

Approved September 18, 2014

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

August 28, 2014 –1:00 p.m. EST

CALL TO ORDER Marilyn Gamm, Chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.

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

MEMBERS PRESENT James Ephraim, Jr. – Chair, Justice Committee
Marilyn Gamm – Chair, Presbyterian Mission Agency Board
Chad Herring – Chair, Finance Committee
Mary Jorgenson – Member-at-large
Mihee Kim-Kort – Member-at-large
David Shinn – Chair, Worshiping Communities Committee
Josephene Stewart – Vice-chair, Presbyterian Mission Agency Board
Kevin Yoho – Chair, Leadership Committee
Linda Valentine – Member ex-officio

MEMBERS EXCUSED Marsha Zell Anson – Member-at-large

Leadership Cabinet Terri Bate (via phone) – Senior Director, Funds Development Ministry
Roger Dermody – Deputy Executive Director for Mission
Earline Williams – Deputy Executive Director for Shared Services

Recorder Susan Abraham – Staff, Office of the Executive Director

Staff Martha Clark – Staff, Office of Legal Services
Barry Creech – Staff, Office of the Executive Director
Denise Hayden – Staff, Office of the Executive Director
Chip Hardwick – Staff, Theology, Worship and Education

ACTION – 1-EC-082814
EXECUTIVE COMMITTEE
MEETING AGENDA AND
BOARD MEETING AGENDA Gamm led the committee through the proposed agendas for the September Executive Committee and Board meetings. The Executive Committee **VOTED** to approve the agendas for the September 2014 meetings of the Executive Committee and the Presbyterian Mission Agency Board (**Appendices [1](#) and [2](#)**).

ACTION – 2-EC-082814
ASSIGNMENT OF BUSINESS
TO COMMITTEES Barry Creech reviewed the assignment of business items to Board committees. The Executive Committee **VOTED** to approve the assignment of business to committees as submitted (**[Appendix 3](#)**). Creech also reviewed list of information items and asked that chairs encourage their members to

ask for clarification about any of the items that raised a question.

**EXCUSED ABSENCES AND
EARLY DEPARTURES**

Gamm invited Susan Abraham to present the list of “Excused Absences and Early Departures.” ([Appendix 4](#)).

It was noted that the following new members will miss New Member Orientation because they will either not be at the meeting or will arrive after Orientation on Tuesday:

1. Harold Delhagen
2. Rafael Medina
3. Corey Schlosser-Hall
4. Landon Whitsitt

It was recommended that a brief orientation be provided for the above members either via webinar or at the spring Board meeting.

COMMITTEE MEETINGS

Creech reminded the Executive Committee that lunch on Tuesday with new members of the Board will be a time for team-building. Chairs of each committee were also reminded to assign mentors for new members on their committee. Following the conference call, chairs are to get in touch with lead staff resource persons to set agendas for committees. Agendas are due by September 8

STONY POINT REPORT

Chip Hardwick, director of Theology, Worship and Education, presented a progress report on the ongoing work of reconciliation between the Presbyterian Mission Agency staff and the members of the Presbyterian Mission Agency Board. ([Appendices 5 and 6](#)). The Executive Committee thanked Hardwick and commended him on the good work done to facilitate this endeavor.

Gamm expressed concern about financial impact/hardship of the one week furlough, especially upon lower paid staff, and encouraged that if such a measure is necessary in future that the furlough be spread over several pay periods rather than all in one.

**NEW MEMBER
ORIENTATION**

Creech invited the Executive Committee to offer ideas for New Member Orientation. Chad Herring, who is also a member of the Nominating and Governance Subcommittee, reported that the subcommittee is experiencing difficulty getting new members to serve on boards of other agencies. Herring requested that the willingness to serve on other boards and committees be raised as an expectation for elected members during Orientation.

**ADJOURNMENT & CLOSING
PRAYER**

There being no further business, the meeting of the Executive Committee was adjourned with prayer by Gamm at 1:46 p.m.

Respectfully Submitted,

Marilyn Gamm
Chair, Presbyterian Mission Agency Board

Linda Valentine
Executive Director, Presbyterian Mission Agency

Draft – August 27, 2014

ITEM H.100
PRESBYTERIAN MISSION AGENCY BOARD
Executive Committee
September 16, 2014
*The Presbyterian Center
100 Witherspoon Street
Louisville, KY 40202*

Room – Conference Rooms A/B
AGENDA

- 8:30 a.m. **Worship with New Members - Chapel** *Chad Herring*
- 8:45 a.m. **Group Building - Chapel**
- 9:30 a.m. **Call to Order – Conference Rooms A/B** *Marilyn Gamm*

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 and to Presbyterian Mission Agency staff 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.

