

## Summary of Board Meeting September 26 & 27, 2017

### Tuesday, September 26, 2017

#### Opening Devotions

Mr. Kent Schappert led the Board in opening devotions.

#### Adoption of Agenda

**Motion 17-060:** That the agenda be approved as presented. M/S/C

#### Declarations of Conflict of Interest

There were no conflicts declared.

#### Approval of Board Minutes:

##### **BOD Minutes, June 19-20, 2017**

**Motion 17-061:** That the minutes of the Board meeting of June 19-20, 2017 be approved as presented. M/S/C

##### **BOD Minutes, Conference Call, June 29, 2017**

**Motion 17-062:** That the minutes of the Board meeting of June 29, 2017 be approved as presented. M/S/C

##### **BOD Minutes, Conference Call, July 6, 2017**

**Motion 17-063:** That the minutes of the Board meeting of July 6, 2017 be approved as presented. M/S/C

#### Business arising from the Minutes

##### **List of Action Items from previous meeting(s)**

The list of action items was reviewed and the status of items determined.

#### LCC Restructuring:

Rev. Nolan Astley was present and reviewed with the Board the various resolutions to be dealt with at the synodical convention regarding restructuring, and answered questions from the board. The Board continued its discussion after lunch and reviewed the correspondence from Pastor Bublitz regarding the future of the East district Corporation and the various options. The discussion continued in the Wednesday session (See minute 5 cont'd)

#### Personnel Committee: Mr. Kent Schappert, Mr. Reg Tiegs

There was no report.

#### Chairman's Report: Mr. Reg Tiegs

There was no report.

#### District President's Report: Rev. Paul Zabel

The report was received.

#### Properties Committee: Mr. Kent Schappert & Mr. Darryll Holland

Mr. Schappert reviewed his report with the Board and outlined the status of the renovations to the District Office building. The renovations are 98% complete. The report also listed future projects under consideration.

#### Mission Executive Report: Rev. Ron Mohr

The report of the Mission Executive was received. There was discussion regarding the role of Canadian Missions in the new proposed structure for LCC. The Board requested Rev. Mohr to prepare a paper to be given to the new LCC Board regarding the importance of Canadian Missions and the important role in encouraging and building up existing congregations.

**Treasurer/Business Manager:** Mr. Ray Taylor, Mr. Darryll Holland

**Financial Statements for Period Ending August 31, 2017**

The statements were received.

**Congregational Mission and Ministry Receipts**

This statement was received. It was noted that the letter sent to congregations has been helpful in reminding congregations of the need to submit offerings in a timely fashion.

**Mission & Ministry Historical Review**

The report was received.

**CEF Surplus Distribution**

The Business Manager requested some clarification regarding the surplus distribution policy. The board clarified that a distribution is given according to the policy, but only after any deficit since the last distribution has been recovered.

**Pastors Wives' Retreat**

The business Manager reported that turnout for this has been low, possibly due to the cost of attending. Would we consider subsidizing this event?

It was suggested that there could be many reasons for non-attendance. We need to find out how we can best serve the wives. It was suggested that a survey be done and also that the matter be discussed at the upcoming Circuit Counsellors' meeting.

**First Windsor Loan Details**

The Business Manager provided some details regarding the loan to First Windsor as a follow up to discussions held during the review of the audited statements. The Business Manager was requested to provide all of the details on the original loans (reasons for the loans, dates, amounts, interest rate, etc.)

**Handling of Loans When Required Payments are not being met**

The board discussed the situations where congregations are not making the required loan payments and may only be covering the interest. There is no policy on how these situations should be handled. Sometimes the Business Manager contacts the pastor to discuss the problem. The board indicated that the congregation (not just the pastor) needs to be informed when there are problems.

By consensus it was agreed that the DfF and the business Manager need to develop a written policy to address how and when loan arrears are reported and the congregation notified and what action should be taken.

**Fund Balances**

The Business Manager conducted a short seminar on the issue of fund balances and how the accounting is done. Any fund balance on the balance sheet is carried over from year to year.

