

Summary of Board Meeting of February 8, 2016

Opening Devotions

Mr. Reg Tiegs led the Board with opening devotions.

The chairman called the meeting to order.

Adoption of Agenda

The following matters were added to the agenda

- Thank you letter from Community Cupboard.
- Concordia
- English District
- Congregational Survey
- Church Officers Workshop
- Our Saviour, Niagara Falls
- Christ Our Hope, Collingwood

16-001 Motion: That the agenda as amended be approved. **M/S/C**

Declarations of Conflict of Interest

Mr. Bob Klages declared a conflict regarding Christ Our Hope, Collingwood, as he is a member there.

Mrs. Lois Griffin declared a conflict regarding item 8.2 should there be any discussion regarding the grant to Our Saviour, Etobicoke, as she is a member there.

President Zabel declared a conflict regarding item 16.2 - salary for District President and Mission Executive

Approval of Board Minutes of October 7, 2015

16-002 Motion: That the minutes of October 7, 2015 be approved as presented. **M/S/C**

Business arising from the Minutes:

List of Action Items from June & October meeting

The Board reviewed the list of action items. See the chart below for the status of these matters.

FROM OCTOBER 2015

| Item | Person Responsible | Status |
|---|---|--|
| Minute 1 -getting agendas out in time | Dist.Pres., Reg Tiegs | Ongoing |
| Amending June minutes | Secretary | Done |
| motion 15-098 | Secretary to send letter | Done |
| Minute 5.2 re gift planner | Reg Tiegs to write to synod | Done but no response as yet as synodical board has not met. |
| Minute 6 - governance meeting | Dist.Pres., Reg Tiegs to arrange agenda for Nov. 30 | Done. Meeting held on Jan. 4, 2016 |
| Minute 7 - responses from circuit counsellors/congregations | Dist. Pres. | See agenda item 11.3 |
| Minute 8.1 - non-giving congregations | Dist.Pres. to contact circuit counsellors | To be included at March 10 CC meeting with report for April Board meeting. |
| Motion 15-099 and other comments re office renovations | Property Committee | See agenda item 9.1 |
| Motion 15-100 - Our Saviour Niagara Falls | Mission Exec. and Business Manager | See agenda item 13.1.5 |

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| Minute 11.2 - Appointments | Dist.Pres. will contact all persons | Done |
| 13.1.3 DfF minutes | Secretary to contact DfF re amendment to minutes | Done |
| 13.1.3 DfF minutes re Hope Lutheran church | Business Manager, Reg Tiegs | See agenda item 8.5 |
| Motion 15-103 - Concordia Lutheran re loan | Secretary to write notify of Board's decision | Done |
| Motion 15-104 - Comp. guidelines | Business manager | Done (note DfF comments) |
| Motion 15-105 -CEF amalgamation meeting | Reg Tiegs to reply to Central district | Done. see also agenda item 8.4 |
| Motion 15-106-funding for Community Cupboard | Secretary to notify DfO and Business Manager | Done. See also agenda item 5.1 |
| Minute 15 - Review of job description | Reg Tiegs, Kent Schappert | In progress – report for April Board meeting |

FROM JUNE 2015

| | | |
|---|--------------------------|---|
| Motion 15-080 public accountant review | Bob Klages (DfF liaison) | In Progress |
| Minutes 10.2 re report on convention feedback | President | Not done yet. Info to go in next Eden report. |

Correspondence

Thank you letter from Community Cupboard.

The Board acknowledged receipt of the thank you letter from the Community Cupboard (Kitchener) for the grant provided to them.

Governance Committee:

Policy and Procedures Manual

Communications Committee – P&P Manual, Section G

16-003 Motion: That the new section G - Communications as received from the Communications Committee be approved and incorporated into the Policy and Procedures Manual. **M/S/C**

Guidelines for Secretaries – B13

16-004 Motion: That the new section B13 - Guidelines for Secretaries, as received from the Secretary, be approved and incorporated into the Policy and Procedures Manual. **M/S/C**

Protocol for Dissemination of Approved Budget

The Board had before it a recommended new section in the Policy & Procedure Manual dealing with the dissemination of the approved budget. The Board recommended amending the wording in section 3.3.3.(i) by deleting the words "mailed out (hard copy)" and replacing them with "distributed (electronically or hard copy)".

