

Approved April 2015

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

March 25, 2015

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 Marsha Zell Anson – Member-at-large
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

Leadership Cabinet 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
Denise Hayden – Staff, Office of the Executive Director
Ruth Gardner – Staff, Human Resources Office
Leslie Scanlon – Presbyterian Outlook

**ACTION – 1-EC-032515
EXECUTIVE COMMITTEE
MEETING AGENDA AND
BOARD MEETING AGENDA**

Gamm led the committee through the proposed agendas for the April Executive Committee and Board meetings.

The Executive Committee **VOTED** to approve the agendas for the April 2015 meetings of the Executive Committee and the Presbyterian Mission Agency Board with the following additions to the Board agenda (**Appendices [1](#) and [2](#)**):

Wednesday, April 15, 2015

2:05 p.m. Approval of October 8, 2014 minutes of the called meeting of the Board.

Friday, April 17, 2015

8:55 a.m. Remembering the Armenian Genocide

Gamm reminded the Executive Committee that opening worship on Wednesday will include communion and collection of an offering. The offering will go to the general support of the Presbyterian Mission Agency.

GENERATIVE TOPICS

Kevin Yoho presented “Resilience” as the topic for generative discussion during the Board meeting on Thursday afternoon ([Appendix 3](#))

The Executive Committee thanked Yoho, Ephraim, and Shinn for their work, and requested them to bring back a topic that is more relevant to the work that the Board is currently involved in, or could look ahead to.

**ACTION – 2-EC--032515
ASSIGNMENT OF BUSINESS
TO COMMITTEES**

Linda Valentine reviewed the assignment of business items to Board committees. The Executive Committee **VOTED** to approve the assignment of business to committees as submitted ([Appendix 4](#)).

**ACTION – 3-EC--032515
2015 SALARY INCREASE
POOL FOR PMA STAFF**

The Executive Committee **VOTED** to approve a 3% salary increase pool for the staff of the Presbyterian Mission Agency, effective April 1, 2015, with a standard percentage of one percent (1%) and a merit increase taken from a two-percent (2%) pool ([Appendix 5](#)).

**ACTION – 4-EC--032515
APPROVAL UNDER ETHICS
POLICY**

The Executive Committee **VOTED** to approve the following resolution ([Appendix 6](#)):

RESOLVED, that Eileen Lindner's recent appointment to the Presbyterian Mission Agency Board's Audit Committee by the Committee on the Office of the General Assembly for a term that will overlap with a pre-existing contract to perform services for the Presbyterian Mission Agency, is approved under the Ethics Policy for Elected and Appointed Members.

**ADVICE & COUNSEL
MEMORANDA PROCESS
UPDATE**

Barry Creech gave an update on the Advice and Counsel Memoranda process. The process was developed to allow the Advisory and Advocacy committees to see our business items and to send us written advice on them. Committee chairs were reminded to list these items next to the business items on their committee agenda.

**2015 EXECUTIVE
COMMITTEE RETREAT**

The Executive Committee agreed by consensus to keep the July 22-24 dates that are currently on the calendar as the dates for the retreat.

ACTION – 5EC--032515

The Executive Committee **VOTED** to convene in closed session at 2:33 p.m.

**CONVENE IN CLOSED
SESSION**

to discuss personnel, litigation and property matters with only voting members of the Executive Committee to attend the closed session.

**ACTION – 6-EC--032515
RISE FROM CLOSED
SESSION**

The Executive Committee **VOTED** to rise from closed session at 3:45 p.m. The chair announced that the following action was taken in closed session.

**ACTION – 7-EC--032515
APRIL EXECUTIVE
COMMITTEE CALLED
MEETINGS**

The Executive Committee **APPROVED** a motion to call two closed session Executive Committee meetings of voting members only for the purpose of discussing personnel, litigation and property matters on Wednesday, April 8 at 1:30 p.m. EDT and Friday, April 10 at 10:30 a.m. EDT.

