





**Fountain of Life
Board of Administration Minutes
Date: 9/15/2020
Time: 1830
F2F**

TIME	SUBJECT FOR DISCUSSION	PRESENTER																																																																											
	Roll Call: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Role:</th> <th style="width: 10%;">Present</th> <th style="width: 10%;">Absent</th> <th style="width: 10%;">Excused</th> </tr> </thead> <tbody> <tr> <td>Brian Andrews</td> <td>Chair</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Barry Beck</td> <td>Vice Chair</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Greg Rachuy</td> <td>Pastor</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Eve Broughton</td> <td>Secretary</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Paul Buelow</td> <td>Treasurer</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Roger Young</td> <td>Member at Large</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>David Faulkner</td> <td>Member at Large</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Vern Hartz</td> <td>Head Elder</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Sonia Source</td> <td>Accountant</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Role:	Present	Absent	Excused	Brian Andrews	Chair	X			Barry Beck	Vice Chair			X	Greg Rachuy	Pastor	X			Eve Broughton	Secretary	X			Paul Buelow	Treasurer	X			Roger Young	Member at Large	X			David Faulkner	Member at Large	X			Vern Hartz	Head Elder	X			Sonia Source	Accountant	X																												
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Call to order and Opening Prayer	Call to Order Prayer	Brian Andrews																																																																											
Call to the Audience	No guests today. Reminder this is an opportunity to hear congregants' concerns.	Brian Andrews																																																																											
Approval of the minutes	8/28/2020 9/1/2020 9/8/2020 BOA need time to review minutes sent out this evening. Also provided hard copy tonight. Several embedded documents to review.	All deferred to an electronic vote																																																																											
Posting of meeting minutes	Discussion to post 3 sets of minutes (the most recent) at any one time on the website.	Brian Andrews																																																																											

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	<p>Discussion that this is already done, and one set of minutes identified.</p> <p>Discussion on weather the summary of the budget should be embedded.</p>	
Record of E-mail votes	None	
Regular Business	<p>a. Concordia Retirement Plan: Employees who work more that 20 hours a week are entitled to the retirement plan, we have some employees who fit the requirement and have not been offered the plan. This may have some retroactive consequences. No cost to the employee. Employee will be contacted, corrections made.</p> <p>b. Special Donation: Board to determine plan. Discussion. Diversify is the general thoughts. Donor had a passion for education, but no distinct pressure to use the money in any special way. AS a board we want to honor Richard Hoppe.</p> <p style="padding-left: 40px;">Motion made for the following actions:</p> <p>I. Check with someone in the church to invest. Robert Lehnhardt, or Steve Popelka (Paul)</p> <p>II. Place in Savings and operations for at least 30 days. (already there)</p> <p>III. Contact and Consider Thrivent and Lutheran foundation. (Paul, Dave)</p> <p>IV. Check into overall security of amount at the bank</p> <p>c. Update:</p> <p style="padding-left: 40px;">Governance Committee: Ready for presentation to the board. Set for 9/29/2020, F2F 1830 FOL. Room 10</p> <p style="padding-left: 40px;">Finance Committee: Sonia had some interaction with the committee. Will approve minutes first in e-mail vote. Minutes need to be reviewed and approved. (e-mail Vote), Once approved Secretary to sign those that were approved.</p> <p>d. Covid response: will open both services starting 9/20/2020, pews will be wiped down. 0800 will sit on regular seats, 1000 will sit on the X seats. Plan to clean pew backs after 0800 service</p>	<p>Motion: Eve Broughton Second: Roger Young Unanimous Vote</p> <p>Paul Buelow</p> <p>Brian Andrews</p> <p>Eve Broughton</p>

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Reports	<p>a. Treasurer: August we did well coming out in the black. Still year to date we are behind but minimal considering the circumstances. Around 5600 behind at present. Note Hoppe Donation was placed in the Bank</p> <p>Joy is following up on the Caregiver support as they are slightly behind.</p> <p>Joy to follow up. Revenue policy is being worked through.</p> <p>Donation and special gifts. "pass through" giving was discussed</p> <p>Discussion on Grants that are separate from usual giving. A process needs identified to accurately account for the giving.</p> <p>Question as to why the Mortgage payment was 200 lower than normal, Sonia will research and get back to the BOA.</p> <p>Motion to accept with provision to hear back on mortgage payment</p> <p>b. Facilities: Nothing submitted. Note in Pastor report comment made that facilities is running well currently.</p> <p>c. Pastor: read and reviewed will review item no items for carry over; how to take the next step with AV #5, and comment on Missional Support committee #11 – Need to commission board at the 0800</p> <p> Pators reprot 9.15.docx</p> <p>d. Head Elder: Topic was Home Communion:</p> <p> Elders Report_2020_0915.d</p>	<p>Paul Buelow</p> <p>Motion: Brian Andrews Second: Dave Faulkner Unanimous Approved</p> <p>Brian Andrews</p> <p>Greg Rachuy</p> <p>Vern Hartz</p>

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	<p>Mission Support: Forms need to be editing and then should be good. Then requests can be made for mission support.</p> <p>e. Freedom for Ministry: Doing well, Another \$ 3665 on mortgage. Joy notes another \$200, came in also.</p> <div style="text-align: center;">  <p>Business Report 9.15.20.docx</p> </div> <p>f. Business managers report:</p>	<p>Dave Faulkner</p> <p>Brian Andrews</p>
<p>Cont. of Special committee Finance Policies</p>	<p>Procurement Policy: 2020-05: Paul feels some edits need to be based on the new governance committee. Basically, in line with the changes that were made in the last few years.</p> <p>Needs a broader procurement form to be completed. That would summarize the process and amt in an easy to read situation. Dave Offered to amend the Mission Support form so it could be used as a procurement summary. All agreed this was a good plan.</p> <p>Motion: For emergence 4D with the following change:</p> <p>discussion; Vern – discussed what is a quote, what is a bid. Amend the motion to include the modification that bid/quotation will be throughout the document. Discussed that not all things require 3 bids, anything under \$500.00. Discussion on what was a bid and what was getting quotes, ie: 3 “quotes” from Amazon and other online resources was the same as 3 bids say from a contractor. This clarification was helpful</p> <p>Suggestion for emergent needs the wording change to 2 board members to be approved, preferably the Chair and Treasurer. In the absence of chair or treasures then a 3rd officer of the board will be able to step in for approval.</p>	<p>Motion: Brian Andrews Second: Dave Faulkner Unanimously approved</p>

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	 FOL (Procurement Policy).pdf	
New Business	Gift for Elsie Stoeckel: She has gone above and beyond continuing to help FOL after she retired. Agreed to an Amt of \$100.00 for The Office team to determine the actual gift.	
Future Agenda Items	Discuss what types of ministry actions we need to consider at FOL. Do we have the necessary Senior ministry at FOL – what would make us more complete whole church? Challenge to improve ministries	Dave Faulkner
Closing Prayer: Vern Hartz		
ADJOURNMENT: Special Meeting: 9/29/2020: Governance Structure Presentation 1830 F2F Next Regular Meeting 10/20/2020 1830 F2F Church		

Eve Broughton, Secretary