

## CLM Board Meeting Minutes

September 10, 2009

### McFarland Lutheran Church

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Board Members Present: Heidi Ackley, Susan Heckel, Amy Lawrence, , Heather Flemming, Sarah Schutt, Mark Watt, and Jeff Bartzon

Board Members Absent: Ken Landolt and Dawn Blau

CLM Staff Members Present: Becca Ziety

- I. Devotion and Snack
  - A. Devotion and snack were provided by Heidi
  
- II. Announcements and Approval of Minutes
  - A. The minutes from the August 13<sup>th</sup> meeting were approved electronically.
  - B. No Announcements
  
- III. Reports and Updates
  - Council – nothing to report
  - Personnel – nothing to report-Amy will check with Susan if wants her to attend
  - Finance – deficit is due to enrollment and unexpected personnel expenses
  - Properties – steps are done, landscaping is done and parking lot is being patched. Resealed the windows in preschool rooms and teacher work room but they are still leaking. Once windows are not leaking, then the window sills will be replaced
  - Social/Appreciation – nothing to report
  - MLC Liaison – nothing to report
  - PGO Liaison – Heather Flemming has taken responsibility of the checkbook until we have a PGO person
  
- IV. Administrator Report (presented by Becca)
  - A. Registration updates – preschool enrollment better then expected. Few openings in PM programs only
  - B. Fall transitions have been completed this week
  - C. Reminder to all about the severe allergy issue
  - D. Dates
    1. Teacher/Board Blessing – Oct. 4 at the 9:15 service
    2. Staff /Board Dinner – Oct. 15 at 6:00 dinner/7:30 dinner
  - E. Staffing
    1. Custodial position has been filled
    2. Assistant School Age teacher – not actively searching to replace
  
- V. Special Topics
  - A. Fundraising
    1. Need to have a way to generate some “slush” funds to help the operating budget
    2. May need to address the issues of fundraising as it is seen by the church
      - a. large number of the students are not members of the church.
      - b.need a way to “reach” those who would like to help but do not know the need
  - B. PGO
    - 1.Not a sep. entity
    - 2.Discussion on how money is to be used which is raised from the fundraisers
  - C. Budget Update- Report
  - D. Staff/Board Gathering
    1. Get to know staff and board members
    2. Focus-Communication
      - a. Making communication more effective
      - b. Streamline communication

c. Board will be drafting communication guidelines.

E. Tuition Assistance Guideline

- a. Historically a group of four from board would gather and make decision
- b. Board will make a sub-committee to come up with guidelines
  - i. Admin., finance, board pres., one other member
  - ii. Will approve tuition assistance requests
- c. Three requests-80% for two families 100% for one family for the 1<sup>st</sup> semester then re-evaluate.

F. Marketing

1. Family Festival

a. Kiss the pig

1. Fliers have been sent home
2. More will be sent in the future

b. Parade

1. Family fun time tie-dye shirts pink or brown-\$30 from PGO money will be used
2. Asking for a flatbed trailer for kids to ride on during the parade

2. Sign-has been purchased and assembled

3. Logo

G. Fundraising ideas–PGO Topic

1. Scripts – tables until we have a PGO representative
2. Community Day \$5 bookets – Boston Store on November 14<sup>th</sup>.
3. Corp. sponsorship possibility
4. Barns and Noble – 10% day

VI. Follow-up Items

- A. Becca will forward email from Kevin Statton about finance meetings to Jeff
- B. Becca will email the date of the Staff/Board dinner
- C. Communication protocol flowchart (CFC) will be drafted by Heidi and emailed to board for approval
- D. Jeff will email some verification of need forms for CLM to give those in need
- E. Sarah will take the idea of corp. sponsorship possibility to church council
- F. Heather, Amy, Becca will meet with PGO person and draft how the PGO money will be used.
- G. Sarah will inform council that we be shifting to an announcement format (Oct. meeting)

VII. Prayer Requests and Adjourn

- A. Amy accepted prayer requests
- B. Adjourned with the Lord's Prayer.

VIII. Next Meeting: October 15, 2009, 6:00 pm (meeting at 7:30)