- 9:35 a.m. **Review and Adopt Agenda – H.100** *Marilyn Gamm*

Approval of Minutes – H.101

- **June 13, 2014**
(Executive Committee Meeting Minutes and Minutes of the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation)

- **August 28, 2014**

Report of the Chair

- a. Chair's Appointments – H. 102
- b. 221st GA (2014) Referrals – H. 103
- c. Celebration of Holy Communion – H. 104

9:40 a.m.	Board Meeting Schedule for 2015-2018 – H. 105	<i>Barry Creech</i>
9:45 a.m.	Changes to the <i>Manual of Operations</i> – H.106	<i>Barry Creech</i>
9:50 a.m.	Covenant of Understanding Regarding the Role & Relationship of Racial Ethnic Caucuses within the PC(USA) – H.107	<i>Linda Valentine & Vince Patton</i>
10:00 a.m.	Approval of Self-Study Review – H.108	<i>Barry Creech</i>
10:30 a.m.	2016 Programmatic Emphases and Liturgical Dates – H.109	<i>Kathy Francis</i>
10:35 a.m.	Nominating and Governance Subcommittee Report – J.001	<i>Chad Herring</i>
10:45 a.m.	Governance Preview	<i>Chad Herring & Mihee Kim-Kort</i>
10:55 a.m.	Break	
11:10 a.m.	Personnel Subcommittee Report	<i>Jo Stewart</i>
11:15 a.m.	Financial Reports	<i>Earline Williams</i>
11:30 a.m.	Reports: <ul style="list-style-type: none">• Funds Development Ministry – H.200, H. 201, & H.202• Communications Ministry	<i>Terri Bate & Sam Locke</i> <i>Kathy Francis</i>
11:45 a.m.	Reflections from the Retreat	<i>Marilyn Gamm</i>
11:55 a.m.	Review of Committee Business: <ul style="list-style-type: none">➤ Leadership➤ Justice➤ Worshiping Communities➤ Finance	<i>Kevin Yoho</i> <i>James Ephraim</i> <i>David Shinn</i> <i>Chad Herring</i>
12:05 a.m.	Restricted Funds Oversight Subcommittee Report	<i>April Davenport</i>
12:10 a.m.	Closed Session	
12:30 p.m.	Closing Prayer and Adjournment	
	Lunch with New Members – <i>Cafeteria</i>	
1:30 p.m.	New Member Orientation – <i>Conference Rooms A&B</i>	

Draft – August 28, 2014

ITEM P.100
PRESBYTERIAN MISSION AGENCY BOARD
September 17-19, 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.

SCRIPTURE

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." Matthew 28:19-20 (NRSV)

Tuesday, September 16, 2014

7:00 a.m.	Group Breakfast -
8:30 a.m. – 12:30 p.m.	Board Executive Committee – <i>Presbyterian Center Conference Rooms A&B</i>
12:30 p.m. – 1:30 p.m.	Lunch (Executive Committee and New Members) – <i>Cafeteria</i>
1:00 p.m.	Audit Committee – <i>Conference Room 5000</i>
1:30 p.m. – 5:30 p.m.	New Member Orientation – <i>Presbyterian Center Conference Rooms A&B</i>
6:00 p.m.	Dinner – New Members with Executive Committee – <i>Brown Hotel</i>

Wednesday, September 17, 2014

7:00 a.m.	Group Breakfast -	
9:00 a.m.	Board Opening Plenary –	
	• Call to Order	<i>Marilyn Gamm</i>
	• Welcome & Introduction of New Members	
9:05 a.m.	• Opening Worship	<i>Aura Maribel Perez, Mission Co-Worker</i>
9:20 a.m.	• Recitation of Board Covenant	<i>Marilyn Gamm</i>
	• Adoption of Agenda	
	• Roll Call	
	• Approval of April 2014 Board Minutes	
9:30 a.m.	Greetings from the Moderator	<i>Heath Rada</i>
	Report of the Chair	<i>Marilyn Gamm</i>
	Report of the Executive Director	<i>Linda Valentine</i>
	Report of the Board Nominating & Governance Subcommittee – J.001	<i>Wendy Tajima</i>
10:05 a.m.	Stories from Our Great Commission	<i>Kathy Francis</i>
10:15a.m.	Break	
10:30 a.m.	General Assembly Highlights & Table Discussions	<i>Linda Valentine, Roger Dermody, & Marilynn Gamm</i>
11:30 a.m.	Closed Session	

