

Summary of Board of Directors Meeting of March 24, 2014

Mr. Kent Schappert led the Board in opening devotions.

The chairman, Rev. Mohr, called the meeting to order.

Declarations of Conflict of Interest

Mrs. Doris Milette and Rev. Teuscher declared conflicts regarding any discussion of the Maritime Ministries. Mrs. Lois Griffin declared a conflict regarding any discussions on financial assistance to Our Savior Lutheran Church, Etobicoke.

Approval of Board Minutes:

BOD Minutes of meeting of January 20, 2014

14-021 Motion: To approve the minutes of the BOD meeting of January 20, 2014 as printed in the docket. **M/S/C**

BOD Minutes of teleconference meeting of February 14, 2014

14-022 Motion: To approve the minutes of the teleconference meeting of the BOD of February 14, 2014 as printed in the docket. **M/S/C**

Minutes of the Special East District Corporation meeting of March 1, 2014

14-023 Motion: To approve the minutes of the special East District Corporation meeting of March 1, 2014 as printed in the docket. **M/S/C**

The chairman recessed the meeting of the East District Board of Directors in order to have a special meeting of the Board of Directors of the Ontario District Corporation in order to approve the minutes of prior meetings.

Following the special meeting of the Board of Directors of the Ontario District Corporation, the chair reconvened the meeting of the East District Board of Directors

Business Arising from the Minutes:

Maritime Task Force

There was some discussion regarding whether the Task Force should present just one recommendation to the Board in their final report or whether they should provide a number of options. The Board chair was directed to convey to the Task Force that the Board would find it helpful if the Task Force provides the various options they have considered as well as their preferred option/recommendation. The Task Force will be asked to attend the June Board meeting to present their final report.

March Corporate Meeting/Planning Conference Report on Feedback

The feedback regarding the corporate meeting was generally very favourable. The feedback regarding the planning conference was that it was a good start, but the venue plus the large agenda made discussion difficult although it did generate some enthusiastic discussion. However, a further meeting should be held to continue the discussion and this needs to happen soon. (Waiting until the 2015 Convention will mean that the current momentum is lost.)

The Board engaged in some lengthy discussion regarding some of the issues that emerged.

By consensus the Board agreed to the following:

- a) A further meeting should be held in the fall, the precise nature of this to be determined at the next Board meeting.

- b) Input from the Circuit counsellors should be sought at their meeting of April 24th regarding what issues are important and what form the further meeting(s) should take (circuit forums or one large gathering or both?). The President and Vice Presidents will consult further on this before the circuit counsellors' meeting.
- c) A committee consisting of the District President, Reg Tiegs and Jim Lang be established to review all of the comments (white notes and yellow notes) from the conference, as well as the input from the circuit counsellors, and narrow the issues down to a few main ones. They should also consider what sort of fall meeting(s) to hold and the venue for same, all of this to be reported to the next Board meeting.
- d) Some of the issues raised need to be addressed by the Pastoral Conference, currently chaired by Rev. Teuscher, particularly those issues of unity.

Lutherwood Board of Governors Representative

The Board was informed that it is necessary to make another appointment as the person appointed at the Board's last meeting has declined the appointment. In keeping with section 5.20L of the Handbook (2011), President Zabel will contact the Chair of the Department for Outreach regarding a recommendation for this position.

Draft AODA (Accessibility for Ontarians with Disabilities Act) Policy

Mr. Reg Tiegs presented a revised, shortened version of the policy. The following amendments were agreed to by consensus:

- a) Remove references to customer and business on page 2 (Item B) and replace with wording consistent with the rest of the policy.
- b) Amend the wording under "Scope" to read "This policy applies to those who are served at the LCC East District office."

14-024 Motion: That the revised policy as amended be approved. **M/S/C**

Summary of the Mission and Ministry Questionnaire - Follow up

The Chairman advised that he had responded to the person requesting a response and will follow up with having the summary information posted on the web site as agreed to at the January meeting.

