

Summary of Board of Directors Meeting of June 23, 2014

Mr. Reg Tiegs led the Board in opening devotions.

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

Declarations of Conflict of Interest

Mrs. Doris Milette declared a conflict regarding any discussions of the Maritime Ministries, including item 13, report of the Maritime Ministry Task Force.

Rev. Mohr declared a conflict regarding 11.2 Calling of a Mission Executive, as his name is on the list of candidates.

Rev. Teuscher indicated he would not declare a conflict re the Maritime Ministry Task Force Report as he considers his conflict to be remote. The Board concurred with this decision.

Approval of Board Minutes:

BOD Minutes, Regular Meeting # 14-2, March 24, 2014

14-037 Motion: To approve the minutes of the BOD meeting of March 24, 2014 as printed in the docket. **M/S/C**

BOD Minutes, Teleconference, April 22, 2014

14-038 Motion: To approve the minutes of the teleconference BOD meeting of April 22, 2014 as printed in the docket. **M/S/C**

Business Arising from the Minutes:

Outstanding items from previous minutes

Items 1 re Guelph Mission and 11 re Trinity Niagara Falls loan were dealt with under department reports. Item 3A - Chairman is sending letter to new COP. Item 3B - Communications Committee is including these matters in their draft policy and procedures. Item 3D - President has requested information from the Seminary. Items 5 and 16(2) dealt with under 3.2 Item 8 re Worker Benefits Plan dealt with under 14.1.

14-039 Motion: That the joint meeting spoken of in item 9 be convened when the Mission Executive is in place. **M/S/C**

Council of Presidents' Letter

The Board received a letter from Rev. D. Schiemann, President of the ABC District and chair of the COP, addressing two matters that President Zabel had taken to them on behalf of the Board. One related to the \$75 fee charged pastors for the all-Canada Pastors and Deacons Conference. In that regard, the Board noted that, notwithstanding the response, it is a violation of the employment act to require attendance at a conference and also to require a fee to be paid. The other item addressed related to a request from a congregation member for information. Rev. Schiemann's letter was received.

Correspondence

E-mail from Rev. Milette

Mrs. Doris Milette removed herself from the meeting for this item. The board referred the letter to agenda item 13 for discussion with the Task Force.

Request from Stratford re the 2018 District Convention

The secretary reported that the Stratford circuit forwarded a motion from their circuit forum as follows; "to present to the board of directors to host the 2018 convention of the East District in Halifax, NS." President Zabel advised that since this would increase the costs of the convention he has recommended to the Stratford Circuit that they present an overture regarding this to the 2015 district convention.

14-040 Motion: That the Business Manager be asked to provide a cost estimate re holding a convention in Halifax. **M/S/C**

Governance Committee

The committee chair advised the Board of the various items coming forward from the committee that need board approval.

Confidentiality Policy and Agreement

14-041 Motion: To approve the revised confidentiality policy and attached confidentiality agreement for the BOD and the departments. **M/S/C**

Department liaisons should ensure that for existing department members, the signing of the confidentiality agreement is done by their next meeting. The secretary will send the liaisons the final agreement. New appointees will receive the form with their appointment letter.

By consensus, the Board agreed with the recommendation of the Governance Committee that committees of departments not be required to sign a confidentiality agreement. However, committee members should be aware of the Board's confidentiality policy.

Mission and Ministry Policy Statement

14-042 Motion: To approve the revised Mission and Ministry Policy Statement as amended by revising the dates under section 2.3.1. **M/S/C**

Forms for Nomination of Department Members and Pastor Verification

14-043 Motion: To approve the department nomination forms as amended by clarifying who is responsible for filling them out and signing them. **M/S/C**

14-044 Motion: To approve the department nomination form - Pastor Verification, as amended by highlighting the sentences regarding who fills out the different sections. **M/S/C**

Policy for Recognition of Department and Committee Volunteers

14-045 Motion: To approve the policy for recognition of volunteers serving on Departments and Committees as outlined in the e-mail from Pastor Mohr. **M/S/C**

Business Manager Report

Correspondence regarding TD support of World Pride and the Lutheran Foundation Response

The Department for Finance wanted the Board to be aware of the above matter, but no action was required.

New CEF Investment Policy Statement

14-047 Motion: That the new Investment Policy Statement dated March 2014 (minus appendix A -asset mix limitations) be adopted. **M/S/C**

The Business Manager advised that appendix A needs further work and will be presented to the Board for approval at a later date.

