

**ITEM H.101**  
**FOR ACTION**

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
A. Finance		E. Corporate Property, Legal, Finance	J. Board Nominating and Governance Subcommittee
B. Justice		F. PC(USA), A Corporation	P. Plenary
C. Leadership		G. Audit	
D. Worshiping Communities	<input checked="" type="checkbox"/>	H. Executive Committee	

**Subject: Approval of Minutes**

**Recommendation:**

**That the Executive Committee approve the minutes of the meetings on (attached):**

- **September 16, 2014**
- **September 29, 2014**
- **November 10, 2014**
- **November 14, 2014 (Available at meeting)**
- **November 20, 2014**
- **December 11, 2014 (Available at meeting)**
- **January 22, 2015**
- **February 20, 2015**
- **March 4, 2015**
- **March 25, 2015**
- **April 8, 2015**
- **April 10, 2015**

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
The Brown Hotel  
September 16, 2014  
Louisville, Kentucky**

**OPENING WORSHIP**

The meeting of the Executive Committee was opened with worship led by Chad Herring. Following worship, Executive Committee members had the opportunity to meet and become acquainted with new members of the Board.

**CALL TO ORDER**

The 222nd stated meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) was called to order by chair, Marilyn Gamm. Gamm invited those in the room to introduce themselves. Following introductions, Gamm led the Executive Committee members in prayer and recitation of the Executive Committee Covenant.

**ATTENDANCE**

Those present for all or a portion of the meeting were:

*Members*

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*

Terri Bate – Senior Director of Funds Development  
Roger Dermody – Deputy Executive Director for Mission  
Kathy Francis – Senior Director of Communications  
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  
April Davenport – Staff, Office of Legal Services  
Denise Hayden – Staff, Executive Director's Office  
Courtney Hoekstra – Staff, Executive Director's Office  
Mike Kirk – Staff, Office of Legal Services  
Mark Jones – Advocacy Committee for Racial Ethnic Concerns  
Martha Ross-Mockaitis – General Assembly Committee on Representation  
Shelley Lewis – Staff, Finance and Accounting  
Sam Locke – Staff, Communications and Funds Development  
Kathy Lyvers – Staff, Office of Legal Services

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Jerry Van Marter – Staff, Presbyterian News Service

Vince Patton – Staff, Racial Ethnic and Women's Ministries

Charles Wiley – Staff, Theology, Worship, and Education

**ACTION 1-EC-91614**

**ADOPTION OF AGENDA**

**ACTION 2-EC-91614**

**APPROVAL OF EXECUTIVE  
COMMITTEE MINUTES**

Gamm reviewed and the Executive Committee **VOTED** to adopt the proposed agenda for this meeting ([Appendix 1](#)).

The Executive Committee **VOTED** to approve the minutes of the following meetings as presented ([Appendix 2](#)):

- June 13, 2014, Executive Committee Meeting
- June 13, 2014, Executive Committee of the Presbyterian Church (U.S.A.), A Corporation
- August 28, 2014, Executive Committee Conference Call

**ACTION 3-EC-91614**

**CHAIR APPOINTMENTS**

The Executive Committee **VOTED to ratify** the following appointments by the chair ([Appendix 3](#)):

**A. Nominating and Governance Subcommittee – Class of 2017**

- 1. Andrew Barron**
- 2. Melinda Lawrence Sanders**

**B. Personnel Subcommittee at-large members, Class of 2017**

- 1. Kenneth Godshall**
- 2. Corey Schlosser-Hall**

**C. Restricted Funds Oversight Subcommittee, Class of 2016**

- 1. Marci Auld Glass**
- 2. Kevin Yoho (second term)**
- 3. Alan Ford, co-opted member (second term)**

**Re-appoint Glen Snider as chair of the subcommittee**

**D. Foundation Work Group (one year term)**

- 1. Josephene Stewart – until September 2015**

**Other Items:**

- A. Gamm reported that she has requested that three members provide advice on behalf of the Mission Agency Board as part of the reconciliation process directed by the 221<sup>st</sup> General Assembly (2014):

“Item 10NB – Recommend the 221<sup>st</sup> General Assembly (2014) direct the Presbyterian Mission Agency Board and the Committee on the Office of the General Assembly to engage in the process of working together with churches in the task of reconciliation, starting with visiting each presbytery and serving as a resource for each presbytery's discussion of these actions in congregations and the presbytery at-large and present voices of reconciliation for the unity of the church.”

