

# Luther Park Board of Directors

## Approved Minutes

November 17<sup>th</sup> - 2011 at Trinity Lutheran – Eau Claire, WI

**6:30 FULL BOARD MEETING**

**6:30 Public Comment - none**

*Roll Call—Board Members present: Dale K, Bert S, Cheri S, Chris K, Kay M-U, Brenda T, Ben A-I, Tom W. Absent: Joel O, Steve K, Michelle Z.*

**Board Short Term Vision** – *Build relationships, partnerships and connections with our constituent congregations through the ambassadors and advocate process to enable the Board to establish a long range Vision for Luther Park.*

**6:30 Call to order, address changes to the agenda and devotions**

*Designate note keeper / recorder—Cheri Sorensen*

- ✓ *Treats - Dale—Thank you for the Hunter's snack*
- ✓ *Devotions – Bert read from The Small Catechism, Article 2 of the Apostles Creed—“This is most certainly true.”*
- ✓ *Approval of Agenda (additions & revisions) – Craig needs to add signature card signatures*
- ✓ *Approval of October 18<sup>th</sup> Minutes MSC to approve (Tom W, Ben A-I)*

**6:45 Board Bylaws / Policy Review**

- ✓ *Constitution and Bylaws update (Tom) discussion*
- ✓ *“beat the dead horse some more” Tom Included notes from the Constitutional meeting 10/23. There was discussion, comments and ideas from the Oct meeting. Additional thoughts were discussed.*
- ✓ *Preparations for the Annual Meeting – Regarding constitution, we talked about the physical set-up. Again, there will be copies of the by-laws and covenant samples on the tables. Tom will present the changes as he did in October. We also talked about the possibility of having the second corporation meeting before the Way Club Meeting. MSC to direct Craig to coordinate the second reading of the constitution on the day of Way Club Meeting (TomW, Kay M-U)*

**7:05 Director's & Coordinators' Reports**

NOTE: In the interest of time and being considerate of schedules, I'm requesting that;

- a) *Director and Coordinators simply present their written report and ask for questions and only orally update information not included in written format.*
  - b) *That board members read reports BEFORE the meeting and have any questions somewhat prepared.*
- ✓ **Executive Director** - Craig (oral update to written report) *Highlights included a discussion on the Managed Forest Law, special congregational Fund Drive, staff changes letter was emailed 11/17 with updates, and the new brochure.*

- ✓ **Program Coordinator** - Brianna (oral update to written report) *Brianna handed out the Quilting Retreat brochure, information on the Advent Cookie Making retreat and the recharges. At the November MS recharge there were 110 who participated with a few new churches involved. God Stock was great!! Dale was elected to represent Luther Park on the LYO Board*
- ✓ **Camp Coordinator** - Jon (oral update to written report) *Jon reported that a non-member ELCA church from Hudson held a retreat at Luther Park and may be interested in more involvement with Luther Park.*

7:35

### **Committee Reports**

- ✓ Finance Committee – **Brief update** and anything requiring Board action –*Brenda reported that we are behind on bills. Two of the big ones are to Luther Point and to Indianhead Foods. Good News: Unpaid bills is better than last year at this time, there is no additional debt, Net Income is ahead of last year and overall expenses are the same as last year. MSC to change from cash to accrual basis for reporting (Brenda T, Dale K)*
- ✓ Accept Financial Report --*MSC to accept (Ben A-I, Kay M-U)*
- ✓ Property Committee - **Brief update** and anything requiring Board action – *Dale reported—Jon’s report covered everything. There have been good repairs on the roofs.*
- ✓ Program Committee - **Brief update** and anything requiring Board action – *Ben reported—Committee has been looking at the Summer 2012 schedule. Looking at simplification by shelving a couple camps. Decision on Curriculum is being delayed until Brianna has a chance to view them. This year there are two curriculum possibilities. Since there is a Youth Gathering this summer the staff is intentionally trying to have more VBS programs scheduled. Again, there will be a Women’s Canoe trip with Luther Point.*
- ✓ Executive Committee – No Meeting—*No New Things*

