

**Lutheran Chaplaincy Outreach Board of Directors**  
Gloria Dei Lutheran Church, 123 E. Market St., Iowa City, IA

Minutes  
December 4, 2012, 3:30 PM

Present: Frank Scamman, Cindy Breed, Norm Doeden, Val Lembke, Jan Pohl, Lynn Thiede, Warren Boe, Phil Borleske

1. Call to Order at 1538
2. Devotions – Cindy on hymn 808 in the ELW hymnal.
3. Approval of the October 4, 2012 minutes - approved
4. Treasurer's Report – Warren – approved
  - a. Reviewed Chaplain Salary Proposal. Calculations were made according to Synod guidelines, giving an approximate 3%, or \$2,500 increase in salary, expenses, and benefits. Proposal approved.
5. Chaplain's Report – Cindy
  - a. Revision of Chaplain's Report – She distributed a revised report with statistics in new format. Comments and critiques were taken for further refining. The revised format required significantly less time for her to assemble.
  - b. Suggestions: -
    - i. Develop a DVD of Cindy to send out with letters/information.
    - ii. Establish a Chaplain Facebook page/blog
    - iii. Develop a brochure specifically for patients and have Facebook page and website listed on Cindy's card.
  - c. Reminder to donors/fundraisers – when raising funds for LCO ensure that it is specifically billed as LCO and not generically to chaplain at UIHC.
  - d. Cindy will take the remainder of her vacation between Christmas and New Years.
6. Committee Reports
  - a. Resource Development - Jan
    - i. Newsletter – December – in process
    - ii. Targeting congregations for contributions – Warren submitted a draft letter to congregations for comment/edit, and another draft to go to congregations with special funds/endowments to give information about LCO and encourage their giving.
    - iii. Possibility of an executive director – brain storming what the position could be, and how it could be funded.
    - iv. New brochure for church councils and pastors - delayed
  - b. Chaplain Care and Oversight – The first meeting was in November. There was a great group gathered including Norm and Lynn as Board

representatives, Attending were Cindy and three additional non-board members. These were very energetic and eager to serve the needs and care of our chaplain. Sabbatical was a large part of the discussion. The Board needs to determine the duties/parameters of chaplain replacements during Cindy's sabbatical. Next meeting 1/31/2013.

7. Unfinished Business

- a. Chaplaincy Scholarship Awards – Ray (via Warren) – Warren looked into the Lutheran Community Organization that provides services for those providing scholarships to ensure all is correct concerning taxes, etc.
- b. Grant applications – Frank – Lutheran Church of Hope will fund at half level from last year.
- c. Affiliation with LSA – Frank and Cindy – letters of support from various LSI organizations are being prepared. These are requesting they recognize us as an effective Social Ministry Organization and that they contribute to us in some fashion.
- d. Revision of Bylaws – Frank – The Board is asked to review, edit, and comment for the next meeting. Frank will send out a revised copy in the next month or so.
- e. Zion Lilly grant – Frank – seeking information.

8. New Business

- a. Further grant applications – Frank will look into the Community Foundation of Johnson County for support.

9. Announcements, comments, open forum

- a. Next meeting – February 5, at 4pm, Gloria Dei
- b. Call for devotions for February

10. Adjournment