

Divine Redeemer Lutheran Church & School
Board of Directors
Meeting MINUTES
December 20, 2021

1. **Call to order at 6:03pm** – *Present:* Dave, Ken, Mark, Dennis, Gary, and Chuck at 6:39pm; also, Pastor Flick, Kyle Hanson, Renee Kandler & Guest Presenter Mike Oldenburg. *Absent:* Chelsea, Jason, and Brent
2. **Faith Exploration** – Mark Bahr
3. **Welcome new BOD member:** Elected Director Tim Timmerman attended BOD Meeting as guest observer
4. **Meeting Minutes** from 11-15-2021 BOD meeting and 12-05-2021 Voters' Meeting — Chuck Howard, Gary (1st) & Ken (2nd), approved unanimously. Chuck forwarding approved copies to Director of Communications for website publication
5. **CFO Report** – Renee Kandler & Kyle Hanson
6. **School Report** – Janet Bahr (provided ahead of meeting, as Janet attending 5th and 6th Grade Christmas Concert) (SEE *Attached* at end of these MINUTES)
7. **Presentation on Governance** – Mike Oldenburg – Mike walked the BOD through the Carver Policy Based Governance model—Ends, Means, Operational, Executive Limitations, etc.
8. **Executive Pastor's Report and update on property donation**—29 baptisms during 2021, Midweek Advent Services soup suppers and school children singing at Advent Services, attendance increased significantly compared to previous year, SEE *attached* Report at end of these MINUTES for additional details, Pastor Seth and Tim Timmerman updated BOD on donation of property and request for Tax-Exemption from City of New Berlin. 10-15-21 appraisal = \$270K.
9. **Finance Committee Report** (See *attached* report provided by Brent Adler)
10. **Elders Committee report** — Chuck Howard, no meeting during December, Elders collected and counted votes cast during 12/5/21 Voters' Assembly, Reid Bruesser assumed responsibilities of Committee of Lay Elders Chair, as John Uttech undergoes medical treatment
11. **Endowment Fund Committee** (Dave Wangerin) – Report from Dennis Pordon—new changes to Endowment Fund Committee Bylaws—approved by Voters' Assembly
12. **Governance Committee** (Dennis Gehrke, Chelsea Chandler, Mark Bahr)
13. **Next year Committee assignments** (Ken Saydel and Dave Wangerin)—Governance Committee: Mark, Jason, and Chelsea; Executive Committee: Dave, Ken, Dennis, and Brent; Elders' Committee: Gary; FRC: Brent, Tim, and non-BOD members currently serving on Financial Review Committee
14. Misc. Business—New Directors and Elders commissioning on January 2, 2022, at 9:15am service

15. **Next meeting:** January 17, 2022
16. **Closing Prayer** – Pastor Seth
17. **Adjourn** – Dave Adjourned Meeting at 7:45pm

Reports to Board:

Pastor's Report + Board of Directors Meeting + Monday, December 20, 2021

Bible Studies; Choices; Attendance:

Midweek Advent Soup Suppers are a fellowship success. The attendance at Midweek Advent services have been extraordinary: 12.1 – 160; 12.8 – 320! 12.15 has not occurred as of the submission of this report.

Baptisms are slightly ahead of last year's number, but we will end the month with a higher rate of baptism comparing '20 to '21.

Spring Cycle of New Member Classes begin January 9. Announcements will begin closer to Christmas to engage prospective members who may only attend certain services throughout the year. 22 prospects have been engaged towards membership as of the date of this report.

Campus Maintenance & Improvements:

Giving Tuesdays – goal: \$40,000; received over \$54,170. Many of the projects will be scheduled in the Spring due to a better perspective on what our “overage” will be (can also accommodate for supply chain/worker shortage issues).

Rob Chandler is retrieving quotes to resurface the playground with Giving Tuesdays funds.

Chris Fickau is being consulted to create steps in the 8th grade egress w potential to add a concrete sidewalk and replace fencing in the back area as well. More details will follow preliminary meeting in January.

Jim Suchoki is requesting bids for HVAC units.

Building Plan Progress – Conversations are moving forward between the church and school on campus expansion options. A shared document has been created between LHSAGM and DR on communication and brainstorming plans.

Staffing Levels & Projections:

Men's Ministry Director, Mr. Scott Boris, will be installed at all services on Jan. 9. Position Description has been created with input from the Men's Ministry Leadership Team.

Heidi Bauer will serve as a Called teacher; installation still to be determined. Janet Bahr and Ally Spors worked on the logistics of the position; Exec. Pastor has worked with the District for Call paperwork and Synodical protocol.

Human Resources Team will continue to work on a policy manual to bring together processes and policies that are in place and adding policy where needed.

Professional Development Dates:

Attended Inner City Ministry Network meeting (LINC) to hear about inner city outreach efforts. Ongoing conversations are being had to investigate partnerships.

Emotional Intelligence 2.0 small groups have been created by church staff to work on internal dynamics which can lead toward increased staff team building. We continue our study of the book of Galatians continuously.

