

Approved February 5, 2014

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call**

**January 16, 2014 –1:00 p.m. EST**

**CALL TO ORDER** Matthew Schramm, chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.

**ATTENDANCE** Mr. Schramm called upon Susan Abraham, recorder for the meeting, to call the roll. A quorum was declared present for the transaction of business.

**MEMBERS PRESENT** Steve Aeschbacher – Member-at-large  
Art Canada – Vice-chair  
Bill Capel – Chair, Finance Committee  
Mihee Kim-Kort – Chair, Worshiping Communities Committee  
Cathy Piekarski – Member-at-large  
Noelle Royer – Chair, Justice Committee  
Matthew Schramm – Chair  
Heath Rada – Member-at-large  
Joyce Smith – Chair, Leadership Committee  
Linda Valentine – Member ex-officio

*Leadership Cabinet* Roger Dermody – Deputy Executive Director for Mission  
Kathy Francis – Senior Director, Communications Ministry  
Earline Williams – Deputy Executive Director for Shared Services

*Recorder* Susan Abraham – Staff, Office of the Executive Director

*Others* Martha Clark – Staff, Office of Legal Services  
Barry Creech – Staff, Office of the Executive Director  
Dana Dages – Staff, Office of the Executive Director

**INTRODUCTION AND WELCOME** Mr. Schramm introduced and welcomed the new Senior Director of Communications, Kathy Francis.

**ACTION – 1-EC-011614  
ASSIGNMENT OF BUSINESS  
TO COMMITTEES** Mr. Schramm requested committee chairs to distribute Information Items assigned to the committee amongst its members as a way to ensure that these reports are read. Information Items are usually reports written by the Board’s liaisons to committees and are a means of keeping the Board informed about the committee’s work.

Committee chairs are also to work with Barry Creech and Ms. Abraham to time out their committee report to plenary in order to stay on track with the reports as presented.

The Executive Committee **VOTED** to approve the assignment of business to

committees as presented (**Appendix 1**).

**ACTION – 2-EC-011614**  
**FEBRUARY 2014**  
**EXECUTIVE MEETING**  
**AGENDA**

The Executive Committee **VOTED** to approve the agenda for the February 2014 Executive Committee meeting as presented (**Appendix 2**).

**ACTION – 3-EC-011614**  
**FEBRUARY 2014 BOARD**  
**MEETING AGENDA**

Mr. Schramm emphasized that every agenda item is an “order of the day.” In order to stay on track with the agenda and to honor people’s time, any unfinished business will be handled on Friday morning.

The Executive Committee **VOTED** to approve the agenda for the February Board meeting as submitted (**Appendix 3**).

**WEBINARS**

Mr. Schramm reviewed the schedule for upcoming webinars:

- Stony Point – January 27, 3:00 p.m. – 3:30 p.m.

A disclosure will be included in the announcement to the Board that this is the time frame that the committee requested.

- Mission Responsibility Through Investment (MRTI) – January 28, 2:30 p.m. – 3:30 p.m.
- Special Offerings – January 31, 2:30 p.m. – 3:30 p.m.

A description for each webinar will be included in the announcement that will be sent to all Board members. The schedule for the webinars will also be posted on the denominational website.

**COMMITTEE LEADERSHIP**  
**ELECTIONS**

Mr. Schramm reviewed the “Election Procedures for Chairs of the Board Committees and Audit Committee,” (**Appendix 4**) and the list of Board members who are eligible to serve as committee chairs (**Appendix 5**). Committee chairs are to set aside time on the agenda for the election process.

Mr. Schramm also announced that Mr. Jung Nam Lee who was a member of the Leadership Committee had resigned from the Board.

**PLENARY ROOM SET UP**

Following discussion, the Executive Committee suggested using round tables during the plenary session.

**EXECUTIVE COMMITTEE**  
**BOARD DEVELOPMENT**

Mr. Schramm reminded Executive Committee members that based on the schedule for the Executive Committee Board Development, Joyce Smith will lead the discussion on the chapter “Being the Board,” and Roger Dermody on “Creating Frameworks for Possibility,” from the book *The Art of Possibility*, by Benjamin and Rosamund Zander.

