diane Schildbach (Secretary), John Phillips, Kim Brandt and Linda Futral, as well as Pastor Kevin Austin, Elder Jesse Yow and Executive Director Don Young. Director John Honig was absent.
- A quorum being present, the meeting was called to order at 6:35pm.
- John Phillips led an opening devotion, concluding with prayer.
- Open Forum - none

**GENERAL BUSINESS:**

- Kim Brandt's **motion** to accept the draft agenda for this meeting **passed** unanimously.
- John Phillips' **motion** to accept the minutes of the April 17, 2019 regular LGB meeting, as distributed by Secretary Diane Schildbach to the LGB via email on May 7, 2019, **passed** unanimously.

**MONITORING:**

- **Financial Report** - The Board received the April financials via email from Business Administrator Jane Phillips on May 13, 2019 for review ([see Attachment #1 to the original minutes](#)). There were no questions from the Board on these financials. Pastor Austin reported that all current contracts held by OSLM are being reviewed, giving is up 8% from July 2018, 210 students are enrolled in the grade school and preschool enrollment is full.
- **Budget Review** - Pastor Austin and Executive Director Don Young presented the Board with a proposed OSLM operating budget for 2019-2020. Details of this proposed budget were discussed. A simplified version of this presentation is planned for the June 9, 2019 Annual Voters' Assembly.
- There was some executive session discussion at this time.

*A ten-minute break was given to Directors at this time. Final*

- **Pastor Report** - The Board received Pastor Austin's May report via email ([see Attachment #2 to the original minutes](#)).
- **Preschool Report** - The Board received Preschool Director Sara Hall's May Report via email prior to this meeting. There were no questions for Diane Schildbach to take back to Sara at this time.

**OTHER BOARD ACTIONS:**

- **Review of Draft Annual Voters' Assembly Agenda**
  - Pastor Austin and Don Young are finalizing information for presentation. Angela Westphal and Don Young will work together on preparation for the meeting.

## Our Savior Lutheran Ministries

### Lay Governing Board

Minutes for May 15, 2019

- After discussion on fulfilling the open seat left by Don Young on the Lay Governing Board, John Phillips made a **motion** “to appoint the third-highest vote capture at the June 9<sup>th</sup> Voters’ Assembly election of new Lay Governing Board members to the open one-year term left by Don Young’s resignation”. The motion **passed** unanimously.
- There is a Pre-Annual Voters’ Assembly Question and Answer session planned for June 5th, with Voters’ Assembly materials to be offered prior to the session. Chair Angela Westphal requested the presence of as many directors as possible.
- **Vice Chair of the Lay Governing Board** - Discussion was had on the need to elect a director to Angela Westphal’s previous position as Vice Chair. No need is foreseen.

#### STRATEGIC PLANNING:

- **Major Moves Discussion** – Due to the late hour, this agenda item was tabled, though Pastor Austin requested all directors to email Pastor the things that each director notes the Board having done toward the Major Moves thus far, by May 28th

#### COMMENTS FROM DIRECTORS: None

#### REVIEW OF CALENDAR:

June 5 – Pre-Annual Voters’ Assembly Question and Answer Session

June 6 - Executive Board Meeting (6pm, Pastor’s Office)

June 7 – Last Day of School for OSLS

June 9 – Annual Voters’ Assembly (10:30am, sanctuary)

June 26 – Regular LGB Meeting with officer elections (6:30pm, Conference Room)

**ADJOURNMENT:** Following a closing prayer by Pastor Austin, the meeting was adjourned after Kim Brandt’s motion to adjourn was passed unanimously at 9:45pm.

#### ATTACHMENTS:

- [Attachment #1](#) - OSLM Statement of Revenue and Expense versus Budget, Ending April 30, 2019; and Balance Sheet, April 30, 2019
- [Attachment #2](#) - Pastor’s Report to the LGB, dated May 2019

Submitted by: Diane Schildbach, June 11, 2019

Approved by LGB: June 27, 2019