Correspondence

The secretary reminded the directors that she had by e-mail forwarded to them a copy of correspondence received from the lawyer reporting that the change of the Ontario District from a Provincial Corporation to a federal corporation and the transition of the Ontario District Corporation to the CNCA has now been approved.

Governance Committee

No report

Strategic Plan Review

No discussion

Treasurer/Business Manager

Summary of Financial Statements

No year-end statements were available as the auditor is still working on the final statements.

2014/2015 District Budget

The Business Manager prepared a revised budget as per the requests at the conference call meeting of February 24, with the exception of the issue relating to additional funding for the DFO from the CEF interest (see motions below).

Mr. Holland raised a concern that no money had been included in the budget for "Recruitment & Student Loans."

14-025 Motion: To amend account 8155-21 by adding \$5000 and to amend account 8155-22 by -\$2500 so that the overall budget increase is \$2500. **M/S/C**

The Board was advised that this change will alter line 7112 - prior year's surplus - to \$116,187 and the new budget total will be \$1,467,111.

14-026 Motion: That the 2014/2015 budget in the amount of \$1,467,111 be approved.

M/S/C

It was agreed that the deficit will be funded from the fund balance, which will then become negative.

It was agreed that the budget would be publicised in the same manner as last year, namely:

- a) The detailed budget will be sent to all congregations with a covering letter from the Chairman.
- b) A summary budget will be posted on the District web site
- c) A note in the EN3 will notify people of the above.

Report on Restricted Funds

The Board received this report, noting that the Church Workers' Legal Fund should be added to the list. The Board also expressed the desire to see a list of the actual disbursements from these funds made over the last fiscal year.

Properties Committee

The Board received a verbal report from Mr. Kent Schappert. The committee will report back in May on Board motion 14-011. Also Mr. Holland reported that the Lutheran Laymen's League may be interested in sharing space at the district office.

Mission Executive Position

By consensus, it was agreed that this position, which is vacant following the resignation of Rev. Larry Gadjos to take a call to Historic St. Paul's, should be filled in accordance with the will of the last District Convention.

The board reviewed the current job description for the Mission Executive and recommended the following changes:

- a. Amend 1.1 by adding the words "and encourage" after "support" and deleting the words after "congregation"
- b. Amend 2.2 by adding the words, "encourage" after "support"
- c. Add 2.4 "Consult with the circuit counsellor concerning the above points."
- d. Amend 3.1 by deleting "for mission services" and moving the entire #3 to #4 position.
- e. Amend 4.2 by deleting the words after "updates"
- f. Delete 4.3
- g. Combine the existing #5 and #6 into a new #5 titled "Other Duties" consisting of the existing 5.1, 5.2, and 5.3 and add a new 5.4 reading "Act as LCC East District Liaison with Auxiliaries and LSO'S to receive reports and consult with them regarding projects, goals, and relationships."
- h. Add a new 5.5 to read "Other duties as may be assigned from time to time by the President or the Board of Directors"

- i. Reword 5.2 to read "Serve as the staff resource for the Department for Outreach and attend their meetings."
- j. Reword 5.1 to read "consult with mission executives from the other districts and synod."
- k. Under Qualifications:
 - l. Add an additional item (to be placed as #3) "Has the ability and gifts to encourage, empathize and inspire pastors, missionaries and congregations."
 - m. Delete "sufficiently" in #4 as well as "free of paternalism"
 - n. Amend #6 to read "recognizing the role of the Board of Directors and the DFO in..."
 - o. Amend paragraph 3 on the first page to read : "The ME shall assume the following duties"

The Secretary will prepare the amended job description.

By consensus, it was agreed that the deadline for applications should be the last day of May. The notice to go in the EN3, the ED web site, the Canadian Lutheran on line and also be sent to the other districts for distribution.