**ADJOURNMENT AND**  
**CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was adjourned and closed with prayer by Mr. Schramm at 2:07 p.m.

**PRESBYTERIAN MISSION AGENCY BOARD**  
**January 16, 2014**  
**Executive Committee**

Respectfully Submitted,

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Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

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Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency

**Presbyterian Mission Agency Board Executive Committee**  
**Assignments and Information Items**

**February 5-7, 2014**

**Revised January 15, 2014**

ITEM #	BUSINESS ITEM	FROM MINISTRY
<b>FINANCE COMMITTEE (A)</b>		
A.100	Finance Committee Agenda	
A.101	Finance Committee Minutes – September 2013	
A.102	Stony Point Incorporation Evaluation Committee Report	
A.103	Capital Budget Requests	Shared Services
A.104	Adjusted 2014 Presbyterian Mission Agency Budget	Shared Services
<b>JUSTICE COMMITTEE (B)</b>		
B.100	Justice Committee Agenda	
B.101	Justice Committee Minutes – September 2013	
B.102	CPJ Portion of the Presbyterian Mission Agency Response to Referrals to the 221 <sup>st</sup> GA (2014)	CPJ
B.103	Ecumenical Poverty Initiative – Affiliates List	CPJ
B.104	For-Profit Prisons, Jails, and/or Detention Centers be Added to the List of Companies for Divestment and/or Proscription of Investment Ownership	CPJ
B.105	MRTI Report and Recommendations to the 2014 General Assembly: Engagement with corporations on Israel-Palestine Issues from 2004-2013	CPJ
B.106	Peace Discernment Process (2010 Referral Item 13-11)	CPJ
B.107	Justice in Taxation: A Report from the Presbyterian Church (U.S.A.) (2012 Referral: Item 11-09/ Recommendation 4)	CPJ
B.108	Human Rights Update (2012 Referral: Item 14-04/Recommendation 5)	CPJ
B.109	Justice for Western Sahara (2012 Referral Item 14-NB)	CPJ
B.110	Compensating Ministers in Lean Years (2012 Referral: Item 16-07, Recommendation 6.b and 6.f)	CPJ
B.111	WM Portion of the Presbyterian Mission Agency Response to Referrals to the 221 <sup>st</sup> GA (2014)	WM
B.112	A recommendation for the Presbyterian Mission	WM

**Presbyterian Mission Agency Board Executive Committee**  
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ITEM #	BUSINESS ITEM	FROM MINISTRY
	Agency to become an official member of the We Will Speak Out Campaign	
B.113	Japan Mission Action to Appoint a New Representative	WM

<b>LEADERSHIP COMMITTEE (C)</b>		
C.100	Leadership Committee Agenda	
C.101	Leadership Committee Minutes – September 2013	
C.102	TWE Portion of the Presbyterian Mission Agency Response to Referrals to the 221 <sup>st</sup> GA (2014)	TWE
C.103	Approval of List of related schools, colleges & universities to 221 <sup>st</sup> GA (2014)	ECG
C.104	Knoxville College	RE&WM/PW
C.105	Approval of Women of Faith Award Nominees	RE&WM/PW
C.106	Revisions to the Institutional Standards for Participating in the Christmas Joy Offering	RE&WM/PW
C.107	Institutional Relationship Agreement with the Racial Ethnic Schools & Colleges	RE&WM/PW
C.108	Engaging with Presbyteries & Congregations in the Sending & Support of Mission Personnel	WM
C.109	Institutional Relationship Agreement with Presbyterian Women	RE&WM/PW
<b>WORSHIPING COMMUNITIES COMMITTEE (D)</b>		
D.100	Worshiping Communities Agenda	
D.101	Worshiping Communities Committee Minutes – September 2013	
D.102	1001 New Worshiping Communities	ECG
D.103	ECG Portion of the Presbyterian Mission Agency Response to Referrals to the 221 <sup>st</sup> GA (2014)	ECG
D.104	Directory for Worship – Alternate Resolution to Referral: Item 04-12. Recommendation 2 from the 216 <sup>th</sup>	TWE

