

**LCMC Board of Trustees**  
**December 9 and 10, 2004**  
**Minutes**

Present: Barry Anderson, Paul Braflaad, John Chatelain, Larry Lindstrom, Debra Lingen, Lenae Rasmussen, Dennis Sandmann, Dale Wolf

*Also attending: National Service Coordinator, Bill Sullivan, Ministry Board members Kip Tyler, Bob Nordvall, and David Drum*

Lenae Rasmussen opened with devotions on I Cor 9:16 and II Cor 2:14--- we are of a different Spirit and aroma and are to be ambassadors for Christ with one message of salvation.

Paul Braflaad announced the NW district will hold its convention April 22 & 23, 2005. The theme is "Living the Resurrected Life" based on II Tim 1:7.

Lenae Rasmussen announced the Augsburg district will gather July 31 – August 2, 2005 in Florence, AL. They have chosen a theme of "God Reigns, Let the Earth be Glad!"

The trustee and ministry board members discussed conflict resolution issues. It was agreed that members of both boards should be diligent in keeping the roles they play separate, and work to ensure pastors and congregations are aware of the distinction in roles board members hold at the congregational, district, and national level. Options on providing legal services and fees are being explored.

The LCMC Leadership Conference is scheduled for April 24 – 26, 2005, according to Kip Tyler. Location and speakers are in the works.

National staff will mail every member congregation a packet with the change in ministry standards adopted at the 2004 convention. Those changes must be ratified at the congregational level.

Ministry board proposed terms for the members. Trustees tabled the discussion and welcomed Rev. Mark Hultquist of Lutheran Church of the Master, Brooklyn Center, MN. The congregation is considering joining LCMC.

The ministry board recessed to their own meeting.

M/S/P To adopt the minutes of October 2 & 3, 2004 and October 5, 2004 as amended.

John Chatelain presented the treasurer's report with several recommendations on how to address the declining cash position. He noted that December is traditionally a strong month for revenue and that LCMC has been growing in number of members.

M/S/P Future legal work should not be incurred without prior board approval. If the matter cannot wait, the treasurer, in consultation with the board chair, may authorize expenditures for legal fees. Should it be determined that legal services are necessary, work should not proceed without a letter of representation containing a clear agreement of the work to be done and the costs to be incurred.

M/S/P To adopt recommended items from the treasurer's report as follows:

**Travel Expenses of LCMC Representatives:** The Service Coordinator's travel to prospective congregations should be delegated when feasible. Board members or district leaders who live closer to those congregations should be utilized to make presentations when possible. Travel expenses should be paid by the host congregations if possible.

**Air Travel Expenses:** Impose a general cap of \$500 on airline tickets when flying to meetings. The cap could be exceeded if necessary upon prior approval.

**Rental Car Expenses:** Eliminate reimbursement for car rental expenses unless there has been prior approval.

**Pension Fund Administration Expenses:** We have consulted with our CPA and have decided to handle the pension transactions in house. When necessary the Director of Operations will consult the accountant's office for advice. Orders will not be processed without a hard copy of the letter of instructions containing the applicant's signature.

**Developing a Cost Cutting Mindset:** Above all we should constantly be evaluating whether there is a less expensive way to do things. Sometimes there are ways to cut costs without sacrificing quality if we devote a little of our planning energy in that direction.

M/S/P To change the title of the National Service Coordinator to LCMC Service Coordinator

Bill Sullivan made comments on his December 2004 report to the trustees.

Members of the ministry board rejoined the trustees and resumed discussion of the selection process, terms, and frequency of meetings for that group.

M/S To appoint the following pastors to serve on the Ministry Board through the October 2005 convention: Kip Tyler, Kathy Sukke, Mark Van der Tuig, Bob Nordvall, and Dave Drum.

M/S/P To amend the motion "through the October 2005 convention" and inserting the clause "until such time as the board of trustees takes additional action, with terms not exceed the October 2005 convention date.

M/S/P To appoint the following pastors to serve on the Ministry Board until such time as the board of trustees takes additional action, with terms not exceed the October 2005 convention date: Kip Tyler, Kathy Sukke, Mark Van der Tuig, Bob Nordvall, and Dave Drum.

Members of the ministry board recessed to their own meeting.

Brian McCormick and Kip Starnes of Lutheran Trust presented an insurance summary for continued coverage in the areas of property, commercial general liability, crime, umbrella liability, and worker's compensation. Lutheran Trust will provide quotes for additional crime insurance coverage and information on separate district coverage.

M/S/P To approve the proposed insurance plan with Lutheran Trust for 2005 as presented, at the premium amount of \$3,052 plus the related additional amount for increasing the property insurance coverage to \$40,000; and in addition directing Lutheran Trust to amend the policy to name the LCMC Pension Plan as an additional insured under the Crime coverage.

Brian and Kip also presented information on the benefits of the Group Affiliated Program of Guide One Insurance through Lutheran Trust.

M/S/P To approve entering the Group Affiliated Program offered by Guide One Insurance at the earliest opportunity.

M/S/P To approve the brochure titled "Consider Your Options," as revised, as an official document for use by LCMC.

M/S/P The trustees extend deep appreciation to Paul Braflaad for his work on the "Consider Your Options" brochure.

M/S/P To reelect the current officers to their positions: Dale Wolf as Chairman, Larry Lindstrom as Vice- Chairman, and Deb Lingen as Secretary.

The trustees discussed the composition of the Ministry Board.

The trustees recessed at 5:00 p.m. and reconvened the following morning.

Larry Lindstrom offered devotions on Matthew 11:2-3: "Are you the one?" Jesus sends words of encouragement to refresh John.

M/S/P The national office staff will immediately back up all electronic files and implement an off-site storage plan.

Trustees explored options for producing informational resource material and how best to tell the story of LCMC.

Barry Anderson will represent the board at a meeting Wednesday Dec. 15<sup>th</sup> with Johnson McCann regarding insurance plan costs and will report back to the board at the January meeting.

Bill Sullivan reported on the process for welcoming new congregations.

The trustees engaged in a discussion of mission start funding. John Chatelain will research procedures for congregations to sell bonds as a fund-raising method and report back in January. The trustees spent time in prayer for our mission congregations and their pastors and pastors' wives.

Trustees reviewed the job description of the LCMC Service Coordinator; no revisions were necessary. The Service Coordinator was excused so the trustees could discuss personnel matters and salary adjustments.

M/S/P LCMC will establish a flexible benefits medical reimbursement account with a limit of up to \$5000 annual contribution limit.

M/S/P To approve a 3% increase in base salary for the Service Coordinator and for the Director of Operations/Financial Secretary.

November 17 & 18 – trustees will hold their 3<sup>rd</sup> quarter meeting in Eagan.

The trustees closed with prayer and adjourned at 12:10.

Respectfully submitted,

Debra Adams Lingen

Secretary