12:00 p.m. Lunch in Committees
 1:30 p.m. Board Committee Meetings
 ➤ Finance –
 ➤ Leadership –
 ➤ Justice –
 ➤ Worshiping Communities –
 5:30 p.m. Recess
 Group Dinner –

Thursday, September 18, 2014 – Board Development Day

7:00 a.m. Breakfast on Your Own
 8:30 a.m. **Board Reconvenes in Plenary –**
 Meditation and Prayers for the Day
 9:00 a.m. Introductions Around Table Using a Question Provided by
 the Facilitator
 9:30 a.m. A Board is at its Best When...
 10:15 a.m. Break
 10:30 a.m. This Board Will Be at its Best When...a Contrast/Comparison
 Discussion
 11:15 a.m. Report Back
 12:00 p.m. Lunch
 1:00 p.m. Stating Expectations for the Whole, for the Parts
 2:00 p.m. Holding Ourselves Accountable, the Importance of
 Evaluation
 2:30 p.m. Break
 2:45 p.m. Tracking Our Progress
 3:15 p.m. Break
 3:30 p.m. Report Back on Board Metrics
 4:15 p.m. Naming Next Steps
 5:00 p.m. Prayer for the Board and its Future Ministry
 5:15 p.m. Recess
 6:00 p.m. Group Dinner with International Peacemakers – *Gardencourt*

*Wendy Tajima &
 Rebekah Basinger
 Mei-Hui Lai*

COMMITTEE REPORTS AVAILABLE ONLINE @

<http://www.presbyterianmission.org/ministries/about/pma-board-meeting-papers-sep-2014/>

Friday, September 19, 2014

7:00 a.m. Breakfast On Your Own
 9:00 a.m. **Board Reconvenes in Plenary -**
 9:05 a.m. Opening Devotion
 9:20 a.m. Greetings from the Stated Clerk
 9:25 a.m. Committee Reports
 ➤ Finance Committee Report – A.001
 ➤ Justice Committee Report – B.001
 ➤ Leadership – C.001
 ➤ Worshiping Communities – D.001
 ➤ Corporate – E.001
 ➤ Audit – G.001
 ➤ Executive Committee Report – H.002
 10:10 a.m. Special Offerings Catalog Kick-Off
 10:15 a.m. Break

*Nancy Ramsay
 Gradye Parsons*

*Chad Herring
 James Ephraim
 Kevin Yoho
 David Shinn
 Marilyn Gamm
 Mary C. Baskin
 Marilyn Gamm
 Sam Locke*

10:30 a.m. General Assembly Initiative
 ➤ Living Missionally

11:15 a.m. **Closing Worship and Adjournment**
 LUNCH ON YOUR OWN

Roger Dermody

David Ezekiel

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
September 17-19, 2014

Revised August 28, 2014

ITEM #	BUSINESS ITEM	FROM MINISTRY
FINANCE COMMITTEE (A)		
A.100	Adoption of Meeting Agenda	Shared Services
A.101	Finance Committee Minutes – April 2014 – July 31, 2014 Conference Call, August 13, 2014 Conference Call	Shared Services
A.102	2015-2016 Budget Adjustments	Shared Services
A.103	2014 Budget Adjustment	Shared Services
A.104	Finance Committee Referrals	Shared Services
JUSTICE COMMITTEE (B)		
B.100	Justice Committee Agenda	
B.101	Justice Committee Minutes – April 2014	CPJ
B.102	Half in Ten Campaign	CPJ
B.103	Faith Forum on Middle East Policy	CPJ
B.104	Justice Committee Referrals	DEDM
LEADERSHIP COMMITTEE (C)		
C.100	Leadership Committee Agenda	
C.101	Leadership Committee Minutes – April 2014	TWE
C.102	Cook Native American Ministries	RE&WM
C.103	Leadership Committee Referrals	DEDM
WORSHIPING COMMUNITIES COMMITTEE (D)		
D.100	Worshiping Communities Committee Agenda	
D.101	Worshiping Communities Committee Minutes – April 2014	ECG
D.102	Worshiping Communities Committee Referrals	DEDM
CORPORATE PROPERTY, LEGAL FINANCE (E)		
E.101	Corporate Committee Minutes – April 2014	Legal
E.102	Election of Corporate Officers	Legal
E.103	Manse Allowance – 2014	Legal
E.104	Authorization for the Presbyterian Historical Society to Borrow and Mortgage Property	Legal
PC(USA) A CORPORATION (F)		