**Presbyterian Mission Agency Board Executive Committee**  
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**February 5-7, 2014**

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	GA 2004	
D.105	RE&WM/PW Portion of the Presbyterian Mission Agency Response to Referrals to the 221 <sup>st</sup> GA (2014)	RE&WM/PW
D.106	Racial Ethnic & New Immigrant Church Growth Consultation Committee Report 2012 Referral Item 16-06	RE&WM/PW
D.107	Measure for Measure: Assessing the Effectiveness of Hearing & Singing New Songs to God 2012 Referral Item 10-16	RE&WM/PW
<b>CORPORATE PROPERTY, LEGAL FINANCE (E)</b>		
E.101	Corporate Property, Legal, Finance Minutes – September 2013	
E.102	2014 Manse Allowances	
E.103	Authorization of Contract Signors	
E.104	A Corp. By-Laws Amendment	
E.105	Ghost Ranch Additional Resolution from Bank	
E.106	Resolution to update check signers	
<b>PC(USA) A CORPORATION (F)</b>		
F.101	Corporation Minutes – September 2013	
<b>AUDIT COMMITTEE (G)</b>		
G.100	Audit Committee Agenda	
<b>EXECUTIVE COMMITTEE (H)</b>		
H.100	Executive Committee Agenda	
H.101	Approval of Executive Committee Minutes	
H.102	Chair Appointments	
H.103	Executive Director’s Office Report to GA	EDO
H.104	“Educate a Child, Transform the World”	DEDM
H.105	“Living Missionally”	DEDM
H.106	Special Offerings Advisory Task Force Report	Funds Development
H.107	Corresponding Members to the 221 <sup>st</sup> GA (2014)	EDO
H.108	Personnel Subcommittee Report	

**Presbyterian Mission Agency Board Executive Committee**  
**Assignments and Information Items**

**February 5-7, 2014**

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<b>PLENARY (P)</b>		
H.001	Executive Committee Report One	
J.001	Board Nominating & Governance Subcommittee Report – Chair and Vice-Chair Election, and Other Nominations	
P.100	Board Meeting Agenda	EDO
P.101	Board Meeting Minutes – September 2013	EDO

**Presbyterian Mission Agency Board Executive Committee**  
**Assignments and Information Items**  
**February 5-7, 2014**

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ITEM #	INFORMATION ITEM	FROM MINISTRY
<b>Finance Committee (A)</b>		
A.200	Management Report – November 30, 2013	
A.201	Per Capita Report – November 30, 2013	
A.202	Curriculum Report – November 30, 2013	
A.203	PMPF Report – November 30, 2013	
A.204	Stony Point Financials – November 30, 2013	
A.205	Ghost Ranch Financials – November 30, 2013	
A.206	Endowments & Gift Report – July-December 2013	
A.207	Banking Update	
A.208	Information Technology Report	
A.209	Annual Self-Insurance Fund Report	
A.210	Coordinated Loan Program Report	
<b>Justice Committee (B)</b>		
B.200	PHP Advisory Committee Minutes – October 9-11, 2013	CPJ
B.201	PDA Advisory Committee Minutes – October 21-23, 2013	CPJ
B.202	SDOP National Committee Minutes – September 19-21, 2013	CPJ
B.203	SDOP National Committee Minutes – May 16-18, 2013	CPJ
B.204	MRTI Committee Minutes – February 7-8, 2013	CPJ
<b>Leadership Committee (C)</b>		
C.200	RE&WM/PW Events & Highlights	RE&WM/PW
C.201	Celebrate the Gifts of Women Sunday	RE&WM/PW
C.202	Cook Native American Ministries	RE&WM/PW
C.203	Young Adult New Immigrant Leadership Institute	RE&WM/PW
C.204	Women of Color Consultation Report	RE&WM/PW



