

**195th BOARD OF DIRECTORS MEETING
LUTHERAN WOMEN'S MISSIONARY LEAGUE (LWML) MONTANA DISTRICT
Trinity Lutheran Church, Billings, Montana
July 17, 2020**

1. Call to Order – 8:30 a.m.

President Shari Miller called the 195th meeting of the LWML Montana District Board of Directors (BOD) to order with the Invocation.

Opening Prayer and Devotion - Senior Pastoral Counselor Rev. Kyle Whaley

President Miller asked that all abide by the building guidelines, particularly social distancing. She noted that it is important for the BOD to model good behavior for each other and for the women who will be attending our celebration.

2. Roll Call - Recording Secretary Sharon Murray

Roll call was taken but the attendance sheet was not sent around for signatures.

Elected Officers	7
Counselors	2
Zone Presidents	3
Appointed Officers	4
Guests	1
Total Attendance	16
Total Voting	13

Excused Absences:

Vice President of Gospel Outreach Kathleen Scott, SouthEastern Zone President Myrt White, Western Zone President Rosanne Larson, Corresponding Secretary Janice Witt, Young Woman Chairman Emy Stueve.

3. Adoption of Agenda – Shari Miller

The distributed agenda will be used with any changes or additions as needed.

4. Appointment of Minutes Review Committees – Shari Miller

Pre-Convention Minutes Review: Vice President of Human Care Susan Sweatman, Flathead Zone President Michal Delgado, Standing Committee Member: Corresponding Secretary Janice Witt (editing review).

Convention Minutes Review: Archivist-Historian Marjorie O'Rourke, Scholarship Chairman Edee Anderson, Standing Committee Member: Corresponding Secretary Janice Witt (editing review).

5. Minutes – Sharon Murray

The 194th BOD Meeting minutes were approved by the Minutes Review Committee, filed with the Recording Secretary, posted to the LWML Montana District website, and emailed to the BOD members, LCMS Montana District President Terry Forke, and LWML President Debbie Larson.

6. Correspondence Requiring No Action – Janice Witt

No correspondence to report.

7. Reports of Elected Officers and Counselors

A. Recording Secretary – Sharon Murray

Recording Secretary Murray thanked those who served on the Minutes Review Committees during the past biennium.

B. Treasurer – Carol Holste

Treasurer Holste reported that the three LCEF Partner Plus accounts earned interest in the amount of \$548.69. A copy of the June Treasurer's Report had been sent to the BOD previously. She reminded the BOD that it had been decided at the Executive Committee (EC) meeting on June 20, 2020, that the Convention Committee would keep the BOD registrations for those who decide to not attend the convention with those fees going to help defray the expenses of the convention, if needed. Additional convention expenses not covered would be paid from the Delegate Fund. Mites received in June were \$3,097.60, which was phenomenal.

C. Vice President of Christian Life - Sonja Reeves

Vice President of Christian Life Reeves thanked everyone on the BOD for the four years she served as Vice President of Christian Life.

D. Vice President of Gospel Outreach - Kathleen Scott

Not in attendance; no report.

E. Vice President of Human Care - Susan Sweatman

Full report on file.

F. Vice President of Servant Resources - Linda Reilly

Vice President of Servant Resources Reilly reported that the Convention Store will be smaller this year as we were not sure if our Convention would be possible. She and President Miller decided to go with carry-over items and a small order of sale items. She will sell the sale items at regular price to cover the cost of postage. The store will only be open during Saturday lunch and she will man the store.

G. Nominating Committee Chairman - Pam Kercher

Nominating Committee Chairman Kercher thanked those who were willing to serve and have their name on the ballot. The slate of officers had been presented to the society delegates through the mail and an email to BOD members. The ballots were then returned to Tellers Committee Chairman Janice Witt.

H. Senior Pastoral Counselor - Rev. Kyle Whaley

Senior Pastoral Counselor Rev. Whaley noted that this would be his last BOD meeting after seven years of being on the BOD. He thanked everyone for all their help.

I. Junior Pastoral Counselor - Rev. Blake Marshall

Junior Pastoral Counselor Rev. Marshall said it has been great to be working with the BOD and serving with President Miller. He is looking forward to the next two years as Senior Pastoral Counselor.

President Miller presented each of the Pastoral Counselors with a Counselor pin.

J. President - Shari Miller

Full report on file.

8. Reports of Zone Presidents

A. Central Zone - Valerie Martin

Central Zone President Martin thanked the ladies of Zion Lutheran Church, Power, Montana, for preparing 13 layettes for the Orphan Grain Train. She also thanked the quilt group at Peace Lutheran Church, Great Falls, Montana, for the quilt made for the convention.

B. Divide Zone - Marjorie O'Rourke

Full report on file.

C. Flathead Zone - Michal Delgado

Full report on file.

D. SouthEastern Zone - Myrt White

Not in attendance; no report.

E. Western Zone - Rosanne Larson

Not in attendance; no report.

9. Reports of Appointed Officers

A. Archivist-Historian – Marjorie O'Rourke

Archivist-Historian O'Rourke is getting ready to hand her information to the next officer, Grace Swift.