**ADJOURNMENT AND
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was closed with prayer at 3:46 p.m.

Respectfully Submitted,

Marilyn Gamm
Chair, Presbyterian Mission Agency Board

Linda Valentine
Executive Director, Presbyterian Mission Agency

Draft – March 24, 2015

**ITEM H.100
PRESBYTERIAN MISSION AGENCY BOARD**

Executive Committee

April 15, 2015

The Brown Hotel

335 W. Broadway

Louisville, KY 40202

502-583-1234

Room – Gallery Ballroom (16th floor)

AGENDA

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

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.

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

Marilyn Gamm

Approval of Minutes – H.101

- **September 16, 2014**
- **September 29, 2014**
- **November 10, 2014**
- **November 20, 2014**
- **December 11, 2014**

- January 22, 2015
- February 20, 2015
- March 4, 2015
- March 25, 2015

Appointments by the Chair – H.102

Celebration of Holy Communion – H.103

8:50 a.m.	Nominating and Governance Subcommittee Report – H.104	<i>Chad Herring</i>
9:20 a.m.	Personnel Subcommittee Report – H.105	<i>Jo Stewart</i>
9:35 a.m.	Financial Reports	<i>Earline Williams</i>
9:50 a.m.	Communications Ministry Report	<i>Kathy Francis</i>
10:00 a.m.	Break	
10:15 a.m.	Funds Development Report – H.200, H.201, H.202	<i>Terri Bate</i>
10:30 a.m.	Presbyterian Mission Agency Review Committee	<i>Barry Creech</i>
10:45 a.m.	Review of Committee Business:	
	➤ Leadership	<i>Kevin Yoho</i>
	➤ Justice	<i>James Ephraim</i>
	➤ Worshiping Communities	<i>David Shinn</i>
	➤ Finance	<i>Chad Herring</i>
	➤ Audit	<i>Mary C. Baskin</i>
11:00 a.m.	Closed Session	
12:00 p.m.	Closing Prayer and Adjournment	

Draft – March 25, 2015

ITEM P.100
PRESBYTERIAN MISSION AGENCY BOARD
April 15-17, 2015
The Brown Hotel
 335 W. Broadway, Louisville, KY 40202
 502-583-1234

AGENDA
PRESBYTERIAN MISSION AGENCY OFFICE – J. Graham Brown Suite

Tuesday, April 14, 2015

2:00 p.m. Audit Committee – Broadway A

Wednesday, April 15, 2015

8:30 a.m. Board Executive Committee – Gallery Ballroom (16th floor)

1:30 p.m. Board Opening Plenary – Crystal Ballroom

- Call to Order *Marilyn Gamm*
- Opening Worship *Hector Rodriguez, Bryce Wiebe & Almir Dias*
- Recitation of Board Covenant *Marilyn Gamm*
- Roll Call
- Adoption of Agenda
- Approval of September 2014 Board Minutes

2:15 p.m.	Closed Session	
4:15 p.m.	Break	
5:15 p.m.	Closed Session	
5:30 p.m.	Reconvene in Open Session	
	Greetings from the Moderator	<i>Heath Rada</i>
	Recess	
6:00 p.m.	Group Dinner <ul style="list-style-type: none"> ➤ Board – Broadway B ➤ Staff – Bluegrass Ballroom 	
7:00 p.m. – 8:30 p.m.	Board Committee Meetings (Chair Elections & Action Items) <ul style="list-style-type: none"> ➤ Finance – Gallery Ballroom ➤ Leadership – Citation B ➤ Justice – Secretariat B ➤ Worshiping Communities – Citation A 	

Thursday, April 16, 2015

7:00 a.m. Group Breakfast – Bluegrass Ballroom

8:30 a.m. – 10:00 a.m. Board Committee Meetings

- Finance – Gallery Ballroom
- Leadership – Citation B
- Justice – Secretariat B
- Worshiping Communities – Citation A