**Presbyterian Mission Agency Board Executive Committee  
Assignments and Information Items**

**February 5-7, 2014**

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ITEM #	INFORMATION ITEM	FROM MINISTRY
C.205	Coordinating Committee for Korean American Presbyteries	RE&WM/PW
C.206	Presbyterian Women Global Exchange to the Caribbean	RE&WM/PW
C.207	Native American Congregational Support	RE&WM/PW
C.208	Celebrating the Decade of Hearing & Singing New Songs to God	RE&WM/PW
C.209	Presbyterian Women – Moderator’s Report	RE&WM/PW
C.210	Missional Relationship with the National Association of Presbyterian Clergywomen	RE&WM/PW
C.211	What it Means for a School, College or University to be “Presbyterian Related”	ECG
<b>Worshiping Communities Committee (D)</b>		
D.200	1001 New Worshiping Communities Progress Report	ECG
D.201	Youth & Young Adults Report	ECG
D.202	Appointment Actions for Mission Personnel	WM
D.203	Jinishian Memorial Program United States Advisory Committee Draft Minutes – October 17, 2013	WM
D.204	Jinishian Memorial Program Governance Commission Meeting Draft Minutes – October 17, 2013	WM
D.205	On Prayer & Action for Syria	WM

Revised 01.15.14

Draft – January 14, 2014

ITEM H.100  
PRESBYTERIAN MISSION AGENCY BOARD  
Executive Committee  
February 5, 2014  
The Brown Hotel, 335 W. Broadway  
Louisville, KY 40202  
502-583-1234

Room –  
AGENDA

8:30 a.m.                      **Welcome/Call to Order/Prayer**    *Matthew Schramm*

*Recitation of the Executive Committee Covenant*

We, the Presbyterian Mission Agency Board Executive Committee, called to this ministry as disciples of Jesus Christ, covenant together to:

- Seek God’s will, remaining open to fresh movement of the Holy Spirit, acting boldly and creatively for the sake of the Gospel of Jesus Christ in ministry and mission
- Relate to one another with honesty, trust, respect, openness and kindness, proclaiming God’s graciousness by risking and daring transformation in our lives and work
- Be faithful stewards, seeking to make wise decisions in partnership with the greater church, doing our homework, listening to all points of view, working for consensus, and faithfully supporting decisions we have made
- Worship and pray with joy and appreciation for God’s guidance in doing this work.

8:40 a.m.                      **Review and Adopt Agenda – H.100**    *Matthew Schramm*

**Approval of Minutes – H.101**

- September 25, 2013
- November 5, 2013
- November 13, 2013
- January 15, 2014

**Appointments by the Chair – H.102**

**PRESBYTERIAN MISSION AGENCY BOARD**

**January 16, 2014**

**Executive Committee**

**Appendix 2**

8:50 a.m.	<b>Executive Director's Office Report to the 221st GA (2014) – H.103</b>	<i>Linda Valentine</i>
9:00 a.m.	<b>New GA Initiatives</b> <ul style="list-style-type: none"><li>• “Educate a Child, Transform the World” – <b>H.104</b></li><li>• “Living Missionally” – <b>H.105</b></li></ul>	<i>Linda Valentine Hunter Farrell &amp; Sara Lisherness Roger Dermody</i>
9:15 a.m.	<b>Special Offerings Advisory Task Force Report – H.106</b>	<i>Sarah Butter or Marc Glass</i>
9:25 a.m.	<b>Corresponding Members to the 221st GA (2014) – H.107</b>	<i>Linda Valentine</i>
9:30 a.m.	<b>Board Nominating and Governance Subcommittee Report</b>	??
9:45 a.m.	<b>Personnel Subcommittee Report – H.108</b>	<i>Art Canada</i>
10:05 a.m.	<b>Break</b>	
10:20 a.m.	<b>REPORTS:</b> <ul style="list-style-type: none"><li>➤ Report of the Executive Director</li></ul>	<i>Linda Valentine</i>
10:30 a.m.	➤ Financial Overview	<i>Earline Williams</i>
10:40 a.m.	➤ Funds Development Ministry	<i>Terri Bate</i>
10:50 a.m.	➤ Communications Ministry	<i>Kathy Francis</i>
11:00 a.m.	➤ Audit Committee	<i>Mary C. Baskin</i>
11:10 p.m.	<b>Review of Committee Business:</b> <ul style="list-style-type: none"><li>➤ Finance</li><li>➤ Leadership</li><li>➤ Justice</li><li>➤ Worshiping Communities</li></ul>	<i>Bill Capel Joyce Smith Noelle Royer Mihee Kim-Kort</i>
11:50 p.m.	<b>Board Development:</b> “The Art of Possibility” <ul style="list-style-type: none"><li>• Being the Board – Joyce Smith</li><li>• Creating Frameworks for Possibility – Roger Dermody</li></ul>	
12:20 p.m.	<b>Adjourn with Prayer</b>	
12:30 p.m. – 2:30 p.m.	<b><u>LUNCH AND JOINT MEETING WITH COGA –</u></b>	