**New Business**

**Department Nominations**

**Motion 17-065:** That Mr. Paul Glinz be appointed to the Department for Outreach for the London circuit for a term ending June 30th, 2020. **M/S/C**

**There continues to be a vacancy on the Department for Finance for the Windsor Circuit.**

The meeting recessed with devotions led by Mr. Schappert.

**Wednesday, September 27, 2017**

Opening devotions were conducted by Mr. Kent Schappert

**Department Reports**

**Finance:**

**Department Liaison Report**

The report from Mr. Robert Klages was received and the action items were dealt with under the reports from the department chair.

## **Department Chair Report re Elections**

The report was received

## **Chair report re CEF Investments**

**Motion 17-066:** That the recommendation of the DfF to amend the current CEF Policy to include up to 20% of the current "fixed Income" portion of the investment portfolio in "preferred shares" be approved. **M/S/C**

Further, by consensus, the Board requests the DfF to review the ranges in the asset mix chart, as they are currently extremely broad.

## **Chair Report re CEF Conflict of Interest**

**Motion 17-067:** That, as requested by the DfF, the conflict of interest wording approved by the Board regarding CEF matters, namely, "that members of the Board of Directors, the DfF and the CEF committee who, with their spouses, have aggregate amounts of \$100,000 or more invested in the CEF be considered as having a conflict of interest and therefore should not vote on interest rate decisions," be added to the "Confidentiality Form" and that all members of the BoD and DfF sign it annually. **M/S/C**

## **2018 Compensation Guidelines**

The board had before it the recommendations from the DfF regarding the 2018 Compensation Guidelines.

**Motion 17-068:** That the following recommendations from the DfF be approved:

- A. The 2018 base salary for church workers to be increased by 1.2%.
- B. The reimbursement for kilometers driven remain at \$.49/kilometer.
- C. The various wording changes presented in blue in the sections titled "Salaries", "Housing Allowance", and "Rental Vehicles" be approved as amended by altering the first sentence of the first change under "Salaries" to read "*In assessing the worker's performance in the discharge of their duties, the congregation should review their expectations to make sure that they are in accord with the expectations of the Lord of the Church as expressed in their call documents.*" and further amending the last sentence in the same section to read "*Always be mindful ....*"
- D. The following wording be added after Associate/Assistant Pastors:  
*"AFTER THE AGE OF 70: After the age of 70, CPP and LCC pension plan contributions cannot be paid. It is recommended that the salary of a full-time church worker include a long service bonus equal in value to what would be paid into CPP and LCC pension contribution if age 70. The LCC pension plan contribution is 6% of salary. A worker is considered full-time if working 24 hours or more per week on average."*

A further issue was raised regarding the vacations of pastors and the fact that many pastors do not take all of their vacations because their congregations cannot afford to provide a fill-in pastor. The general view was that while this is a problem, it is something that the pastors should discuss to see how they can assist one another, rather than trying to include something in the compensation guidelines.

## **DFF Minutes – September 18, 2017**

The minutes were received.

## **Outreach:**

### **Department Liaison Report – Rev. Marvin Bublitz**

There was no report.

### **Department Chair Report – Mr. Paul Otterman**

The Board reviewed the report from the chair of the DfO and adopted the following motions:

**Motion 17-069:** That the board approve the recommendation of the DfO to rename and redefine the "Toronto Urban Missions" fund to "Urban Missions" so that it might be available to a wider variety of urban missions rather than being earmarked narrowly. **M/S/C**

**Motion 17-070:** That the Board allow the DfO to use up to \$20,000 per year from the "D. Oschner Bequest" to provide matching grants to struggling congregations for worship-enhancing items.