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
September 17-19, 2014

Revised August 28, 2014

ITEM #	BUSINESS ITEM	FROM MINISTRY
F.101	Corporation Minutes – April 2014	
AUDIT COMMITTEE (G)		
G.100	Audit Committee Agenda	
EXECUTIVE COMMITTEE (H)		
H.100	Executive Committee Agenda	
H.101	Approval of Executive Committee Minutes – June 13, 2014 and August 28, 2014	
H.102	Chair Appointments	EDO
H.103	221 st GA (2014) Referrals	EDO
H.104	Celebration of Holy Communion	EDO
H.105	Board Meeting Schedule for 2015-2018	EDO
H.106	Changes to the Manual of Operations	EDO
H.107	Covenant of Understanding Regarding the Role & Relationship of Racial Ethnic Caucuses within the PC(USA)	RE&WM
H.108	Approval of Self-Study Review	EDO
H.109	2016 Programmatic Emphases and Liturgical Dates	Communications
PLENARY		
H.001	Executive Committee Report One	
P.100	Board Meeting Agenda	
P.101	Board Meeting Minutes	
J.001	Nominating & Governance Subcommittee Report	

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
September 17-19, 2014

Revised August 28, 2014

ITEM #	INFORMATION ITEM	FROM MINISTRY
Finance Committee (A)		
A.201	Per Capita Report – July 31, 2014	Shared Services
A.202	Curriculum Report – July 31, 2014	Shared Services
A.203	Stony Point Financials – July 31, 2014	Shared Services
A.204	Stony Point Update	Shared Services
A.205	Ghost Ranch Financials – July 31, 2014	Shared Services
A.206	Ghost Ranch Update – 5 yr. Business Plan	Shared Services
A.207	Management Report – July 31, 2014	Shared Services
A.208	PMPF Report – July 31, 2014	Shared Services
A.209	New Gifts & Additions – January – June 2014	Shared Services
A.210	Information Technology Overview	Shared Services
A.211	Coordinated Loan Program Report	PILP
A.212	Presbyterian Foundation Endowment Fund Report	Foundation
Justice Committee (B)		
B.200	Jinishian Memorial Program United States Advisory Committee Minutes, May 15-16, 2014	WM
B.201	Jinishian Memorial Program Governance Commission Minutes, May 15-16, 2014	WM
Leadership Committee (C)		
C.200	2014 Women of Faith Awards	RE&WM
C.201	Pan Asian English Ministries Pastors Conference	RE&WM
C.202	Women’s Leadership Institute	RE&WM
C.203	Appointment Actions for Mission Personnel	WM
C.204	YAV Program 2014/2015 Class Profile	WM
C.205	Update on Belhar Confession	TWE
C.206	Company of New Pastors Program Expansion Plan	TWE
C.207	Racial Ethnic & New Immigrant Seminarians Conference	RE&WM
C.208	PW/PMA Relationship	RE&WM
Worshiping Communities Committee (D)		

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
September 17-19, 2014

Revised August 28, 2014

ITEM #	INFORMATION ITEM	FROM MINISTRY
D.200	1001 New Worshiping Communities Update	ECG
D.201	New Beginnings Update	ECG
D.202	Native American Day	RE&WM
D.203	Study on the Status of Women	RE&WM
D.204	African Emerging Ministries Office	RE&WM
D.205	Directory for Worship Study Process	TWE
Executive		
H.200	2 nd Quarter 2014 World Mission Funds Development Report – YTD June 30, 2014	FD
H.201	Special Offerings Report	FD
H.202	Presbyterian Mission Agency Funds Development Efforts	FD

Excused Absence and other departures

Excused Absence

Heath Rada
Kears Pollock
Harold Delhagen
Corey Schlosser Hall
Rafael Medina

Landon Whitsitt will not arrive until late Tuesday night and will miss the New Member Orientation.

Arriving Wednesday Evening – Andrew Barron (re: work)

Departing Wednesday evening - Joseph Morrow (*Just accepted a new job and must return by Thursday morning*)

Departing Thursday late afternoon

Bill Carl (COTE)
Lindsay Harren-Lewis
Marvin Brangan
Melinda Sanders

Not registered yet, reminders sent

David Ezekiel
Neal Presa
Glen Snider

Report from Kitty, Rick and Chip to the Executive Committee of the Mission Agency Board: August 13, 2014

At its April 2014 meeting, the Presbyterian Mission Agency Board asked for a report about the ongoing work of reconciliation between the Presbyterian Mission Agency staff (in both Louisville and Stony Point) and the members of the board prior to the September, 2014, board meeting.