Draft – January 15, 2014

ITEM P.100

PRESBYTERIAN MISSION AGENCY BOARD

February 5-7, 2014

*The Brown Hotel*

*335 W. Broadway*

*Louisville, KY 40202*

*502-583-1234*

AGENDA

PRESBYTERIAN MISSION AGENCY OFFICE –

**VISION**

Presbyterians joyfully engaging in God’s mission for the transformation of the world.

**MISSION**

Inspire, equip and connect the PC(USA) in its many expressions to serve Christ in the world through new and existing communities of faith, hope, love and witness.

**MEETING THEME**

Transformational Leaders

Inspire, equip, and connect the church to: Cultivate, nurture, and sustain diverse, transformational leaders for Christ’s mission.

**Wednesday, February 5, 2014**

8:30 a.m.	Board Executive Committee –	
12:30 p.m. –2:30 p.m.	Board Executive Committee and COGA Lunch and Joint Meeting –	
9:00 a.m. – 2:00 p.m.	Audit Committee	
<b>3:00 p.m.</b>	<b>Board Opening Plenary –</b>	
	• Welcome and Call to Order	<i>Matthew Schramm</i>
3:05 p.m.	• Opening Worship	
3:20 p.m.	• Recitation of Board Covenant	<i>Matthew Schramm</i>
	• Adoption of Agenda	
	• Roll Call	
	• Approval of September 2013 Board Minutes	
3:30 p.m.	Greetings from the Moderator	<i>Neal Presa</i>
3:35 p.m.	Report of the Chair	<i>Matthew Schramm</i>
3:50 p.m.	Report of the Executive Director	<i>Linda Valentine</i>
4:10 p.m.	Introduction of Senior Director of Communications	<i>Linda Valentine</i>
4:15 p.m.	Board Nominating and Governance Subcommittee Report One	??
	– J.001	
	• Election of Chair and Vice-Chair	
	• Other Nominations	

**PRESBYTERIAN MISSION AGENCY BOARD**

**January 16, 2014**

**Executive Committee**

**Appendix 3**

4:30 p.m.	Board Development One	
5:00 p.m.	Executive Committee Report Two – H.002	<i>Matthew Schramm</i>
5:30 p.m.	Recess	
	Dinner in Committees	

**Thursday, February 6, 2014**

7:00 a.m.	Breakfast On Your Own
8:30 a.m. – Noon	Board Committee Meetings
	➤ Finance –
	➤ Leadership –
	➤ Justice –
	➤ Worshiping Communities –

Noon – 1:15 p.m.	Group Lunch –
1:15 p.m.	Annual Report – Group Photo

**COMMITTEE REPORTS AVAILABLE OUTSIDE OF PLENARY ROOM**

<b>1:30 p.m.</b>	<b>Board Reconvenes in Plenary -</b>	
	Opening Devotion	
1:45 p.m.	Executive Committee Report Three – H.003	<i>Matthew Schramm</i>
2:30 p.m.	Finance Committee Report – A.001	<i>Bill Capel</i>
4:00 p.m.	Break	
4:15 p.m.	Justice Committee Report – B.001	<i>Noelle Royer</i>
5:00 p.m.	Recess	
6:00 p.m.	Group Dinner	
7:30 p.m. – 8:30 p.m.	Belhar Confession - Room	<i>Cliff Kirkpatrick</i>

