

**Shepherd of the Hills Lutheran Church**  
**Governing Board Meeting Minutes**  
**November 17, 2020 - online (Zoom)**

Meeting Attendees:

Dave Webb, Chair  
Deb Kohen, Vice Chair  
Elizabeth Kohen, Treasurer  
Maria Miller, Secretary  
Chriss Latterell  
Lynn Mears  
Lynette Palmgren  
Pastor Renee Patterson

Guests:

Pastor Brice Bloxham  
Sister Tashina Good

Absent:

Kristen Goligowski

- **Opening Prayer & Mini Devotional** (Pastor Renee) Matthew 25:31-46
  
- **Recognition emails**
  
- **Approval of Meeting Minutes** (Maria Miller)
  - The minutes from the October meeting were approved.
  - Motion to accept by Elizabeth Kohen, seconded by Chriss Latterell.
  
- **Financial Report** (Elizabeth Kohen)
  - The October financial report was reviewed and approved.
  - Motion to accept by Deb Kohen, seconded by Lynn Mears.
  - Discussion:
    - We ended October with a deficit of \$2,185, while we budgeted for a surplus of \$550. We are ahead YTD by approx. \$8,000.
    - Total expenses were \$13,349 less than budget.
    - Total income was \$16,084 less than budget, including a \$11,959 deficit in monthly giving, compared to budget.
    - Miranda has factored how we will end up financially by year's end based on lower giving during holidays including loose cash donation estimates due to not having in-person holiday services and subtracting stock donations that members have alerted her about and she still feels confident of the surplus total for Q4.
    - We are over 100% pledged for our special 20/20 Hindsight appeal and have already collected approximately \$50,000 of it.
  
- **Q4 Spending Recommendations:** The PPP loan paperwork will be reviewed within 90 days. If they take the full 90 days, it will not show as revenue until early 2021.
  - If the PPP loan is forgiven and recognized as income before the end of the year, our projections (as of end of September) land us ending 2020 with a \$145k surplus. Accounting for the ~\$50k in spending the GB already approved and the \$40k below, we would end the year about \$55k in the black.

- **Proposed spending in addition to the \$50k already approved at our last meeting:**

- Ralph Reeder: \$5,000
- Holy Hammers: \$5,000
- Open Hands Midway: \$15,000
- Tanzania: \$5,000
- 6-Month Pay-Ahead on Copy Machine: \$5,000\*
- Remaining Balance (13 Months) Securitas: \$5,000\*
- TOTAL: \$40k**    *\*Include only if PPP loan is forgiven by end of 2020*

Discussion:

- Concerning the amount of the Open Hands donation, do we need to consider the threshold when deciding on what goes out? It was determined that if the Finance Team approved it to be brought to the Governing Board, we can make the final determination.
- Discussion of earmarking some of the surplus to pay down the mortgage. It had not been in the Finance Teams discussion, but this could be a possibility in addition to the above items.
- We are hoping to include in the 2021 budget a continual regular giving to Ralph Reeder and Open Hands in addition to our Synod benevolence.
- Parking lot lights have been ordered and will be installed within the next month.
- Furnace in the preschool area is being replaced.
- Miranda is looking for roof repair contractor.
- Motion by Deb Kohen to approve the proposed spending, seconded by Lynette Palmgren, board approved
  - Ralph Reeder: \$5,000
  - Holy Hammers: \$5,000
  - Open Hands Midway: \$15,000
  - Tanzania: \$5,000
  - Building a platform for outdoor worship <\$5,000
- **Update on constitutional language** (Sister Tashina)
  - **Constitution change conversation:** Sister Tashina sought advice from the Synod Constitution Review Committee regarding constitutional language changes that encourages the inclusion of youth in our leadership.

Our three options and the committee's recommendations:

1. To simply eliminate the age restriction. Good and can be done.  
Suggested to do more. See below.
2. To eliminate the age restriction and add a youth officer.  
That opens a legal can of worms. Not suggested. Would have to actively fill it each year.
3. To eliminate the age restriction and add another position.  
Can be done but not suggested. It changes the Governing Board to an even number which can affect voting any contentious items.

Recommended from the Synod Constitution Review Team:

Changing as follows in yellow. This allows for elimination of age restriction and "shall" does NOT equal "must". It indicates that the nominating committee needs to give consideration each year. Therefore, giving annual

consideration. This is the “suggested” language not only of the synod’s committee but the ELCA model constitution.

**C11.02. The voting membership of the Governing Board shall consist of the Senior Pastor, the elected officers of the congregation as described in C11.01, and four other board members at large, at least one of whom shall be a youth and at least one of whom shall be a young adult.**

**C11.03. All Governing Board members including the officers, shall be voting members of the congregation ~~eighteen years of age or older~~, and shall be elected by a majority vote of the congregation, or by written ballot if more than one candidate is nominated for a position.**

Discussion:

- The definition of “young adult” according to the ELCA is age 18-30 and a “youth” according to our constitution would be a confirmed member (mid-9<sup>th</sup> grade-18yrs.)
  - The nomination committee would bring the youth or young adults name to the board who then would bring those names to the congregation for election.
  - This constitutional language change will be voted on at the upcoming annual meeting in January and, if approved by congregation, would be ratified in 2022. Upon approval, February of 2022 would be the earliest that we could add a youth to the Governing Board.
- A motion from Elizabeth Kohen to bring forth to the congregation the change to our constitution at our January 2021 Annual Meeting for review and vote to eliminate the age restriction in **C11.03** and adding to **C11.02** that the nominating committee needs to give consideration to a youth and young adult member.  
Motion second by Lynette Palmgren, board approved.

- Other Discussion:

**Preschool:** There has been high demand for school aged care as schools go back to online learning. Jilene is committed to remain open. There is protocol in place that if there is a COVID-19 case in a room the classroom will shut down for two weeks, if it affects more than one classroom the entire preschool will close for two weeks.

- **Closing Prayer** (Sister Tashina)

Next meeting: December 15 @ 6:30pm on Zoom

Submitted by: Maria Miller