What is most important from our three perspectives is the 180 degree turnaround in the working relationships between the Stony Point Center staff and the Mission Agency staff located in Louisville. To quote from an email that Rick sent to Chip, Linda, Roger and Earline at the end of July:

“I just want to add Kitty's and my voices to the chorus of appreciation. I can't tell you how good it has felt to have all of you as allies as we take on this challenge. It's been a great few months for both Kitty and me professionally. Our work with Chip has been solid, and the Legal, HR and Accounting folks have all been extremely supportive. We are waiting anxiously to see the final report from HHG. Having their input has been invaluable to us over the last two and a half months.”

Rick and Kitty's efforts to work well with the Mission Agency Staff in Louisville was documented in their mid-term review, given by Chip. Among other accolades about their “enthusiasm” and “initiative,” two contributions noted are particularly salient here:

- “Kitty and Rick's responsiveness and collaborations with Chip and other TWE staff”
- “Kitty and Rick's receptivity to a new organizational home and their work to get off to a fresh start.”

None of us are able to speak to the effort to engage members of the Task Team in reconciliation, since that was not within our purview. However, the work that we have done together both builds on and echoes many of the recommendations made by the Transitional Task Team, and responds to many of the concerns raised by the Evaluation Committee in its report.

We are confident that it is appropriate to dismiss these committee with an expression of great gratitude – especially from Rick and Kitty—to the members of the Transitional Task Team: Melissa DeRosia, Kathy Trott, Jack Hodges, Kears Pollack, Mark Johnson, Gary Batty, and Cass Shaw.

We have also attached the report that we have prepared for the Finance Committee to review at the September meeting of the Mission Agency Board, with the expectation that you might find some of our specific achievements helpful.

Stony Point Center Report to the Presbyterian Mission Agency Board September, 2014

In April, the Board heard a report that the Co-Directors of Stony Point Center and Executive Staff of the Mission Agency had agreement in principle about how to move forward with a plan to incorporate Stony Point Center fully within the work of the Mission Agency with the goal of making Stony Point Center financially sustainable by December 31, 2017.

Milestones:

We have been working on a “Milestones” document that we will use to objectively evaluate our success in achieving financial sustainability. The following is taken directly from the Executive Summary of the Milestones document:

Year zero, ending December 31, 2014

- 2014 Operating loss no worse than \$90,000, leading to a worsening of the interfund balance of up to this amount.
- Common Services from Mission Agency paid in full by Mission Agency

Year One, ending December 31, 2015

- 2015 Operating loss no worse than \$60,000, leading to a worsening of the interfund balance of up to this amount.
- Common Services from Mission Agency paid at 33% by Stony Point Center

Year Two, ending December 31, 2016

- 2016 Operating loss no worse than \$30,000, leading to a worsening of the interfund balance of up to this amount.
- Common Services from Mission Agency paid at 67% by Stony Point Center

Year Three, ending December 31, 2017

- 2016 Operating income/loss at breakeven.
- Common Services from Mission Agency paid at 100% by Stony Point Center

We expect that the specifics of how these milestones will be met are likely to change as our work unfolds. However, we have agreed that if the overall objectives are not met during any two successive years, the Presbyterian Mission Agency will begin the process of winding down operations.

Achievements since April:

- We have completed a \$20,000 contract (at Mission Agency expense) with Harrell Hospitality Group – an independent hospitality industry consulting agency. Their report – totaling over 150 pages – is daunting, but their summary judgment is encouraging: “We believe that with 1/ additional staff, particularly in sales and marketing and repairs and maintenance; 2/ a

- focused sales and marketing plan; 3/ implementation of HHG recommendations, and 4/ Necessary property improvements...[that] Stony Point Center can get to self-sustainability within the prescribed time frame...”
- We have been given an \$80,000 grant over two years from the Synod of the Northeast to pay roughly half the cost of a full-time sales person this year, and half the cost for a full-time funds developer beginning in July 2015.
 - We have hired a new, full-time, outside Sales Manager as of the end of July, and begun training that person (and several others from our staff and volunteers) in prospecting for new leads for potential guest groups.
 - With the affirmation of our board members, we have shifted the language describing their role from “Governing Board” to “Advisory Board.” Our fall meeting will focus on the what it means to for the board to assume that new role for the organization.
 - We have had high levels of cooperation and support from Legal Counsel, Human Resources, IT, and Treasury. Further, Kitty and Rick have been welcomed into the Leadership Team of Theology, Worship and Education.
- Chip Hardwick

Finances:

At the end of July, Stony Point Center had a net loss of \$65,000 for the year. We began implementing cost-cutting measures in June to assure that we will meet our target of no more than a \$90,000 for the fiscal year. The most significant of those measures is a full furlough of staff totaling one week of payroll, which took place in August.

We expect to have numbers through the end of August available for the Finance Committee meeting in September.