Mission and Ministry Contributions

The Board received the reports on contributions and historical review of contributions.

Statement of Expenses and Receipts as of May 31, 2014

The Board received the financial report.

Properties Committee

The Properties Committee had been asked to explore the market value of the district office building property and the possibility of using alternate facilities such as Grace, Kitchener for the District

Office and to report back to the Board's May meeting. The Business Manager advised that he received three estimates for doing an appraisal, each of which quoted \$1500. He also advised of the problems in using Grace Lutheran Church or Historic St. Paul's as a site for the district office.

14-048 Motion: To approve \$1500 for an appraisal of the district office property. **M/S NOT CARRIED**

By consensus the board requested the properties committee to continue looking at other properties and that instead of an appraisal they seek an opinion from a commercial realtor regarding the value of the District office property.

New Business

Approval of Department Appointments

The board made the following department appointments for 3 year terms (July 1 2014 to June 30 2017):

Paul Otterman to the Department for Outreach from the Hamilton Circuit.

Rev. Jody Rinas to the Department for Outreach from the Hanover Circuit.

Kevin Sandham to the Department for Outreach from the London Circuit.

Karl Witzke to the Department for Parish Services from the Kitchener Circuit.

Sharon Mills to the Department for Parish from the Niagara Circuit.

Holly Schroeder to the Department for Parish Services from the Ottawa Circuit.

Mark Higenell to the Department for Finance from the Stratford Circuit.

Phil Pakrul to the Department for Finance from the Toronto Circuit.

Bill Kouvelas to the Department for Finance from the Windsor Circuit.

Ratification of Holy Trinity-Bradford/Korean-Toronto - Dual Parish formation

14-058 Motion: That Holy Trinity, Bradford and Korean Lutheran Church, Toronto be approved as a dual parish. **M/S/C**

New Anti-Spam Legislation

The Board had before it a report from Mr. Reg Tiegs regarding obligations under the new anti-spam legislation and an additional summary of some frequently asked questions prepared by Fasken-Martineau and provided by Lois Griffin.

14-059 Motion: That in order to be in compliance with the CASL anti-spam legislation, no office staff solicit for another charity in e-mails other than through the EN3 News. **M/S/C**

By consensus, the Board agreed that in order to keep in compliance with the law, staff should take action similar to that done by Synod to get confirmation from recipients of the EN3 News that they wish to continue receiving it.

Audited Financial Statements February 1, 2013 to January 31, 2014.

14-060 Motion: That the draft audited financial statements be approved, subject to the approval by the audit committee and final approval by the BOD at a later date of the final financial statements for the fiscal year February 1, 2013 to January 31, 2014. **M/S/C**

The Secretary reviewed with the Board the various financial reporting requirements under the CNCA. The Board chairman will ask the Treasurer to review these requirements.

District President

District President's Report

The President presented his report and also provided an update on a meeting that was held with Lutherwood. The report was received.

Mission Executive- Solemn Appointment

The chairman, Rev. Mohr, left the meeting for the discussion of this item. The vice-chair, Mr. Tiegs, took the chair.

President Zabel reviewed with the Board the applications that had been received for the position of Mission Executive

14-061 Motion: That we extend a call to Rev. Ron Mohr as Mission Executive. **M/S/C**
Mr. Jim Lang abstained from voting as Pastor Mohr is the pastor of his congregation.

Maritime Task Force

Mrs. Doris Milette left the meeting for the discussion of this report. The chairman welcomed the members of the Task Force, Rev. A Maleske, Dr. R. Winger, and Mr. Mark Higenell to the meeting. Mr. Skip Taylor sent regrets for not being able to attend. The chairman thanked the Task Force for all their hard work. The Task Force read through the entire report and answered questions from the Board and provided additional input.

14-062 Motion: That the report be received with thanks. **M/S/C**

The Board agreed that at this time the Task Force report would not be circulated beyond the Board of Directors. The Board agreed to hold a special Board meeting on July 21 at 10:30 a.m. at the district office to resume discussion of the Task Force report.

Department Reports:

Finance

Department Liaison Report

No report

Department Chair Report

No report

Minutes - Dept. for Finance Meeting, May 23, 2014

The minutes were received.