10:30 a.m. Board Reconvenes in Plenary – Crystal Ballroom

Opening Devotion *Jo Stewart*

10:40 a.m.	Chair's Report	<i>Marilyn Gamm</i>
10:50 a.m.	Executive Director's Report	<i>Linda Valentine</i>
11:00 a.m.	Small Group Discussion <ul style="list-style-type: none"> ➤ What is it like for you as a member of the Board in this challenging time? ➤ What's the role of the Board and Board members? ➤ How can the Board build trust in the church? 	
Noon	Group Lunch – <i>Bluegrass Ballroom</i>	
1:30 p.m.	Association of Presbyterian Colleges & Universities (APCU)	<i>Jeff Arnold</i>
1:40 p.m.	"Educate a Child: Transform the World" – Presentation and Table Talk	<i>Eileen Lindner & Hunter Farrell</i>
2:30 p.m.	Presbyterian Women – Honorary Life Membership	<i>Mary Jorgenson</i>
2:35 p.m.	Committee Reports <ul style="list-style-type: none"> ➤ Nominating & Governance Subcommittee – J.001 ➤ Audit – G.001 ➤ Executive – H.002 	<i>Wendy Tajima Mary C. Baskin Marilyn Gamm</i>
3:30 p.m.	Break	
3:45 p.m.	Committee Reports continued <ul style="list-style-type: none"> ➤ Justice – B.001 ➤ Leadership – C.001 ➤ Worshiping Communities – D.001 ➤ Finance – A.001 ➤ Corporate – E.001 	<i>James Ephraim Kevin Yoho David Shinn Chad Herring Marilyn Gamm</i>
4:35 p.m.	Generative Topics <ul style="list-style-type: none"> ➤ Justice Committee ➤ Leadership Committee ➤ Worshiping Communities Committee 	<i>James Ephraim Kevin Yoho David Shinn</i>
5:30 p.m.	Recess	
6:00 p.m.	Dinner in Committees	
Friday, April 17, 2015		
7:00 a.m.	Group Breakfast – <i>Bluegrass Ballroom</i>	
8:30 a.m.	Board Reconvenes in Plenary – <i>Crystal Ballroom</i>	
	Opening Devotion	<i>Alice Ridgill</i>
8:45 a.m.	Greetings from the Stated Clerk	<i>Gradye Parsons</i>
8:50 a.m.	Greetings from the Presbyterian Foundation	<i>Marilee Hopkins</i>
8:55 a.m.	Envisioning the Future <ul style="list-style-type: none"> ➤ Mission Work Plan 2013-2016 ➤ Accomplishments in 2014 ➤ Planning for 2017-2020 	
11:30 a.m.	Closing Worship and Adjournment	<i>Mark Brainerd</i>

LUNCH ON YOUR OWN

March 24, 2015

TO: Executive Committee
BY: James Ephraim, David Shinn, Kevin Yoho
RE: Resilience- A Recommendation for a Generative Inquiry for April Board Meeting

DRAFT

Hello Friends,

The following is a draft idea, offered for the Executive Committee consideration during the March 25 conference call.

The Big Idea

We recognize our board can grow and learn, and provide a learning and leading relationship with the PMA, even in the midst of unexpected upheavals. Instead of mitigating these challenges and risks, we suggest an adaptation focusing on the concept of Resilience.

We think the opportunity is to see how we can do more than survive as a board and agency, and instead, thrive during such upheavals. Topics like Resilience could be a generative way forward.

Introductory comments could include:

- What is resilience?
- What does resilience look like?
- How can we improve resilience?

Interactive Generative Inquiry

We propose to build an interactive conversation on resilience. We invite our board to contribute a deeper commitment to our mission and healthy organizational life by empowering greater resilience. This is an alternative to a race to the bottom, being anxiety-driven, focused on problems, or led by circumstances, etc.

Questions to discuss around tables with a report-back to the group could include:

- Tell me about a time when you felt resilient?
- Recall a story when you helped others to be more resilient?
- What will you do differently to practice resilience in your own life?
- What can PMAB do to resource the resilience of PMA staff?

