



Organization of the Board of Directors of Lyngblomsten

The members of the Board of Directors of Lyngblomsten are elected by the delegates at the Annual Corporation Meeting. Seventeen positions are authorized by the Articles of Incorporation, with each member eligible for two terms of three years. One third of the Board is elected every year. The Board of Directors elects an Executive Committee comprised of a Chair, a Vice Chair, a Secretary, a Treasurer and a President.

Board work is accomplished primarily through committees who report to the Board at regularly scheduled monthly meetings. All committees are appointed by the Board Chair. Committees are encouraged to meet monthly at scheduled times, but the minimum is quarterly. Each committee is to appoint persons from the community to serve on the committee. Committee appointments should be on an annual basis and must be approved by the Board of Directors. The Chair of the Board of Directors and the President of Lyngblomsten are ex officio members of all committees. The staff members listed for each committee, along with the Chair of the committee, are responsible to arrange for the committee meeting and to keep a written record of the agenda, the discussions and any resulting action proposed, bringing all recommendations that require Board approval to the Directors' meetings.

The Board committees are:

- Finance Committee
- Human Resources Committee
- Resident Life Committee
- Investment Committee
- Governance Committee
- Senior Ministry Committee
- Community Programs Committee

See Board Committee handout for committee descriptions.

Board Committees Revised 2-15-13

The Lyngblomsten Board currently has the following standing committees:

FINANCE COMMITTEE:

This committee will meet with the Chief Financial Officer periodically (6 meetings per year) to review and evaluate our financial condition, including review of the monthly financial statements of the Lyngblomsten corporations with relation to Board approved budgets; recommend rate adjustments for residents, determine funds available for salary and benefit adjustments for employees; evaluate insurance coverages to assure adequate protection of assets and liabilities; receive reports from the Investment Committee regarding our investment policy and the status of our invested funds; make recommendations in financial matters that require Board action. (meetings usually Thursday before 4th Monday of the month from 9:00 am to 10:30 am)

HUMAN RESOURCES COMMITTEE:

This committee will meet monthly with the Director of Human Resources and the Care Center Administrator to evaluate the personnel needs of all corporations; the recruitment, orientation, satisfaction levels, training and annual performance evaluation program and procedures of all employees, to meet State and Federal regulations; review the employee benefit programs; review and update the Employee Handbook annually; review the programming and services provided by volunteers and their relationship with employees; review the wage and salary schedules annually, making recommendations to the Finance Committee when changes need to be brought to the Board for action. (meetings usually the first Monday of the month from 4:00 to 5:30 pm)

RESIDENT LIFE COMMITTEE:

This committee will meet monthly with the Care Center Administrator and Housing Managers on a regular basis, and other Department Directors by invitation, concerning operational matters related to satisfaction levels, policies, procedures and contractual agreements related to State and Federal regulations; review recommendations of additional programs, services and activities that will impact on residents, staff, volunteers or families; review utilization and maintenance of buildings, equipment and grounds; recommend action to the Board as required. (meetings usually the first Thursday of the month from 4:00 pm to 5:30 pm)

INVESTMENT COMMITTEE – Note: this is a joint committee with the Lyngblomsten Foundation

The investment committee meets quarterly with our investment advisor to review the results of the mutual fund investments of the Lyngblomsten corporations. We have our reserve funds, endowment funds and annuity funds in a variety of fixed or equity investments. The committee has developed an Investment Policy Statement (IPS) which serves as a guideline for our investment activity. The IPS has been approved by the Board of Directors. (meetings usually on the first Tuesday, from 8:00 am to 9:30 am – generally the month after the close of the quarter, e.g. February, May, August and November)

continued

GOVERNANCE COMMITTEE (new for 2011/2012):

This committee will meet periodically with the Director of Marketing and Communications to review, evaluate and implement active communications with Lyngblomsten's corporate churches and the community. The objective is to assess the strength our partnership with our churches and to see that they are fulfilling their obligations to the corporation. The Committee also should periodically assess the functioning of the Board, as the governing body of Lyngblomsten, and make recommendations with regard to the structure of Board meetings, the education of the Board, and will plan periodic retreats. (meetings usually 2nd Tuesday of the month from 10:15 am – 11:30 am)

SENIOR MINISTRY COMMITTEE (new for 2011/2012)

This committee will meet monthly with the Director of Marketing and Communications and with Church Relations staff to see that we are working actively with local congregations on senior ministry programs. The object is to see that there are programs that serve seniors who are still living in their own homes. This is accomplished, in part, by creating opportunities for programs and outreach services beneficial to all parties. This group helps to plan the annual senior ministry conference. The committee makes recommendations to the Board of Directors for action as required. (meetings usually 1st Wednesdays of the month from 8:30 am to 10:00 am)

COMMUNITY PROGRAMS COMMITTEE (new in 2012)

This committee meets monthly with the Director of Home and Community Based Services to oversee our programs that serve people who do not live in the Care Center or in Lyngblomsten senior housing. These programs currently are: The 5-5-1 Club (a full program of activities, education and outings), The Gathering (day respite service for caregivers of people with memory loss), Parish Nurse Resource Group (a service for Parish Nurses employed by churches in the metro area) and Care Team Ministry (organizing and training groups from churches to support home bound elderly persons). (meetings of the committee are usually on the second Tuesday of the month from 4:00 pm to 5:30 pm)

NOTES:

1. The Foundation Board is a separate group (with up to five appointees from the corporate board) of individuals that work to raise gift money for this organization. They have 3 committees as well: Planned Giving, Finance and Annual Fund
2. There are two committees specified in the Lyngblomsten Bylaws: The Executive Committee and the Nominating Committee; those committees could not be changed without first changing the Bylaws