

**MINUTES OF A MEETING OF THE
COUNCIL OF
CALVARY LUTHERAN CHURCH OF GOLDEN VALLEY**

AUGUST 4, 2020

A meeting of the council (the “Council”) of Calvary Lutheran Church of Golden Valley (“Calvary”) was held on August 4, 2020, beginning at 6:00 p.m. Central Time. The meeting was held by video conference.

The following Council members, being all of the Council members and therefore representing a quorum for purposes of transacting business of the Council and Calvary, were present:

Garnet Arroyo	Dave Kufahl	Lloyd Nelson
Heather Hosfield	Cory Maass	Phil Reesnes
Laura Jensen	Scott Madson	Jon Stepan
Anne Kaluza	Stuart McFarland	

The following members of the Calvary staff were also in attendance: Jason Beaver, Executive Director; and Jerry Gates, Chief Financial Officer.

Ms. Hosfield served as chair of the meeting and Mr. McFarland served as secretary. Ms. Hosfield called the meeting to order. All members of the Council and Calvary staff could simultaneously hear one another and participate with each other during the meeting.

Executive Director Update

Staff Restructuring

Mr. Beaver updated the Council on the continued implementation of the staff restructuring with certain members now transitioning out and new roles being implemented. The Council discussed the restructuring and staff morale. Mr. Beaver noted that the staff performance reviews for 2020 would begin soon and that Calvary will have the benefit of a new online performance management tool. The Council will have the opportunity to do a performance review for Pastor Thompson. The Council discussed the review process for Pastor Thompson and staff.

Fall Worship

Mr. Beaver discussed with the Council the current plans for the Fall worship schedule beginning on September 13, with traditional worship services being held at 8:00, 9:30 and 11:00 in the Chapel and modern worship services being held at 9:00 and 10:30 in the worship center or potentially outdoors. The 8:00, 9:00 and 10:30 services would be live streamed. The Spanish service would be held at 10:30 in the music auditorium.

The Council discussed the worship schedule and the restrictions that would be required due to COVID-19, including:

- Masks would be required at least to start
- Limited gathering opportunities from food and coffee perspective
- Grace Place is still under consideration
- Currently plan to limit each worship service to 250 with the Chapel being limited to 85 with social distancing
- No Thursday service to start the Fall to allow for planning for all the Sunday services and online streaming
- Remain flexible as circumstances changes and determine attendance at the various service options

The Council further discussed the worship schedule, small groups and the annual meeting and asked questions, which Mr. Beaver answered.

Staffing

Mr. Beaver then updated the Council on certain staffing issues. Calvary is currently looking for an elementary director, and is considering the desired role but is also considering what school-age programming might look like in the Fall. The Council discussed this position. Mr. Beaver also noted that Calvary would like to fill a facilities position with someone who could serve as strong support for Matt Bromander. The Council discussed this position as well as the structure of the facilities team and maintenance projects.

Mr. Beaver discussed with the Council the staff attrition that childcare and pre-K is experiencing and the concerns on whether those programs can maintain profitability over the next year. Mr. Beaver also noted that Calvary is looking at ways to provide support to parents in the expected COVID-19 distance learning environment.

The Council discussed these matters.

Financial Update

Mr. Gates provided to the Council the monthly financial report as of June 2020 and discussed Calvary's financials, including:

- Total general offerings were ahead of budget, even with the impact of the restrictions on in-person services, but program support dollars including from youth activities were significantly below budget
- Total church revenues were ahead of budget and total expenses were below budget resulting in Calvary continuing to be ahead of budget
- Childcare has lost nearly \$135,000 compared to a budgeted profit of \$43,000; when adding hourly childcare and pre-K, those numbers are nearly \$160,000 for the overall shortfall compared to a budgeted \$64,000 profit
- Calvary has managed to maintain a total net surplus but it is below budget and could very well slip into a loss as the year progresses

- Calvary used approximately \$475,000 of the paycheck protection program loan that it received; preparing records and paperwork to seek forgiveness of this loan but the bank has not yet provided clear guidance on that process
 - If the forgiveness is not processed by the end of August (Calvary's fiscal year end), Calvary could have a church-wide loss for 2020 but then potentially have a significant gain in fiscal year 2021 if/when the loan is forgiven

The Council and staff discussed these results, as well as the government assistance and forgiveness process. The Council also discussed the 2021 budget process.

The Council then discussed and asked questions regarding Calvary's COVID-19 tracing process and preparedness plan.

There being no further business for the Council, the Council closed the meeting at approximately 7:10 p.m. with the Lord's prayer.

Submitted by Stuart McFarland, Secretary