8:05

### **Unfinished business**

- Strategic Planning – no report (Steve) –  
Board Short Term Vision – *Build relationships, partnerships and connections with our constituent congregations through the ambassadors and advocate process to enable the Board to establish a long range Vision for Luther Park.*  
Board Short Term Vision – Steps & Action planning
- “Advocate Program” update—*A letter went out with the last board report. A retreat is scheduled in February.*
- “Ambassadors Program” update—*Nothing New*
- 80<sup>th</sup> Anniversary of LPBC *Kay reported—The logo contest information needs to get out. She asked” How do we stay connected with the counselors after they leave?” It was reported that a Facebook page is being developed.*
- Development Task Team Update (if any) *Craig reported—He has had conversations with a couple of people. Craig’s thoughts: He thinks it needs to be comprehensive, there should be a year-in-advance calendar and he is finding information with the help of Dick Saether.*
- Nominating committee for (January Steve, Joel, Ben, Cheri)
  - Nomination for Board membership in January-- *Cheri reported the following present board members are willing to be nominated for another*

*three year term: Pr. Joel Olsen, Steve Kolden, and Cheri Sorensen. Ben A-I is giving it prayerful consideration. There still is an opening to replace Jim Page from Cluster 3. Ben will bring it up at his next conference meeting.*

➤ ALSO – cluster 3 clergy; Jim Page

- *Dale reported that he talked to some counselors from last year while he was at God Stock and they were really appreciative of the thank you notes the camp board sent.*

**8:20**

### **New business**

- *Sale of Camp Property for Annual Meeting-- The board discussed ways to present information. Discussion included: slide show with pictures(Tom will get these together), reasons for selling and how to convey that to the corporation, the importance to be ready to explain why we don't need certain properties, and prioritizing purpose.*
- *Annual meeting notice – confirm “notice” in old Constitution for sale of property and Constitution revisions Craig asked for clarification on a couple of items: How do we want the notice worded? It was decided that “sale of real estate” was good, and to include the consideration of the constitution. Craig will send letter to give notice of annual meeting and additional items.*
- *Preparations of 2012 Annual Budget (Draft to be presented in December)-- Craig reported that the finance committee will meet and have a budget to present at the December board meeting.*
- *Accept with regrets the resignation of Dave Dobbs*
- *Accept with regrets the resignation Brianna Kunkel*
- *Determine FTE and posting for Property Position—It will be hourly payment.*
- *Determine FTE and posting for Program Position—Craig and staff will formulate a description and the particulars.*
- *Schedule exit interviews for Dave and Brianna with the Personnel Committee (same as Executive Committee, may need to be done later as Steve and Joel will be absent). Craig and Jon talked with Dave when he resigned. It was decided to give Dave the opportunity to have an exit interview if he thinks it would be helpful. Brianna can decide if she would like an exit interview. The Executive Committee is open to doing these.*
- *Request for “Executive Closed” (Board Only) session to review Mutual Management agreement.*

**8:30**

**Closed Session** (if needed or requested) –

*Craig, Jon and Brianna left before the Closed session convened.*

**Executive Closed Session** (Board only- if needed or requested) –*Discussion regarding the Mutual Management Agreement.*

*MSC to leave closed session (Tom W, Dale K)*

**8:30**

**Open Session**

- Action Items from closed session (as needed) – *MSC to have a retreat for board members only Tuesday Nov. 29<sup>th</sup> 5:45pm at Camille’s (Staff not included).*

**8:30**

**Next Meeting**

*Tuesday, December 20<sup>th</sup> @ 6:30 @ Steve Kolden’s house in Menomonie*

January 17 /19

January 21, 2012 – Annual Meeting at 10:00 AM

**SCHEDULE MEETINGS!**

- ✓ Program Committee meeting    Date \_\_\_\_ Time \_\_\_\_ Location \_\_\_\_ *TBD*
- ✓ Finance Committee meeting    Date \_\_\_\_ Time \_\_\_\_ Location \_\_\_\_ *TBD*
- ✓ Property Committee meeting    Date \_\_\_\_ Time \_\_\_\_ Location \_\_\_\_ *No Meeting*
- ✓ Executive Committee meeting    Date \_\_\_\_ Time \_\_\_\_ Location \_\_\_\_ *TBD*
- ✓ Treats for next meeting -
- ✓ Devotions for next meeting

**8:40**

**Adjourn and Lord's Prayer**

**Future Agenda items**

- Consultation (from another camp) Task Team
- Personnel Policies Task Team (Steve & Ben)