

**Southeastern Minnesota Synod Council
Executive Committee
Minutes
March 25, 2008**

The Southeastern Minnesota Synod Council Executive Committee met on March 25, 2008 in the synod office conference room.

Vice president Shirley Gangstad called the meeting to order at 3:00 PM. BettyAnn Hernke led devotions and prayer.

Members present: Bishop Harold Usgaard, Vice president Shirley Gangstad, Treasurer Mark Bradley, Secretary BettyAnn Hernke, John Petersburg and Rev. Richard Spande.

Staff present: Deborah Norrie, Recorder

Secretary BettyAnn Hernke presented the minutes of the meeting February 19, 2008. John Petersburg made a motion to adopt the minutes as written.

Voted

EC08.03.01 to adopt the minutes of the meeting February 19, 2008.

Mark Bradley reported that the audit has not been completed and there are no financial reports to present. He did report that the bank balance was \$146,014.02.

Bishop Usgaard and Deborah Norrie reported conversation with members of the Global Mission Committee and Kathy Bolin about how the Tanzania Restricted funds are handled in the office. They will also have conversation with Steve Christopherson from the accounting office before any decisions are made about changing the system. They described the problems encountered with the multitude of gifts and the dozens of programs that make this accounting difficult.

Old Business

The bishop presented revised job descriptions for the synod staff. Each staff person participated in the revisions to the job descriptions. The format has been standardized and an effort was made to describe what is to be done rather than how to do it. Qualifications and competencies were also included.

Rev. Richard Spande made a motion to approve the job descriptions.

Voted

EC08.03.02 to approve the job descriptions with the effective date of March 2008.

Ms. Gangstad suggested that the bishop set a date for completion of all operating manuals for each staff position.

The Personnel Policy Manual revision is finished. Mark Bradley made a motion to recommend adoption of the revised manual by the Synod Council.

Voted

EC08.03.03 to recommend to the Synod Council adoption of the revised Personnel Policy Manual.

The personnel policy manual will be on the synod council agenda April 5, 2008.

Bishop Usgaard reported that the Children, Youth & Family Ministry Task Force are preparing a report to the synod assembly. They will be invited to present the report to the synod council April 5, 2008. They are also in the process of writing grants for additional funds for the implementation of their recommendations.

John Petersburg made a motion to authorize the task force to begin the grant process.

Voted

EC08.03.04 to authorize the Children, Youth & Family Ministry Task Force to begin the grant application process.

There was no other old business.

New Business

The agenda for the synod council meeting April 5, 2008 was discussed. It is important to get information from outgoing council members about the council experience. It was decided to spend the first hour after worship doing an exit interview with the council.

The following questions will be sent to the council for their consideration prior to the council meeting:

1. What could have been done differently to make orientation more effective?
2. What is one thing that would have enhanced your experience on the council?
3. What are some things that you would pass on to new council members?
4. Where has this experience taken you in your faith/in your knowledge of the greater church?

The committee had a brief discussion about the September council meeting and what the program should be. The ministry partners would be a good focus for the group while the bishop is on sabbatical.

It was agreed that there should be a special orientation meeting of the council called for May 12 or 15, 2008. Ms. Norrie will confirm the date with synod staff.

The committee expressed concern about the ability to function between the end of the assembly and the council meeting in May. The council terms of both John Petersburg and

Richard Spande expire at the close of assembly. The Executive Committee will ask for council permission to function with the four officers until the May meeting.

Bishop Usgaard shared the itinerary of the Conference of Bishop's trip to Israel in January 2009. He would like Lynette to accompany him on the trip. The committee is very supportive of this opportunity for the Bishop and Mrs. Usgaard.

Richard Spande made a motion to recommend that the synod council support the Usgaard's participation in this trip.

Voted

EC08.03.05 to recommend that the Synod Council support the participation of Bishop Harold and Lynette Usgaard in the Conference of Bishops trip to Israel in January 2009.

There was no other old business.

The meeting adjourned at 5:30 PM.

BettyAnn Hernke, Secretary
Deborah Norrie, Recorder

Next meeting: May 27, 2008; Shirley Gangstad – devotions