District President Report

The report was received

Mission Executive Report

No Report

Department Reports

Finance

Mr. Holland advised that the Department for Finance has been reviewing changes in the investment procedures and policies for the CEF which may generate more investment income, perhaps as much as \$300,000 in a year, some of which could be used to fund missions and other District budget requirements. The Board also noted that the DfF was reviewing section 2.07 of the CEF policy regarding operating income surplus distribution. The Board felt that it was not necessary to put any surplus into the fund equity. Further it was felt that in view of the financial difficulties being experienced by many congregations, that it might be desirable to provide a portion of the surplus funds to all congregations.

The Board had before it a recommendation from the DfF regarding the distribution of CEF surplus funds for the fiscal year 2013/2014.

14-028 Motion: That for the fiscal year ending January 31st of 2014, the CEF surplus be distributed as per the current policy with the exception that the 25% designated to the fund equity be provided to the DFO up to a maximum of \$100,000, and further, that if the 25% is less than \$100,00, an additional amount be added to this next year in order that in total the DFO would receive \$100,000, and finally that this amount be provided to the DFO over 5 years at \$20,000 per year starting with the 2014/2015 fiscal year. **M/S/C**

The minutes of the February 21, 2014 meeting were received. It was noted regarding the statement in minute 5.1, that the Board did not adopt the motions from the Department. Mr. Tieg, the Board liaison will advise them of the action the board has taken. Also it was noted that the responsibility for reporting on items requiring Board action lies with the Department Chair, not the Board liaison.

Regarding the recommendation that the BOD create a special committee to address the budget shortfall in the immediate and long-term future of the ED, the Board directed that

President Zabel activate the committee established by the Board by the adoption of Motion 12-039.

[Motion 12-039: *That the Board of Directors establish a committee, to include representation from the three district departments and the communication committee, to develop strategy and structure to increase financial participation from congregations for current and expanded district mission opportunities.*]

Sisters In Christ – Memorandum of Understanding

14-029 Motion: That the MOU regarding the "Sisters in Christ Education Fund" between Lutheran Church-Canada, East District and Mrs. Jane Ford, be approved subject to changing the wording on the first page (change “public foundation” to “not-for-profit charitable corporation”) and amending 5 (v) by adding the words "or President" after Mission Executive. **M/S/C**

It was noted that the fund will be established now and that others should be encouraged to contribute to this fund.

Outreach

Department Liaison Report

No Report

Minutes - Department for Outreach Meeting

No minutes as the February meeting was cancelled.

Department Chair Report

No Report

Parish Services

Department Liaison Report

No report

Minutes – Dept for Parish Services, January 18, 2014

The minutes were received. It was noted that the changes in budget responsibilities have not been dealt with by the Board. Mrs. Doris Milette was directed to review this with the Department and bring the issue forward to the next Board meeting.

Department Chair Report

No Report

Personnel Committee

The committee reported that the last staff review, which was of the Business Manager, has been completed.

East District Archivist

No Report

Committee on Constitution/Membership

The Board had before it a report from Rev. Morley, Chairman of the Committee on Constitutions and Membership recommending acceptance of the amendments submitted by Trinity Evangelical Lutheran Church, Gowanstown.

14-030 Motion: That the Board approve the amendments to the constitution submitted by Trinity Evangelical Lutheran Church, Gowanstown. **M/S/C**
The Secretary will notify the congregation.

Committee on Communication Services

No Report

Abuse Prevention Committee

No Report

Handbook Committee

No Report

Other Business:

Report from Secretary on Things to Follow Up On

The board reviewed the items on List 1 - Board Issues.

Report Regarding Timelines for Budget and M&M Presentations

It was agreed that for this year, the main focus will be on follow up to the March conference. Therefore, the Departments will be asked for a minimal amount of info, with a focus on inspiring our congregations ("The Joy of our salvation"). The chairman will contact the Departments regarding this. The intent is that the Board members will visit congregations in the fall and do a presentation, the details to be determined at the next Board meeting.

Next Meeting: June 23, 2014 9 a.m. to 9 p.m.

For further information on any of these items, contact the Board Chair, Rev. Ron Mohr at:

pstrmohr@gmail.com

-from Lois Griffin, Secretary
LCC, East District