**Presbyterian Mission Agency Board Executive Committee
 Business and Information Items
 (April 15-17, 2015)**

ITEM #	BUSINESS ITEM	FROM MINISTRY
FINANCE COMMITTEE (A)		
A.100	Finance Committee Agenda	
A.101	Finance Committee Minutes – September 17, 2014, October 29, 2014, February 25, 2015 and March 27, 2015	
A.102	2015-2016 Budget Adjustments	Shared Services
A.103	Grant Policy	Shared Services
D.102	MDRC Grant Policy and Procedure and Ratification of Actions	ECG/Legal
JUSTICE COMMITTEE (B)		
B.100	Justice Committee Agenda	
B.101	Justice Committee Minutes – September 2014 Meeting	
B.102	Affirmation of Proxy Voting Recommendations from MRTI	CPJ
B.103	Revision to the PDA Manual of Operations	CPJ
LEADERSHIP COMMITTEE (C)		
C.100	Leadership Committee Agenda	
C.101	Leadership Committee Minutes – September 2014 Meeting	
C.102	Cook Native American Ministries	RE&WM
C.103	Historically Presbyterian Racial Ethnic Institutions Task Force	RE&WM
WORSHIPING COMMUNITIES COMMITTEE (D)		
D.100	Worshiping Communities Committee Agenda	
D.101	Worshiping Communities Committee Minutes – September 17, 2014	
D.102	MDRC Grant Policy and Procedure and Ratification of Actions	ECG/Legal
CORPORATE PROPERTY, LEGAL FINANCE (E)		
E.101	Corporate Committee Minutes	
E.102	Manse Allowance	Legal
E.103	Authorization of Corporate Signers	Legal
E.104	Election of Corporate Officers	Legal
E.105	Blackrock Banking Resolution	Legal
PC(USA) A CORPORATION (F)		
F.101	A Corporation Minutes	
AUDIT COMMITTEE (G)		

**Presbyterian Mission Agency Board Executive Committee
 Business and Information Items
 (April 15-17, 2015)**

ITEM #	BUSINESS ITEM	FROM MINISTRY
G.100	Audit Committee Agenda	
G.101	Audit Committee Minutes – January 26, 2015	
G.102	Audit Committee Financial Statements	
EXECUTIVE COMMITTEE (H)		
H.100	Executive Committee Agenda	
H.101	Approval of Executive Committee Minutes September 16, 2014, September 29, 2014, November 10, 2014, November 14, 2014, November 20, 2014, December 11, 2014, January 22, 2015, February 20, 2015, March 4, 2015, March 25, 2015	
H.102	Chair Appointments	
H.103	Celebration of Holy Communion	
H.104	Nominating & Governance Subcommittee Report	
H.105	Personnel Subcommittee Report	
PLENARY		
H.001	Executive Committee Report One	
P.100	Board Meeting Agenda	
P.101	Board Meeting Minutes – September 17-19, 2014	

Presbyterian Mission Agency Board Executive Committee
Business and Information Items
(April 15-17, 2015)

ITEM #	INFORMATION ITEM	FROM MINISTRY
Finance Committee (A)		
A.200	Management Report – December 31, 2014	Shared Services
A.201	Per Capita Report – December 31, 2014	Shared Services
A.202	Curriculum Report – December 31, 2014	Shared Services
A.203	PMPF Report – December 31, 2014	Shared Services
A.204	New Gifts and Additions – December 31, 2014	Shared Services
A.205	Stony Point Financials	Shared Services
A.206	Ghost Ranch Financials	Shared Services
A.207	Information Technology Report	Shared Services
A.208	Coordinated Loan Fund Report	PILP
A.209	Presbyterian Foundation Endowment Fund Report	Foundation
A.210	Annual Self Insurance Fund Report	Risk Management
A.211	Consolidated Financial Statement	Shared Services
Justice Committee (B)		
B.200	Jinishian Memorial Program United States Advisory Committee and Governance Commission minutes, October 2014	WM
B.201	Educate a Child, Transform the World Campaign Update	WM/CPJ
B.202	PHP Advisory Committee Minutes – October 2014	CPJ
B.203	MRTI Update	CPJ
B.204	MRTI Update on Fossil Fuel Companies and Climate Change Referral 15-01	CPJ
B.205	Ministry Highlights from the Presbyterian Health, Education, & Welfare Association (PHEWA) and the PC(USA) Disability Concerns Consultants Program	CPJ
B.207	PDA Advisory Committee Minutes – October 2014	CPJ
B.208	Black Lives Matter	RE&WM
Leadership Committee (C)		
C.200	Racial Ethnic Schools and Colleges Update	RE&WM
C.201	Presbyterian Women Churchwide Gathering	RE&WM
C.202	Celebrate the Gifts of Women Sunday	RE&WM
C.203	Appointment actions for Mission Personnel	WM
C.204	Young Adult Volunteer program update	WM
C.205	Update on Stony Point Center	TWE
C.206	Introduction – Coordinator for Theological Education	TWE

