



**Lincoln Lutheran School Association Board of Directors**  
**MEETING Minutes**  
**Monday, October 26, 2020 – 5:45 pm (Room 02)**

Opening Devotion and Prayer –

1. Recording of Members Present / Recognition of Guests  
**Present: Chris Schaedel, Bill Miller, Treva Ptaschek (virtual), Mike McClellan, Tina Barrett, Joel Rodencal, Scott Ernstmeyer, Pastor Will, Fran Benne**  
**Absent: Lori Lane, Matt Heibel**  
**Guests:None**
2. Agenda Review  
**Motion by: Mike McClellan      2<sup>nd</sup> by: Chris Schaedel      Carried**
3. Consent Agenda
  - a. Approval of Prior Meeting's Minutes – September 2020 – Doc 2
  - b. Approval of Financial Reports
    - September Month End Account Balances – Doc 3a
    - September Month End Balance Sheet – Doc 3b
    - September Month End Operational Budget and Treasurer's Report – Doc 3c
  - c. Advancement Report – Doc 4
  - d. Principal Report – Doc 5
  - e. Executive Director Report – Doc 6
  - f. Policy 5.15 – Succession Plan – Doc 7
  - g. Congregational Reports – Christ – Faith – Messiah – Trinity – Doc 8  
**Motion by: Treva Ptaschek      2<sup>nd</sup> by: Tina Barrett      Carried**
4. Board Education
  - a. Book Discussion – Chapter 1 – Free, Family, and Faith Formation & Conclusion  
**Discussion on tuition-free Lutheran School – Our Savior Evangelical Church and School, Hartland, MI**  
**Discussion on topics of the entire book and takeaways. What can Lincoln Lutheran do with these takeaways?**  
**Further discussion to be tabled for next month.**
  - b. Policy 5.2 – Advertising – Doc 9  
**Made changes to some wording to keep consistency throughout this policy.**
  - c. Policy 5.19 – Accounting Capitalization – Doc 10  
**Discussion on if a wording change is needed to keep consistent with how expensing and capitalizing property according to IRS regulations.**
5. Reports
  - a. Executive Director
    - Strategic Planning Update – Doc 11  
**Presented committees and names. Timeline and questions for each committee to answer. Meeting times/dates are getting planned, lots of meetings in the next few months.**

- Marketing and Communications Position Update  
**Getting familiar with the team and learning what areas overlap within the team. Ideas are starting to develop on what topics to cover and promote.**
- Covid Adjustments Update – Doc 12  
**Continued update and development with health department guidelines and the constant changes will continue to occur through the year.**

b. Treasurer

- PPP Loan and Forgiveness Update  
**Documents are getting signed and should be able to be submitted soon. Currently all funds received should be forgiven.**

6. Action Items

a. Policy 5.19 – Accounting Capitalization

**Tabled for future consideration - waiting on additional information from auditor.**

7. Discussion Agenda

a.

8. Closed Session

9. Closing & Adjournment

**Motion: Tina Barrett**

**2<sup>nd</sup>: Mike McClellan Carried**

Next Meeting – November 23, 2020 @ 6:00 pm