B. Corresponding Secretary – Janice Witt

Not in attendance; full report on file.

C. Financial Secretary – Barb Kohs

Full report on file.

D. Montana Missive Editor – Brook Gerard

The next *Missive* deadline is July 24. The *Missive* distribution is going great; everyone is getting their *Missive* from the email list. The articles in the upcoming *Missive* will be from outgoing officers introducing the new incoming officers.

E. Scholarship Chairman – Edee Anderson

Nothing to report.

F. Structure Chairman – Myrt White

President Miller reported for Structure Chairman White that she is working with national and will get information from other districts about a new article for our bylaws concerning "emergencies." The LWML South Dakota District has such a bylaw. She will bring it to the BOD in the future.

G. Young Woman Chairman – Emy Stueve

Not in attendance; no report.

10. Webmaster - Stephanie Edgar

Webmaster Edgar has opened a gmail account just for this convention so we can send information for the website to her via Google drive. She is planning to get the video and all presentations up on the site in the next two weeks.

11. Unfinished Business

A. Executive Committee (EC) Motions – Sharon Murray

Full report on file. Convention Co-Chair Pam Kercher corrected the report in that the recommendation of the Host Committee should have read that “if the EC decided to go forward with the convention that this would be their recommendation.”

B. Lutheran World Relief (LWR) Drive – Susan Sweatman

The July 11, 2020, LWR Drive went very well. She did not have a full report as to the items received. The date for 2021 is May 8.

C. 2019 District Retreat Report - Sonja Reeves and Linda Reilly

Full report on file.

(m/s/c – I) that for the safety of all members there will not be a retreat this year at either location.

It was decided by general consensus to look into a virtual retreat and to put retreat information on the district’s website. A notice will be put into the *Missive* to let members know of the decision.

(m/s/c – II) to hold the fall BOD meeting on September 18-20, 2020, at Mountain Top Retreat rather than lose the \$500 deposit.

The Central and Divide Zones will not have elected their new Zone Presidents at the time of the September BOD meeting. The possible Zone Presidents will be invited to join the BOD meeting at Mountain Top Retreat.

D. Zone Restructure - Shari Miller

Flathead Zone President Michal Delgado, Western Zone President Rosanne Larson, and Susan Sweatman from Shepherd of the Valley, Thompson Falls, met to discuss the possible request for Shepherd of the Valley to change their LWML Zone. The Thompson Falls LWML society will be invited to the October gathering in St Ignatius. A motion from the Thompson Falls Society would be needed at the next BOD meeting to finalize any change.

E. Mail/Email Pre-Convention Balloting – Shari Miller

The Tellers Committee, chaired by Corresponding Secretary Janice Witt, met in Helena on Thursday, July 9, 2020. The following were committee members:

Valerie Martin, Central Zone
Barb Schneidenbach, Divide Zone
Michal Delgado, Flathead Zone
Gail Pletcher, SouthEastern Zone
Christine Wallace, Western Zone

The meeting lasted 40 minutes. President Miller will announce the results at the convention. The ballots will be given to Recording Secretary Sharon Murray to be destroyed.

12. New Business

A. Joyful Response - Carol Holste

It was decided that we will not participate in Joyful Response. Joyful Response donations would be sent directly to our bank account and therefore Financial Secretary Barb Kohs would have no knowledge as to what society should be credited with the funds received.

B. Save the Date: 2021 LWML Convention, Lexington, Kentucky, June 24-27, 2021.

C. Montana Manual

Updates for Job Descriptions by all 2018-2020 District Officers are needed by August 30, 2020.

D. Transition of Offices

1. From LWML Montana District Bylaws, Article VII, 6: Each Officer and Pastoral Counselor shall promptly forward to her/his successor a complete job description and a complete file of documents pertaining to the office within sixty (60) days of the change of office or before the next regular BOD meeting.

2. See the last page of the minutes for tips from the Montana Manual on how to make transition of office a bit easier.

E. Zoom Subscription

The cost of a one-year subscription to ZOOM is \$149.99. The LWML tax-exempt number would need to be provided. A decision would have to be made as to who the nine hosts would be.

(m/s/c - III) to pay for a year's subscription to Zoom.

F. Other

Nominating Committee Chairman Pam Kercher will submit the necessary paperwork from the LWML Montana District BOD nominating President Shari Miller for the LWML Recording Secretary position.

**13. 2020 LWML Montana District Convention – Trinity Lutheran Church, Billings
July 17-18, 2020 “Victory Through Christ”**

A. Agenda - Shari Miller

President Miller asked everyone to look at the contents of their convention bag, the purple folder, and the Convention Manual. Building guidelines of Trinity Lutheran Church were incorporated with added guidelines from LWML Montana District. The information is printed on bright colored paper and is to be picked up at the registration table. President Miller explained some of the items found in the registration bag.

B. Co-Chairmen – Pam Kercher, Myrt White

Host Committee Co-Chairman Kercher thanked her committee chairs for all the work they did putting the convention together. She thanked her sister-in-law who provided cloth masks for anyone on the BOD who would like one. She also reported on the health of Co-Chairman White who had to miss the convention due to suffering a stroke a couple of weeks earlier.