**Presbyterian Mission Agency Board Executive Committee
 Business and Information Items
 (April 15-17, 2015)**

ITEM #	INFORMATION ITEM	FROM MINISTRY
C.207	Introduction – Executive Director for the Association of Presbyterian Schools and Colleges	TWE
Worshipping Communities Committee (D)		
D.200	1001 New Worshiping Communities Update	ECG
D.201	Collegiate Ministries Update	ECG
D.202	New Beginnings Update	ECG
D.203	MDRC Manual of Operations	ECG
D.204	Middle Eastern Ministries	RE&WM
D.205	Portuguese-language Congregational Support	RE&WM
D.206	2015 National Consultation on Developing Regional Racial Ethnic Ministries	RE&WM
D.207	Churchwide Conference on Race, Ethnicity, Racism and Ethnocentricity	RE&WM
D.208	Directory for Worship Update	TWE
D.209	Introducing a New Denominational Curriculum: Growing in Grace & Gratitude	TWE
Executive		
H.200	World Mission Fundraising Report 2014	FD
H.201	Special Offerings Fundraising Report 2014	FD
H.202	New Initiative Fundraising Update	FD

ACTION ITEM

Subject: Approval of the salary increase pool for 2015 for Presbyterian Mission Agency Staff

Recommendation:

That the Executive Committee approves a 3% salary increase pool for the staff of the Presbyterian Mission Agency, effective April 1, 2015, with a standard percentage of one percent (1%) and a merit increase taken from a two-percent (2%) pool.

Background:

The Presbyterian Mission Agency Compensation Program provides the following instructions for approval of the salary percentages:

The specific percentages used to fund the merit award budget and the standard award budget will be proposed annually by HR and approved by Leadership Cabinet (LC) and the Presbyterian Mission Agency Board's Executive Committee. Any compensation award is subject to budgetary conditions and is not guaranteed.

In 2012, The Mission Agency's Leadership Cabinet (then the Executive Leadership Team) approved the percentage breakdowns as follows:

2014: 1% merit; 2% standard

2015 forward: 2% merit; 1% standard

ACTION ITEM

Subject: Approval Under Ethics Policy

Recommendation:

RESOLVED, that Eileen Lindner's recent appointment to the Presbyterian Mission Agency Board's Audit Committee by the Committee on the Office of the General Assembly for a term that will overlap with a pre-existing contract to perform services for the Presbyterian Mission Agency, is approved under the Ethics Policy for Elected and Appointed Members.

Background:

Eileen Lindner has a contract with Presbyterian Church (U.S.A.), A Corporation to work with the Compassion, Peace and Justice ministry area to launch the national component of "Educate a Child, Change the World" initiative. The contract began February 1, 2015. The Presbyterian Mission Agency was just notified that the Committee on the Office of the General Assembly appointed her as their representative on the Audit Committee. While this situation is not squarely addressed in the policy, it is recommended that the 2/3 vote of the Executive Committee be garnered. Ms. Lindner will continue to be subject to the provisions of the Ethics Policy, including the Meeting Procedure, Attachment 5.