16-005 Motion: That the new section 3.3.3 of section D3 as amended be approved and incorporated into the Policy and Procedures Manual. **M/S/C**

Paperless Dockets

16-006 Motion: That the new section B12 - Paperless Dockets, as received from the Secretary, be approved and incorporated into the Policy and Procedures Manual. **M/S/C**

Notes from Governance Committee Meeting of January 4, 2016

The board received the notes for information.

Strategic Plan Review

There was no discussion on the strategic plan.

Treasurer/Business Manager

Mission & Ministry Contributions

The board received the report.

Financial Statements

The Board reviewed the financial statements for the period ending January 31, 2016 and noted that the congregational receipts are \$57,000 below the budgeted amount. There may still be some more receipts coming in.

CEF – Meeting with Central District Nov 23rd, 2015

The board had before it a report from Mr. Reg Tiegs regarding a meeting held in Winnipeg with the Central District CEF regarding the possible amalgamation of the two funds. Mr. Tiegs indicated that the meeting was cordial and useful and that we should continue to explore the potential for amalgamation.

Properties Committee

The board had before it a report from the Business Manager indicating the status of renovation work at the district office building. The roof has been replaced. Regarding the accessibility options, a new proposal for the front entrance has resulted in a request for new quotes. A further report will be provided at the April meeting.

New Business

Concordia University of Edmonton

Concordia University of Edmonton (formally Concordia University College of Alberta) has dropped its affiliation with LCC. Since LCC originally owned the land but turned it over to the University some years ago, the question was raised as to whether there was anything in the land agreement requiring the University to maintain its Lutheran connections. President Zabel will raise this matter at the next synodical Board meeting.

English District

The Board discussed the desire to have closer relations with the English District and the protocol regarding encouraging this. There has been a request from some ED Pastors to attend our Pastoral Conferences, and it was agreed that they would be invited, (some are already attending Winkels) but that to maintain proper protocol, President Zabel would contact the English District President to inform him about this.

District President

President's Report

The President reviewed his report with the board and updated the Board on some new calling congregations. They are working to get the non-calling congregations to regularize their arrangements by calling a pastor, even if it is only part-time.

Congregational Survey

The Board reviewed the responses. To date 38 responses were received. The circuit counsellors will be advised as to which congregations have not responded and they will be encouraged to do so.

Church Officers Workshop - April 23, 2016

The Board received the proposed schedule for the Church Officers Workshop. Publicity should be out the week of February 15th.

Our Saviour, Niagara Falls

President Zabel tabled the application from Our Saviour, Niagara Falls for Stage 2 transition funding. The DFO is recommending \$36,000 of financial assistance for 2016/2017 with \$10,000 coming from the transition fund. The congregation's transition plan is to eventually form a dual parish with another congregation.

16-007 Motion: That stage 2 transition funding (\$10,000) for Our Saviour, Niagara Falls be approved. **M/S/C**

Thank Offering for 2017 (added to the agenda for information)

President Zabel reported that the committee has been meeting and preliminary planning has been done. They are still looking for someone to chair this fundraising effort.

Mission Executive Report

ME Activity Report

The report was received.

Update on Mission Projects

The Mission Executive reviewed the status of the various missions. Regarding the Atlantic Missions, it was suggested that Rev. Mark Smith be invited to attend (in person or via Skype) a Board meeting to tell the Board about some of his activities.

Department Reports

Finance

Department Liaison Report

Mr. Klages raised the following issues from his report:

- a. Loan for Christ Our Hope, Collingwood
- b. Request from the DFF to approve changes to the wording of the Moving Fund. Since the wording changes were not provided, this matter was referred back to the Department.
- c. Request from the DFF that the Board consider establishing a protocol for processing loans that the Board may want to make from the CEF. By consensus it was agreed to place this matter on the agenda of the next Board meeting.
- d. Request from the DFF to consider changing the Moving Fund from a restricted fund to a policy in which assessments would be levied to congregations as required when an expenditure is incurred. By consensus it was agreed to place this on the agenda of the next Board meeting.
- e. The Department's recommendation to move all investments to FI Capital had been put on hold because of the news that the President of FI Capital was leaving effective Jan. 1, 2016.