- 1. Marsha Zell Anson**

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- 2. Corey Schlosser-Hall**
- 3. David Shinn**

B. Gamm also reported that she has requested the Personnel Subcommittee to review and suggest useful revisions to Appendix 8 of the *Presbyterian Mission Agency Manual of Operations* which details the annual performance review process for the Executive Director as the Board begins a new four year term with the Executive Director.

**221ST GENERAL  
ASSEMBLY (2014)  
REFERRALS**

The Executive Committee received for information the referrals from the 221st General Assembly (2014) ([Appendix 4](#)).

The Executive Committee observed that a large number of referrals are assigned to the Justice Committee and expressed the need to consider shifting some of the referrals to other committees in order to balance the work load in committees. It was also noted that committees should consider working in collaboration on some of the referrals to look at how the work could be done most effectively.

**ACTION 4-EC-91614  
CELEBRATION OF HOLY  
COMMUNION**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to approve the celebration of Holy Communion at the following events ([Appendix 5](#)):

I. Credo Conferences:

<u>Conference</u>	<u>Date</u>
PC53	March 2-9, 2015
PC7-01B	April 14-20, 2015
PC7-03A	May 12-18, 2015
PC54	June 1-8, 2015
PC55	June 15-22, 2015
PC56	September 14-21, 2015
PC7-02B	September 22-28, 2015
PC57	October 5-12, 2015
PC7-04A	October 20-26, 2015
PC57	November 9-16, 2015

II. Presbyterian Women Churchwide Gathering on June 21, 2015.

III. Racial Ethnic and New Immigrant Seminarians Conference on October 24 – 27, 2014.

**ACTION 5-EC-91614  
BOARD MEETING  
SCHEDULE FOR 2015-2018**

A. The Executive Committee **VOTED** to approve the following date changes to the Presbyterian Mission Agency Board Meeting Schedule and forward the changes to the Board for approval ([Appendix 6](#)):

**2015:**

**Change from April 15-17 to April 16-17**

**Change from September 23-25 to September 24-25**

**2016:**

**Change from February 10-12 to February 3-5**

B. The Executive Committee **VOTED** to approve the Board meeting dates for

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2017 and February and April 2018 and forward to the Presbyterian Mission Agency Board with a recommendation for approval.

**2017:**

**March 24-25, 2017 (Friday morning – Saturday noon)**

**September 22–23, 2017 (Friday morning – Saturday noon)**

**2018:**

**February 7-9, 2018 (Wednesday 3:00 p.m. – Friday noon)**

**April 25-27, 2018 (Wednesday 3:00 p.m. – Friday noon)**

**ACTION 6-EC-91614  
CHANGES TO THE MANUAL  
OF OPERATIONS**

The Executive Committee **VOTED** to approve and forward the proposed changes to the *Presbyterian Mission Agency Manual of Operations* to the Presbyterian Mission Agency Board with a recommendation for approval (**Appendix 7**).

