



Living Water Church
3075 Prospect Road
Sun Prairie, WI 53590

Business Operations Team Meeting
April 13th, 2026

- 1) Call to Order & Attendance: Justin Hofmann, AJ Johnson, Rob Hecimovich, Lyn Koenig, guest Erik Zetina
- 2) Opening Prayer at 1831
- 3) Review & Approval of Previous Minutes: Motion- Rob; 2nd-Lyn; MC
- 4) Team/Committee Reports
 - a. Elder Review – **Justin**- Thao replacing Justin on BOT due to military duty/PCS.
 - b. Financials –**AJ**- Will follow up with Emily to confirm extra mortgage payments have been enacted. Requested 2025 Financial Reviews. Lyn will send them to him.
 - c. Business & Grounds – (**Short Term: Lyn**)- MoF Workday 23 May 26
 - i. Repair Requests
 1. Furnace Repair – completed
 2. Garage: springs and door frame/workday
 3. Siding secured in place by Phil Koenig. To be caulked on workday
 4. Lyn will call Monona to fix the first-floor women’s toilet that has been an issue for years.
- 5) Old Business
 - a. 1st Quarter Priorities – **Justin**
 - i. Custodial Care – continue communication as needed for adjustments/needs
 - ii. Filling the Team- building and grounds leader and member-at-large
 1. Building & Grounds
 - a. Engaging Men of Fire to help do “fix it projects” around the church after their sessions
 - b. Member-At-Large: Erik Zetina invited to attend the meeting to get a feel for what is needed. He is considering involvement.
 - iii. Fire Suppression System
 1. Still waiting to hear from Monona about relocating the box. Lyn will contact them again.
 - iv. Building Transparency – Quarterly updates to the congregation
 1. Next quarterly update- 7.12 after service in Sanctuary
 - b. 2nd Quarter Priorities –
 - i. Filling the Team
 - ii. Audit/Financial Review- AJ to contact Baker Tilly for a proposal/cost
 - iii. Outdoor sign and brick garden
 - iv. Website – Revamp
 1. Send Lyn style ideas and examples
 2. Justin will seek contractors and talk to Shane, Candace.
 - c. Computer Purchases – completed, installed and much appreciated
 - d. Samaritan Fund Policy
 - i. Lyn will write the policy/procedure. Send to BOT for first draft.



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- e. Sign Replacement/Fixing
 - i. Robert Tranberg – weather and time availability dependent; Mary Naggatz fund to be used for materials.
 - ii. Lighting for the outdoor sign – options:
 - 1. electrical wiring (fix) – costly;
 - 2. re-wiring solar panels;
 - 3. spike lights with solar power – cheapest and fastest.

Motion to use spike lights- AJ; 2nd -Rob. MC

6) New Business

- a. Invoice Process: Allow Lyn to approve invoices that do not involve/paid to Lyn (or Phil) and credit card statements with a 24-hour supervisory period for AJ's review. Motion by AJ; 2nd Rob. MC.
- b. Transition plan for Justin and Thao this summer

7) Items Not on the Agenda

- a. Insurance Renewal – Not received yet.
- b. Sound Board – 6-8 years old. Tim Perry purchased it. 6–10-year lifecycle was the forecast. The sound board passed out for a very short amount of time during last week's rehearsal. Replacement possibly \$5,000.
 - i. This discussion led to the review of Budget Line 655.61 (Audio/Visual Equipment). The budget was for the iPad stands for the worship team.
 - ii. Rob: Will get a proposal together for the sound board, but BOT will wait for more of a trend of the sound board's faults.
 - iii. Rob: Check with worship team on priorities.
- c. Nursery TV- Wi-Fi signal does not reach in the room. Justin and Rob to take a look at the TV after the meeting.
- d. Parking Overnight Policy: Lyn will add state code (Chapter 346.55(3)) to the policy and work with Duane to get signs created and posted.
- e. Ceiling Fans – Suggestion submitted to install ceiling fans in Sanctuary. Tabled.
- f. Narthex Flooring – Suggestion submitted to replace. Tabled.
- g. Internet Advertising - \$150/Google Clicks. Rob and Lyn will look into this.
- h. Associate/Youth Pastor- Suggestion submitted. Tabled. Justin taking to Elders
- i. Welcome Pamphlet – who we are, what we believe in the first 4-6 weeks of attending LWC. Justin taking to elders and ministry leaders.
- j. PC Quarterly Report – We will no longer have Emily generate/email first three quarters financial statements to congregants. Lyn can generate reports for individuals who request them.

8) Adjournment: Motion by AJ; 2nd Rob. MC at 2004.