**COMMITTEE REPORTS AVAILABLE OUTSIDE OF PLENARY ROOM**

**Friday, February 7, 2014**

7:00 a.m.	Breakfast On Your Own	
<b>9:00 a.m.</b>	<b>Board Reconvenes in Plenary - Commonwealth C/D</b>	
9:05 a.m.	Opening Devotion	
9:20 a.m.	Committee Reports	
	➤ Leadership – C.001	<i>Joyce Smith</i>
	➤ Worshiping Communities – D.001	<i>Mihee Kim-Kort</i>
	➤ Corporate – E.001	<i>Matthew Schramm</i>
	➤ Audit – G.001	<i>Mary C. Baskin</i>
	➤ Nominating and Governance Subcommittee Report Two – J.002	??
	➤ Unfinished Business	
10:20 a.m.	Board Development Two	
	• Transformational Leadership as the Board	
11:00 a.m.	Break	
11:15 a.m.	Closing Worship and Adjournment	
Noon	LUNCH ON YOUR OWN	

**PRESBYTERIAN MISSION AGENCY BOARD**

**January 16, 2014**

**Executive Committee**

**Appendix 4**

**I. Election Procedures for Chairs of the Board Committees and Audit Committee**

- A. The committees shall nominate and elect their chairs, and may elect a vice-chair, during the first Presbyterian Mission Agency Board meeting in the calendar year and notify the Presbyterian Mission Agency Board Nominating and Governance Subcommittee.
- B. The chairs shall begin their service at the end of the General Assembly, or in non-Assembly years, with the Executive Committee Retreat.
- C. Committee chairs shall be elected for one-year terms, renewable for one additional term.
- D. Board voting members completing at least two consecutive years on a committee are eligible for election as committee chair.
- E. Ordinarily, committee chairs shall make appointments and assignments of committee members to work groups, task forces, and other subcommittees as necessary, giving consideration to experience, interest, and representation.

**Presbyterian Mission Agency Board Members  
Eligible Board Members for Committee Chair  
January 14, 2014**

(Pending election of Chair and Vice-Chair of Board)

**JUSTICE:**

NAME	DIVERSITY			TERM COMPLETED	BOARD CLASS
	B	M	T		
1. James R. Ephraim, Jr.	B	M	T	1	2018
2. Susan Osoinach	W	F	R	1	2018
3. Kears Pollock	W	M	R	1	2016

**LEADERSHIP:**

NAME	DIVERSITY			TERM COMPLETED	BOARD CLASS
	W	F	T		
1. Nancy Ramsay	W	F	T	1	2018
2. Glen Snider	W	M	R	1	2016
3. Kevin Yoho	W	M	T	1	2018

**FINANCE:**

NAME	DIVERSITY			TERM COMPLETED	BOARD CLASS
	W	F	L		
1. Molly Baskin*	W	F	L	1	2018
2. Bill Capel	W	M	R	1	2016
3. Tom Fleming Jr.*	W	M	R	1	2018
4. Chad Herring	W	M	T	1	2018

**WORSHIPING COMMUNITIES:**

NAME	DIVERSITY			TERM COMPLETED	BOARD CLASS
	W	F	R		
1. Marsha Zell Anson	W	F	R	1	2018
2. Andrew Barron (YA)	W	M	L	1	2018
3. Heath Rada	W	M	R	1	2016
4. Marianne Rhebergen	W	F	T	1	2016
5. David Shinn	A	M	T	1	2018

**AUDIT:**

NAME	DIVERSITY			TERM COMPLETED	BOARD CLASS
	W	F	L		
1. Molly Baskin	W	F	L	1	2018
2. Tom Fleming Jr.	W	M	R	1	2018

\*Members of Audit Committee. Cannot stand for nomination as chair of committee, if elected as chair of Audit.