






**Fountain of Life**  
**Board of Administration Minutes**  
**Date: 11/17/2020**  
**Time: 1830**  
**F2F**

TIME	SUBJECT FOR DISCUSSION					PRESENTER
	<b>Roll Call:</b>					
	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			
	Joy Karr	Business manager	X			
<b>Call to order and Opening Prayer</b>	Call to Order Prayer					Brian Andrews Brian Andrews
<b>Call to the Audience</b>	No guests today. Routine reminder					Brian Andrews
<b>Approval of the minutes</b>	10/20/20 Minutes   10.20 BOA Minutes draft.docx					Motion: Brian Andrews Second: Paul Buelow Approve unanimous

TIME	SUBJECT FOR DISCUSSION	PRESENTER
E-mail Votes	None	
Regular Business	<p>a. Regular Business</p> <p>a. Discussion Special Donation – update: no action. Steve Popelka declined to provide the education. Discussion on how to proceed. Robert Lenhardt will help with part 2. Comment that we are losing money every day we do nothing.</p> <p>b. Financial Review Committee 2021: propose to bring together a routine review committee for annual review. Bylaws require this, accountability. Pastor notes that then new policy (not yet approved) from the finance committee – 20-20-03. <b>Motion</b> made to pull together a financial review committee for 2021.</p> <p>c. COVID – 19 response: church wise. Community is climbing, hospitals admissions are also increasing. Christmas plans are in the works, suggesting reservations for families and numbers, keep number between 60-100.</p> <p>d. Budget 2021: Paul and Joy working on the budget, discussing income. Discussed income with the thrift center: only two volunteers at present, but they are already stretched. They hope to increase volunteers once COVID-19 declines. Options: take it down, or go in a different direction. They could consider an employee, (just brainstorming). Thrift center provides a \$20,000 income annually. Draft budget should be ready for 11/24/20. Special meeting for budget review on 12/1/30 F2F at 1830. Notify congregation on 12/6 budget. Presentation on 12/20 @1330, voting active 12/20- 12/27. Count to be done Tuesday 12/29.</p>	<p>Sonia Source Paul Buelow</p> <p>Motion Eve Broughton Second: Paul Buelow Unanimous: Approved</p>
Reports	<p>a. Treasurer; Policy Manual 4.6 – Paul Buelow Summary review Motion to accept:</p>	<p>Motion: Brian Andrews: Second: Roger Young</p>

TIME	SUBJECT FOR DISCUSSION	PRESENTER
	<p data-bbox="699 235 751 293"></p> <p data-bbox="625 302 831 347">Treasurer's Report_2020-11-17r</p> <p data-bbox="577 440 1503 508">b. Executive Administrator: 3 employees have retirement now; we owe \$39,044.77 for these 3 to Concordia retirement. See attached report</p> <p data-bbox="699 516 751 574"></p> <p data-bbox="625 581 831 626">Executive Administrator's Rep</p> <p data-bbox="577 683 1608 865">c. Pastor; Policy Manual 3.2.1 – Pastor Rachuy: <ul style="list-style-type: none"> <li data-bbox="674 721 1608 750">• Discussion, see report. Discuss regarding the thrift store (see above),</li> <li data-bbox="674 760 1608 824">• discussion regarding district and synod annual contribution, Paul will place the request to cut the checks.</li> <li data-bbox="674 834 1556 865">• In-home communion will start after this coming Sunday webinar.</li> </ul> </p> <p data-bbox="800 873 852 932"></p> <p data-bbox="751 938 894 984">pastor report 11.17.pdf</p> <p data-bbox="577 1040 1629 1105">d. Head Elder/Membership Update – Vern Hartz – see report- small group prayer effort – asking for education on prayer.</p> <p data-bbox="699 1114 751 1172"></p> <p data-bbox="625 1179 831 1224">Elders Report_2020_1117.d</p> <p data-bbox="577 1281 1619 1403">e. Mission Support – Dave Falkner - No changes f. Freedom for Ministry – Brian Andrews - donations still coming in and overall mortgage is slowly going down.</p>	<p data-bbox="1654 235 1927 266">unanimous approved.</p> <p data-bbox="1654 293 1766 324">Joy Karr</p> <p data-bbox="1654 368 1839 399">Pastor Rachuy</p> <p data-bbox="1654 550 1797 581">Vern Hartz</p> <p data-bbox="1654 625 1969 727">Dave Faulkner Brian Andrews/Joy Karr Joy Karr</p>

TIME	SUBJECT FOR DISCUSSION	PRESENTER
<b>Special Committees finance and Governance:</b>	Implementation of Policies <ol style="list-style-type: none"> <li>a. Policy on Separation of Duties and Accounting Management 2020-03-returned to SC-F with edit request (still need specific direction from Board for SC-F) Eve, Barry and Gladys needs to meet to discuss. Maybe this can happen this coming Sunday.</li> <li>b. Policies 2020-01, 02, 04, 05 implementation – signed attached to e-mail</li> <li>c. Audit Letters - letters need to be signed to send to the auditor.</li> </ol>	Brian Andrews  Eve Broughton  Joy Karr
<b>New Business</b>	<ol style="list-style-type: none"> <li>a. Campus Cleaning Contract: 4 proposals for cleaning: see e-mail, discussion regarding current cleaning employee. Discussion had, pros cons keeping Alexis, this topic is tabled until next months</li> <li>b. Employee Handbook Changes: table until the next meeting. Joy will send out the full document</li> </ol>	Joy Karr  Joy Karr
<b>Executive Discussion</b>	Salary discussion regarding increases.  Pastor: 2% recommendation from Synod, Social Security is doing 1.3% this year. Hx of increases: <ul style="list-style-type: none"> <li>• 2019 0% salary for pastor,</li> <li>• 2020 4% increase for pastor.</li> </ul> <p><b>Vote 4 for 1.3% cost of living, 2 for 0%.</b></p> Ancillary Employees: COLA 1.3% <b>Voted and approved unanimous</b>	Paul Buelow

TIME	SUBJECT FOR DISCUSSION	PRESENTER
	<p>Business Manager: Merit increase on top of the COLA – Paul is considering a 3% increase on top of the COLA 1.3%. for a total on 4.3% - This was based on original discuss of the role prior to interviews if selectee was performing well to bring the employee up in the approve original pay scale that was advertised.</p> <p>Vote: <b>Approved for 4.3% unanimous</b></p>	
<b>Future Agenda Items</b>	Special Meeting: Budget presentation to BOA 12/1/2020	
<b>Closing Prayer: ????</b>		
<b>ADJOURNMENT:</b> <b>Next Regular Meeting F2F 1830</b> Special vote count meeting 12/29/2020  Next regular meeting 1/19/2020		

Eve L. Broughton, Secretary