

First Lutheran Church Foundation
Minutes – Regular Meeting
October 17, 2013

Attendees: Brad Keller, Loren Stahl, Gary Hanson, Rory Beil, Larry Audette, Janie Olson, Jack Rydell-Council Representative, John Holmen-Giving Consultant

Absent: Byron Trochman, Mary Carlson, Evelyn Quigley, Jon Aarsvold, Pastor Corey

- I. **Call to Order:** Brad Keller
- II. **Devotions:** Larry Audette
- III. **Approval of September Minutes:** Minutes of the Foundation Board’s regular meeting held September 19, 2013 were reviewed. Upon a motion by Larry Audette, seconded by Rory Beil, the minutes were approved as presented.
- IV. **Financial Reports:** Gary Hanson reviewed the financial results through 09/30/13, including accounting statements for the General and Endowment Funds and Financial Statement. A Distribution Summary was not reviewed as there were no funds distributed during the month of September. The format of Financial Statement has been revised slightly in an effort to make it easier to read and now displays the General and Endowment Funds side-by-side. Given the limited number of board members in attendance, an in-depth review of the assets/holdings was deferred to next month. Upon a motion by Janie Olson, seconded by Rory Beil, the financial reports for the period ending 9/30/13 were approved as presented.
- V. **New Business:** Requests
 - a. A request in the amount of \$500 was received from Youth Summit Planning Committee. Funds would be used to help support the 6th Annual Youth Summit on “Culture”. Upon a motion by Loren Stahl, seconded by Janie Olson, a distribution of \$100 was approved.
 - b. A request in the amount of \$5,000 was received from FLC for the purpose of supporting FLC’s annual Homeless & Hungry campaign. A motion to approve the request as submitted was made by Janie Olson and seconded by Larry Audette. Motion carried.
 - c. A letter received from HERO requesting an undefined gift was tabled due to a lack of both information and a completed grant request.
- VI. **Old Business:** Foundation Software Update - John Holmen is continuing to search for a fundraising/donor management software made specifically for nonprofits to assist with both giving presentations and donor development/tracking/follow-up. John is currently reviewing software from four different companies: Crescendo Interactive, Blackbaud Raiser’s Edge, Results Plus, and PeakNFP.
- VII. **Reports:**
 - a. **President’s Report (Byron Trochman):** No new report (Byron absent).
 - b. **Senior Pastor’s Report (Pastor Corey):** No new report (Pastor Corey absent).
 - c. **Council Report (Jack Rydell):** The Council’s last meeting was held on Tuesday, October 15th. The main items discussed and reviewed were as follows:

- Master Ministry Plan – reviewed and discussed the Master Ministry Plan, which provides a breakdown of all leadership plans of the church and identifies solid goals.
 - Finances – while contributions were down in the summer months, which is normal, they have picked up in September and October.
 - Church’s Employee Manual – review of the employee manual continues and Kristy Albrecht has offered to provide legal advice on the subject.
 - Retirements – determine how to appropriately recognize upcoming staff retirements.
- d. Giving Consultant Report (John Holmen):** John sent a letter to all members last month introducing himself and explaining his role. He has received positive feedback from a majority of those who have reached out to him in response to that letter. In addition to numerous meetings with church staff and members, he is writing an article for FLC’s newsletter entitled “The Giving Corner”, which will become a regular submission to the newsletter; working on creating a “Heritage Circle”, which recognizes individuals who establish a planned gift; proofing the Foundation brochure; and as discussed previously, reviewing fundraising/donor software programs.

VIII. **Adjourn.** Upon a motion made by Larry Audette, seconded by Rory Beil, the meeting was adjourned.

Upcoming Meeting Schedule:

- **November 21 – Jon Aarsvold, Lunch**
- **December 19**
- **January 16**