



Living Water Church
3075 Prospect Road
Sun Prairie, WI 53590

Business Operations Team Meeting
May 11th, 2026

- 1) Call to Order at **1839** & Attendance: Justin Hofmann, Rob Hecimovich, Thao Sweeney, Lyn Koenig. Guest Cheryl Holloway
- 2) Opening Prayer: Thao
- 3) Review & Approval of Previous Minutes: Motion to approve, Lyn. 2nd by Rob. MC
- 4) Team/Committee Reports
 - a. Elder Review: Next meeting is 5.13.26. Ad hoc meetings have taken place with elders and/or with pastor-elect Matt Reece.
 - b. Financials: Underperforming in general donations. Discussed revamping how financials are reported in the Splash. Justin will follow-up with AJ. Perhaps how much do we need to receive monthly to meet out overall budget. Justin shared the highly technical accounting term of 'spreading the peanut butter'.
 - c. Business & Grounds: (Short Term: Lyn)
 - i. Repair Requests: nothing to report
 - ii. Roof Damage / Repair Updates: Grinnell Insurance and Hustad rep (who created the hail damage report for LWC and has repaired the roof in the past) will be coming on Wednesday (5.13) to survey the damage. If roof replacement is required, minimum of three estimates will be sought.
 - iii. Sign: Rob and Janet replaced 'roof' and painted exterior wood. By this weekend, lower boards will be replaced, more paint will be applied and logo/letters will be re-painted. Weather dependent.
 - iv. Lawn care history: A member of the congregation has been providing lawn treatment twice a year since the church was built. Fertilizer, pre-emergent and treated for weeds. Invoices submitted directly to the member from TruGreen, Madison. Lyn will get the general cost of this for possible future budgeting needs.
 - v. Lawn Mowing Complaint: Received a complaint from a neighbor that recently mowing began on LWC grounds before an 0700 Sun Prairie Ordinance. This information was shared with grounds volunteers and the neighbor was contacted.
 - vi. Land Sale: As a result of the discussion with the neighbor about the lawn mowing ordinance, it was learned that they are still interested in purchasing the small area of LWC land behind their house. However, it is contingent upon their neighbors to also buy. It was stated that new people have moved into that house. Phil Koenig has been updated on this information and will prepare a letter to be sent to the new owners to seek interest in also buying to small parcel behind their house.
 - vii. Brick Garden: It was mentioned in the Ripple that it is being revived, but Lyn has not received an update from Marge.
- 5) Old Business



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- a. 2nd Quarter Priorities
 - i. Filling the Team: Erik Z has expressed interest, but it will not be until the birth of their child (any day now). Other names were discussed. Thao will follow up with a few people.
 - ii. Continuing Transparency: Next congregational quarterly report is July 12th.
 1. AJ: Audit or a Financial Review (Baker Tily at cost) to get a proposal: Rob stated Raj (previous Trustee Board member) knows someone who does church audits. They are to get a quote from her.
 - iii. Website: on hold until Matt on board
 - b. Policy Updates (Review & Ratification)
 - i. Samaritan Fund Policy Update: Lyn presented the policy and application form. Motion by Rob to accept the forms as presented. 2nd by Lyn. MC. Policy and form will be sent to elders for final approval.
 - ii. Parking Overnight Policy // Chapter 346.55(3): Lyn presented the policy. Motion made by Lyn to accept policy as presented. 2nd by Rob. MC. Lyn will order two signs and discuss placement with Duane. Policy will be sent to elders for final approval.
 - c. Nursery TV: Wi-Fi is not the issue. Current TV is too old for Roku update. Justin will follow up with Marge about finding one during her work adventures. Will also follow-up with Shane about this issue. If one is not found by the June meeting, a new TV will be purchased.
 - d. Internet Advertising: on hold until Matt is on board
 - e. New members Brochure: on hold until Matt is on board
 - i. Who we are - what we believe
 - ii. For people in the first 4-6 weeks of attending LWC
 - iii. Justin taking to Elders and Ministry leaders:
- 6) New Business: Closed session
- a. Compensation Letter for Pastor Matt:
 - b. Office Materials for Pastor Matt
 - i. Desk:
 - ii. Monitors / Docking station:
 - iii. Computer/tablet:
- 7) Items Not on the Agenda
- a. Stipend change- Motion by Lyn to increase Henry Buol's stipend to \$200 for sound booth work to be in line with other sound volunteers. He has proven his ability to solve problems, is patient with people as issues arise and takes initiative to do what needs to be done for a successful service. 2nd by Rob. MC
 - b. (Prior to closed session) Cheryl asked if there was an inventory on all items in the church in case of fire, etc. Lyn stated Charley had been working on one and will follow up with him.
- 8) Adjournment **2033** Motion by Rob to conclude the meeting. 2nd by Lyn. MC