C. Job Assignments – Shari Miller

VPs of Meetings: Meeting #1 - Vice President of Christian Life Sonja Reeves
Meeting #2 - Vice President of Servant Resources Linda Reilly
Meeting #3 - Vice President of Human Care Susan Sweatman

Charge of Floor (all meetings) - Financial Secretary Barb Kohs

Store - Vice President of Servant Resources Linda Reilly

Page – *Montana Missive* Editor Brook Gerard

D *Victory Times* – Brook Gerard

Copies of the *Victory Times* will be handed out at noon on Saturday.

E. BOD Introductions – Shari Miller

President Miller will introduce the BOD. She requested they stay in their seats for the introductions and she will ask them to stand to be acknowledged at the end.

F. Scripts – Shari Miller

President Miller gave timed scripts to those members needing them during the convention meetings.

G. Lexington Convention Sketch

The invitation sketch will be presented during the Second Meeting of the Convention. It will be presented by Financial Secretary Barb Kohs, Vice President of Servant Resources Linda Reilly, and Scholarship Chairman Edee Anderson.

H. Other Convention Update Items

Some reminders: The Convention Store will only be open during lunchtime on Saturday. Gifts from the Heart will be gathered in the nursery room to the side of the narthex. The Orphan Grain Train truck will be parked outside the front doors of the church on 6th Avenue. The quilts will be displayed on the pews in the sanctuary. There will be a can with a slotted lid for the gift cards for Billings homeless teens. The registration bags for those who registered but did not attend the convention are to be given to the Zone Presidents to be delivered to those in their zone. President Miller challenged the Zone Presidents to encourage their societies to have a “Watch Party” for those who did not attend the convention. The entire convention will be put on the LWML Montana District website, along with the separate presentations as well.

14. Post-Convention

A. Ratification of Appointed Officers (two-year terms)

The following women were asked by President-elect Pam Kercher to serve a two-year term as Appointed Officers of the BOD:

1. Archivist-Historian – Grace Swift
2. Corresponding Secretary – Barbara Nies
3. Financial Secretary – Barb Kohs
4. *Montana Missive* Editor – Brook Gerard
5. Scholarship Chairman – Edee Anderson
6. Structure Chairman – Myrt White
7. Young Woman Chairman – Emy Stueve
8. Webmaster – Stephanie Edgar (Advisory; no vote)

(m/s/c – IV) to ratify the chosen appointed officers for the next term.

B. Thank you to Outgoing Officers and Appointed Officers

President Miller will be thanking her officers at the end of their introductions.

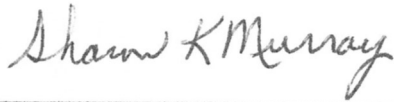
15. Upcoming Meetings

Fall 2020 BOD Meeting: Mountain Top Retreat on September 18-19, 2020

In appreciation for her four years as President of the LWML Montana District, Shari Miller was presented a gift from her BOD of a Montana Yogo Sapphire placed on a Montana Silversmith’s necklace in the shape of the state of Montana. Vice President of Human Care Susan Sweatman read a poem she wrote in praise of President Miller.

16. Adjournment – 11:30 a.m.

Closing Devotions – Junior Pastoral Counselor Rev. Blake Marshall



**Sherrie (Sharon K.) Murray,
Recording Secretary**



Shari (Sharon J.) Miller, President

Transition of Office

When changes in office occur, both outgoing and incoming officers have a role in ensuring a smooth and efficient transition. Study the LWML Montana District Bylaws, Article VII, Section 6, and your officer description in the Montana Manual.

Outgoing Officer

1. Pray for the new officer.
2. Remember that all official records and minutes belong to the office and should be accurate and complete for transfer.
3. Review files:
 - A. Put in order and label clearly.
 - B. Put materials and papers of a transitory nature in a separate file to be reviewed by incoming officer before being discarded.
 - C. Remove unimportant or personal correspondence.
 - D. Be alert for items of historical significance; give or send them to the District Archivist-Historian.
4. Compile for your successor:
 - A. Updated officer guidelines;
 - B. Up-to-date mailing lists; and
 - C. Resource materials pertaining to the office (LWML Handbook, *Montana Manual*, etc.).
5. Meet with new officer:
 - A. Review together the records, files, materials.
 - B. Discuss schedule for the office: list those items which require attention in the immediate or near future.
6. Write appropriate thank-you letters.
7. Thank God for the opportunity to serve Him.

Incoming Officer

1. Pray for God's guidance.
2. Have a confident attitude; God-given strengths and talents will help you fulfill your new responsibilities.
3. Become familiar with the full scope of LWML:
 - A. Objectives;
 - B. Structure; and
 - C. Bylaws.
4. Meet with outgoing officer:
 - A. Review together the records, files, and materials.
 - B. Discuss time schedules.
 - C. Ask questions to clarify any aspect of the office about which you have questions.
5. Begin fulfilling the responsibilities of the office immediately.
6. Prepare a tentative schedule for the entire term of the office, noting specific dates and deadlines to be met.
7. Serve the Lord with gladness!