The matching grants would be administered as follows:

**Purpose:** *To allow Struggling congregations and missions already receiving assistance to acquire items such as*

1. *Keyboards or other instruments or computer devices or software for leading hymn-singing and liturgy.*
2. *Altar-ware such as candleholders, candles, altar crosses, processional crosses, and the like.*
3. *Communion-ware, baptismal fonts, shells, candles, and other items useful for the proper administration of the sacraments.*
4. *Paraments, banners, vestments for assisting ministers such as elders or acolytes.*

**Parameters:**

1. *Congregations/Missions apply for the grant through the ME/DfO, stating amount requested, how the funds would be used, and date when funds would be needed.*
2. *Grant applications must be approved by the DfO either at a regular meeting or through an email vote. Use of this grant would be reported annually to the East District BoD.*
3. *Approval of applications is at the discretion of the DfO*
4. *Congregations funds would be matched up to \$10,000.*
5. *Total funding would be limited to \$20,000 per year.*

**M/S/C**

**Motion 17-071:** That as recommended by the DfO, the Quinte Lutheran Church be as an established mission of the East District. **M/S/C**

#### **DFO Minutes – September 19, 2017**

The minutes were received.

#### **Parish Services:**

##### **Department Liaison Report – Mr. David Faerber**

The board approved the following recommendation from the DPS:

**Motion 17-072:** That the Lutheran School fund from the 125th Thank-offering be re-designated to a "Lutheran Christian Education Materials and Activities Fund". **M/S/C**  
This could include VBS, Sunday School and other materials and is not intended to be limited.

##### **Department Chair Report – Mr. Karl Witzke**

The report was received as action items were dealt with under the Liaison report.

##### **DPS Minutes – June 10, 2017**

The minutes were received.

##### **DPS Minutes – September 9, 2017**

The minutes were received.

**Lutheran Church–Canada:** Rev. Dr. Robert Bugbee & Rev. Nolan Astley  
Rev. Astley attended under item 5 to discuss LCC restructuring.

#### **East District Archivist:** Mrs. Carol Nagel, Archivist

The Board received a letter from the Archivist indicating her intention to retire from the position when her current term is finished. The board is very appreciative of the work she has done over the years. President Zabel will follow up regarding finding a new archivist. It would be beneficial for the new archivist to start before Mrs. Nagel retires.

**Committee on Constitution/Membership**

There was no report. The Board is aware that at least two congregations have submitted requests for approval of constitutional changes and concern was expressed that no recommendations have as yet come forward regarding these requests. The chairman was asked to contact the chair of the committee and request that a report come forward as soon as possible. The chair will then deal with the matter either via an e-mail vote or a conference call meeting.

**Committee on Communication Services:**

There was no report.

**Abuse Prevention Committee:** Mrs. Jane Ryan

There was no report.

**Handbook Committee:** Rev. Marvin Bublitz, Chairman / Mrs. Lois Griffin

There was no report.

**Restructuring (continued from Tuesday)**

The Board continued its deliberations regarding restructuring to assist those that will be delegates, voting and advisory, at the upcoming convention.

The board also discussed various options regarding the future of the corporation and the CEF should restructuring be approved. By consensus it was agreed that:

- 1) The Corporation should be continued
- 2) The CEF should be continued
- 3) Any changes to the articles and bylaws should be as minimal as possible
- 4) Decisions regarding the membership of the corporation in the future and the membership of the Board of Directors will be reviewed further.
- 5) If restructuring is approved, a committee of Mr. Tiegs, Rev. Bublitz and Mrs. Griffin be established to review the current Handbook to recommend the changes to the articles and bylaws that may be necessary to ensure the continuance of the corporation and the CEF, so that these changes can be presented to the 2018 East District Convention.

In addition it was agreed by consensus that the Chair should immediately write a letter to the members of the Corporation and all of the CEF depositors, assuring them that the corporation and the CEF will continue to operate regardless of the outcome of the voting at the upcoming Synodical Convention.

**Next Meeting:** January 15 & 16, 2018

**Devotion Leader:** Mr. Reg Tiegs

On motion duly moved and seconded the meeting was adjourned.

For further information on any of these items, contact the Board Chair, Mr. Reg Tiegs at:  
[tiehm@rogers.com](mailto:tiehm@rogers.com)

-from Lois Griffin, Secretary  
LCC, East District