Summary of Changes to the *Manual of Operations*

<b>Recommended Change (Additions are underlined, deletions are shown with a strike through)</b>	<b>Rationale</b>
<p>Appendix 1B, Section I.A: “Duties of the Chair”</p> <p>9. <u>Appoint one Board voting member to the Presbyterian Mission Agency/Foundation Work Group.</u></p>	<p>At the April 2013 meeting, the Board VOTED to approve an amendment to item 1 of the Framework section of the Executive Committee’s December 3, 2008 action establishing the Presbyterian Mission Agency (f/k/a General Assembly Council)/Foundation Work Group (“Work Group”) so that the Work Group will consist of the chair of each entity’s board as well as one (1) additional board member from each entity as appointed by the entity’s chair.</p> <p>The appointment of the additional board member by the chair will be added to Appendix 1B, Section I.A under “Duties of the Chair.”</p>
<p>Appendix 1C, Section I.A.1.d.21): “Executive Committee/ Responsibilities”</p> <p>Review the minutes of the Advocacy Committee for Racial Ethnic Concerns <del>and Advocacy Committee for Women’s Concerns</del> annually for consistency with established guidelines and report findings to the Advocacy Committee and the Board Executive Committee.</p>	<p>This change is being made in response to the referral from the 221<sup>st</sup> General Assembly (2014) – Item 09-17, Recommendation 5:</p> <p>“Incorporate the review of the Advocacy Committee for Women’s Concerns’ Manual of Operations and meeting minutes as a part of ACWC’s regular Six-Year Self-</p>

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	<p>Study Review process with the General Assembly, removing this responsibility from the Presbyterian Mission Agency Board.”</p>
<p>Appendix 1C, Section I.A.1.e.1)c)4): “Board Nominating and Governance Subcommittee”</p> <p>Nominate one Board voting member for election by the Presbyterian Mission Agency Board to a four-year, non-renewable term on the Advocacy Committee for Women’s Concerns. <u>When the only current Board member with the gifts and abilities required to serve on ACWC has two years remaining in her/his term on the Board, she/he may be elected for a two-year term on ACWC.</u></p>	<p>See letter from the Advocacy Committee for Women’s Concerns in Appendix 7.</p>
<p>Appendix 1C, Section I.B.2.a.: “Leadership Committee”</p> <p>a. Leadership Committee</p> <p>The Leadership Committee focuses on the work of the Presbyterian Mission Agency that inspires, equips and connects individuals for leadership in Christ’s church and in the world. In this work, the Leadership Committee seeks to discern God’s direction as it guides ministries which identify, develop and resource diverse transformational leaders. Areas of ministry typically within the purview of the Leadership Committee include:</p> <ol style="list-style-type: none"> <li>1) Chaplains</li> <li>2) <u>Ecumenical and Interfaith Relations</u></li> <li>3) Elder and leader development</li> <li>4) Financial Aid for Studies</li> <li>5) Leadership trends and response</li> <li>6) Mission Personnel</li> <li>7) Racial Ethnic and Women’s Leadership</li> <li>8) Theological Education</li> <li>9) Theology</li> </ol> <p>3) Committees/Entities where the</p>	<p>One member of the Presbyterian Mission Agency Board serves as a member/liaison with the General Assembly Committee on Ecumenical and Interreligious Relations. Each such liaison is expected to make a report to the Mission Agency Board regarding their service. When the committee charters were developed in 2012, the committee to which this liaison would make a report was not specified. Following conversations with staff who normally support ecumenical and interreligious work, it was determined that the Leadership Committee would be recommended as the appropriate place for that report and as the general assignment for any other work related to ecumenical and interreligious matters.</p>