Worker Benefits

A letter was received from Rev. Dieter Kays, Chair of the Worker Benefits Board of Managers and Mr. Dwayne Cleave, Executive Director of WBP, responding to concerns that the Board had sent to them regarding the cost of benefits and suggested alternate benefit plans. The Board received the letter.

Trinity Lutheran Church - Niagara-on-the-Lake

The Business Manager presented a letter from Rev. Ritter indicating that due to the official plan review by their municipality, the whole site plan approval process has been delayed and so the earliest that Trinity could start building would be 2017. The Business Manager advised that no money has been advanced to Trinity beyond the original \$5000.

Outreach

Department Liaison Report

Rev. Bublitz presented his report. Regarding the Guelph mission, the Department could not find any evidence that they had ever discussed Guelph receiving recognized mission status. President Zabel informed the Board that Ilene Fortin had been able to find the application for mission status submitted by the Guelph Mission, and provided the Board with a copy. Since this application had been approved by the Board notwithstanding that there had been no consultation with the DFO, it was agreed by consensus that no further action was required and that Guelph does have recognized mission status.

Department Chair Report

No report

14.2.3 Minutes - Department for Outreach Meeting, May 12-13, 2014

The minutes were received.

It was noted that within the minutes there was the following recommendation:
"To recommend to the District President and the Board of Directors that we somehow link EvangelFest and the District Convention in 2015, with a guest speaker such as Rev Jonathan Fisk, Rev Matthew Harrison, or Rev William Weedon. (m/s/c) "

14-064 Motion: That the Department's recommendation regarding EvangelFest 2015 be referred to the District President to discuss with the department at their next meeting. **M/S/C**

Parish Services

Department Liaison Report

The report was received along with the final report on EvangelFest 2014.

Department Chair Report

The Board reviewed the action items in this report.

CCLI License

The Board concurred in the Department's view that the District discontinue the purchase of the CCLI license. The Board was informed that the license has been purchased for the coming year. The Business Manager is to be advised of this decision and should see whether there can be any refund if it is cancelled now.

Youth Committee Revised Mission Statement

14-066 Motion: That the revised mission statement for the youth committee be approved.
M/S/C

Minutes – Department for Parish Services, June 14, 2014

The minutes were received.

2015 Mission & Ministry

M & M Presentation and Report from the Subcommittee re follow-up to the March Mission and Ministry Conference

The Board reviewed the text of the presentations prepared by the DFO and the DPS, made various amendments and approved them as amended. There was no presentation from the DFF at this time.

The committee identified three issues for further discussion:

- Worship
- Office of ministry
- Purpose of the church

Rev. Teuscher indicated that he has arranged for four topics to be discussed at the Pastoral conference, namely:

- Confessional worship
- Office of the ministry
- Task of the church
- Confessional unity

These are similar to those identified by the subcommittee. By consensus it was agreed that President Zabel and the two Vice- Presidents would take these four topics and provide some material that could be used as part of the Mission and Ministry Presentation. Their proposals will be e-mailed to the BOD for approval. [Note: To meet our timelines, this will have to be available by the last week of June/first week of July as will the presentation from the DFF.]

The format for the 2014 Mission and Ministry Presentation will therefore be a power point presentation to be made by the Board members to the various congregations. Half of the presentation will be the information from the three departments and the other half will be a presentation on the four topics identified above.

[Note that in order to do the visitations in September and October, the final presentation will need to be available in September. Hence the Board will have to approve the final version by the end of August.]

The District President and the Board chair will provide a list of the congregations to be visited by each board member.

Personnel Committee

No Report

East District Archivist

No Report

Committee on Constitution/Membership

14-067 Motion: That upon the recommendation of the Constitution Committee, the Board of Directors approve the amendments to the constitution of Holy Trinity Evangelical Lutheran Church, Bradford.
M/S/C

Committee on Communication Services

Report of Chair

14-068 Motion: That the Business Manager be asked to see that the Board room has phone line capabilities so that remote meeting attendees can call into the boardroom. **M/S/C**

Minutes of the Committee on Communication Services, April 5, 2014

The minutes were received.

Abuse Prevention Committee

The report from the chair of the committee was received.

Handbook Committee

No Report

14-069 Motion: That the meeting be adjourned. **M/S/C**

Next Regular Meeting: September 29, 2014 9 a.m. to 9 p.m.

Devotion Leader: President Zabel

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