Department Chair Report

The report was received.

DFF Minutes - Nov. 27, 2015

The minutes were received for information.

13.1.5 Christ Our Hope, Collingwood

Mr. Bob Klages left the meeting for the discussion of this matter.

16-008 Motion: That approval be given for the sale of the property and building of Christ Our Hope, Collingwood, currently owned by the CEF, to the congregation of Christ Our Hope Collingwood at the book value, and further that a mortgage of \$180,000 be approved at 5.5% for a term of 5 years amortized over 25 years. **M/S/C**

It was noted that the present book value is \$203,000 but due to a donation of \$5,000 the church received plus money the congregation has had invested in the CEF of \$20,000, the loan for the mortgage is only \$180,000. The business manager is to provide the Board with the full history of the property, outlining the original purchase price, the costs over the years of maintenance, and the rental income applied against the book value.

Outreach

Department Liaison Report

Rev. Bublitz raised the following matters from his report:

- a. A request from the Department to change the wording on the financial assistance forms to include information regarding any debts. By consensus the change was agreed to. Rev. Bublitz will provide the revised wording to the Board and if satisfactory, the Secretary will update the Policy and Procedures Manual accordingly.
- b. A person from the Stratford circuit is still needed on the Department.
- c. The debt reduction payment is being recommended by the DfO for Concordia Fonthill.

16-009 Motion: That the DfO recommendation that the \$20,000 debt reduction payment be given to Concordia Fonthill for 2016, be approved, subject to approval by the Board of the District Budget at the April board meeting. **M/S/C**

Department Chair Report

The report was received.

DFO Minutes - Dec. 1, 2015

The minutes were received for information.

DFO Minutes - Feb. 1, 2015

The minutes were received for information.

Parish Services

Department Liaison Report

There was no report.

Department Chair Report

The report was received for information.

DPS Minutes – Jan 16, 2016

The minutes were received for information.

2015 Mission & Ministry

Rev. Mohr reported that the M & M production was delayed but it should be available shortly. It was suggested that since it has been delayed, it might be an opportunity to take a bit more time and include in the presentation some information regarding targeted donations that would be welcomed for various mission projects. Rev. Mohr will follow up with this.

Personnel Committee

Business Manager Performance Review and Salary Recommendation

The Board had a report and recommendation from the salary committee.

16-010 Motion: That the recommendation of the salary committee be approved that a salary increase of 1.2% effective January 1, 2016 be approved for the Business Manager. **M/S/C**

Salary Review for President and Mission Executive

President Zabel left the meeting for the discussion of this item. The Board had considerable discussion regarding the current formula for remuneration of the District President and the Mission

Executive. It was noted that the 2016 salary scale was extended from 15 years to 20 years, so the current formula needs review.

16-012 Motion: That the salary for the District President and the Mission Executive be calculated based on top of the 20 year salary scale according to the line appropriate for their years of service, and that any years of service beyond the 20 year level be paid at an additional \$400 per year, and furthermore that the salary for the District President receive an additional 5% over the amount as calculated above. **M/S/C**

16-013 Motion: That the housing allowance for the District President and the Mission Executive be frozen at the current level until more information is received. **M/S/C**

Lutheran Church–Canada

A general discussion was held over the supper break regarding the restructuring of synod.

East District Archivist

The report of the archivist was received for information.

16-014 Motion: That the honorarium for the archivist be increased to \$1250. **M/S/C**

The District President will inform the archivist of this motion.

Committee on Constitution/Membership

No Report

Committee on Communication Services

There was no report. The minutes of September 5, 2015 and January 9, 2015 were received for information.

Abuse Prevention Committee

There was no report.

Handbook Committee

There was no report.

Next Meeting: Monday April 4, 2016

Devotion Leader: Rev. Teuscher

June Meeting: Monday June 20, 2016

On motion, the meeting adjourned.

For further information on any of these items, contact the Board Chair, Mr. Reg Tiegs at:

tiehm@rogers.com

*-from Lois Griffin, Secretary
LCC, East District*