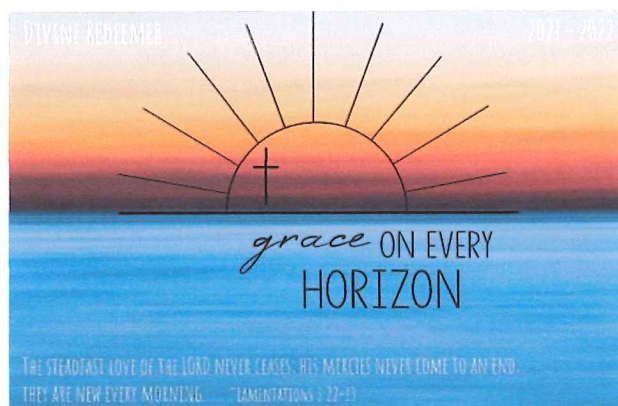
Several staff members will be attending Best Practices Ministry Conference in Feb.

Ministry Progress Notes: The new logo was explained during the Voter's Meeting; implementation has been met with positive reception.

Synodical Update: Financial commitment to the SWD have been requested to be distributed to new district Church Missions, Dominican Republic, New School Support, Specialized Ministry, & Urban Ministry initiatives.

Respectfully Submitted, Pastor Seth

Board Meeting (12-20-2021) School Report from Principal Janet Bahr



BOARD OF DIRECTORS' MEETING – DR School Report December 2021

2021-2022 Enrollment: 366 from Hatchlings to 8th grade

Items of Interest:

1. WPCP and SNSP Audits for September and November were completed and sent in on December 15th. All corrections that needed to be made have been taken care of, so we are GOOD!!! PTL!
2. School Safety Items – Chief Kehl (Delafield Police) and I went through the school safety assessment. Minimal changes were suggested including updating floor plans with our changes. We had a soft lockdown on Friday 12/17 in response to the Tik Tok school shooting challenge. I appreciate our partnership with the Delafield police and their constant communication about levels of threats in the area.
3. Facility Update – Retention Pond work was completed, and pictures sent to the inspector. Infant II classroom will be ready for painting on December 30th and ready for use in January. We are getting bids for the resurfacing of the toddler playground to be done in spring. Initial conversations with LHSAGM on possible partnership in building continue.
4. Curriculum additions – Our teachers continue to use the Teachers Pay Teachers gift cards to enhance their curriculum. The profits from over \$5000 in book fair sales will be used to buy more books for classroom libraries and for our shared library. What a blessing!
5. EANS Funding – We qualified for the second round of EANS funding, so an application was submitted. We are waiting to hear more details. Purchasing curriculum to close the gap in learning for our kids is a main priority.
6. Tutoring Program – The tutoring lab is going strong with nine students using the service weekly. The LCL student tutors are doing a great job! Love the natural mentoring that is happening as a bonus!
7. Christmas Programs: All of the Advent services were well attended, and the students did a great job of singing. The 3K/4K program on Friday morning was especially cute – those kids love Jesus and are excited to share it! Special thanks to Angela Batterman for stepping in for Heidi and getting all the choirs ready for their concerts – quite an undertaking and she changed her plans and did it so graciously.
8. Auction: Plans are in the work for our April 30th Auction at Lake Country Lutheran. The theme is “A Night at the Movies” and the money raised will be used to update the Media Center/Library for all of its future uses! Mark your calendars and please join us!!!
9. **Upcoming Events:**
 - December 20th – 5th-8th Christmas Concert 6:30pm
 - December 22nd – January 4th – Christmas Break – No School
 - December 30th – Volunteers are painting the Nest and Infant II Classroom 9am-noon
 - January 5th – 19th – MAPS Testing
 - January 7th – Geography Bee (5th-8th)

- January 14th – Spelling Bee
- January 28th – School Carnival

February 3rd-5th – DR HOME Basketball Tournament

12-20-2021 DR BOD Finance Report

Monday, December 20, 2021, 6:00 PM

Submitted by Brent Adler

Financial Statements/KPI Report Review

- The Finance Review Committee did fully review the reports for November 2021. Based on the information presented, all looks to be in line, and it was deemed unnecessary to do a formal, live review/Q&A with the team
- Overall, finances are trending well and continue to be above budget
 - Revenue to budget
 - November 2021: +\$111k (+34.3%)
 - YTD: +299k (+19.1%)
 - Expenses to budget
 - November 2021: -\$60k (-20.1%)
 - Wages higher by 4.3%
 - Benefits higher by 83.9% - attributed to catch up for new employees
 - Facilities higher by 87.2%
 - YTD: -\$215k (-13.4%)
- Surplus continues to trend well to budget at +84k
- Offerings
 - Offerings were essentially flat to the budget at -2.3%. This is a good indicator following last month's weak performance against budget.
 - YTD offering are still -\$55K, or -8.1%

Annual Audit

- The FRC met with Sitzberger & Associates on 12/3/21 at DR to review audit findings and recommendations. Discussion focused on two topics:
 1. Address internal control issues that were considered "significant deficiencies" the merit attention and potential correction.
 2. Discuss a path to receive an "unqualified opinion" from the auditor (future audits) by updating information on capitalized property and equipment, and more closely follow GASB standards.
- The FRC will be meeting with Renee and Kyle on 12/21 to update the team on the discussions with Sitzberger and make associated recommendations for updating policy and procedure accordingly.
- The full audit report, along with updates to DR financial policy and procedures stemming from the audit, will be made available to the Board of Directors prior to the January BOD meeting.

Other

- Pending Board member assignments and approvals for 2022, the current Finance Review Committee has agreed to stay intact and serve again next year in this capacity (Brent Adler, FRC Chairman and Board representative; Dr. Paul Fischer and Todd Bielewa, FRC committee members).