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<p>Board has a representative:</p> <ul style="list-style-type: none"> <li>a. Presbyterian Women in the Presbyterian Church (U.S.A.), Inc., Board of Directors</li> <li>b. <u>General Assembly Committee on Ecumenical and Interfaith Relations – GACEIR</u></li> </ul>	
<p><b>Appendix 1C, Section I.B.2.c.: “Justice Committee”</b></p> <ul style="list-style-type: none"> <li>c. Justice Committee             <ul style="list-style-type: none"> <li>3) Committees where the Board has a representative:                 <ul style="list-style-type: none"> <li>a) Jarvie Commonweal Service Committee</li> <li>b) Jinishian Memorial Program Governance Commission</li> <li>c) Mission Responsibility through Investment Committee</li> <li>d) Presbyterian Health Education and Welfare Association Board of Directors</li> <li>e) <del>Creative Ministries Offering Committee of Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.</del></li> </ul> </li> </ul> </li> </ul>	<p>The Creative Ministries Offering Committee of Presbyterian Women in the PC(USA), Inc., no longer requires PMAB representation on the committee. In recent years, the Creative Ministries Offering Committee has been much more proactive in soliciting input from the World Mission area coordinators and other related bodies in the denomination, thus ensuring the needed collaboration from across the PC (USA).</p>
<p><b>Appendix 1F, Section I.C.: “Advocacy Committee for Women’s Concerns (ACWC)”</b></p> <p>One Presbyterian Mission Agency Board nominated by the Presbyterian Mission Agency Board Nominating and Governance Subcommittee and elected by the Presbyterian Mission Agency Board to serve a four-year non-renewable term. This voting member fulfills the responsibility of liaison between the Presbyterian Mission Agency Board and the Advocacy Committee. <u>In the interest of maintaining this relationship with a</u></p>	<p>See letter from the Advocacy Committee for Women’s Concerns in Appendix 7.</p>

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<p><u>current member of the Presbyterian Mission Agency Board, when the only current Board member with the gifts and abilities required to serve on ACWC has two years remaining in her/his term on the Board, she/he may be elected for a two-year term on ACWC.</u></p>	
<p>Appendix 11, Section II.D.: “Policy and Procedures for Submitting Changes to the Presbyterian Mission Agency Manual of Operations”</p> <p>The Advisory Committee on Social Witness Policy (ACSWP), <u>and</u> the Advocacy Committee for Racial Ethnic Concerns (ACREC), <del>or the Advocacy Committee for Women’s Concerns (ACWC)</del>, which are accountable to the Presbyterian Mission Agency Board, shall submit substantial* proposed changes to its manual of operations to the Presbyterian Mission Agency Board, through the Presbyterian Mission Agency Board Executive Committee, following customary procedures, for adoption or rejection.</p>	<p>This change is being made in response to the referral from the 221<sup>st</sup> General Assembly (2014) – Item 09-17, Recommendation 5:</p> <p>“Incorporate the review of the Advocacy Committee for Women’s Concerns’ Manual of Operations and meeting minutes as a part of ACWC’s regular Six-Year Self-Study Review process with the General Assembly, removing this responsibility from the Presbyterian Mission Agency Board.”</p>

**ACTION 7-EC-91614**  
**COVENANT OF UNDERSTANDING REGARDING THE ROLE & RELATIONSHIP OF RACIAL ETHNIC CAUCUSES WITHIN THE PC(USA)**

Linda Valentine and Vince Patton introduced the “Covenant of Understanding Regarding the Role and Relationship of Racial Ethnic Caucuses within the Presbyterian Church (U.S.A.)” The covenant was developed at the request of the National Black Presbyterian Caucus, and in collaboration with leaders of other racial ethnic caucuses in the PC(USA) and the Office of the General Assembly ([Appendix 8](#)).

The Presbyterian Mission Agency Board Executive Committee **VOTED** to:

- 1. Approve the “Covenant of Understanding Regarding the Role and Relationship of the Racial Ethnic Caucuses within the Presbyterian Church (U.S.A.),” and add it to the appendix of the *Presbyterian Mission Agency Manual of Operations*.**
- 2. Direct that “may consult” in recommendation 2 be interpreted as “will consult” by the Presbyterian Mission Agency.**
- 3. Direct the Mission Agency to engage in conversations with the work group that developed the covenant regarding the possibility that all parties in the covenant change the language as reflected in recommendation 2.**

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**ACTION 8-EC-91614  
APPROVAL OF SELF-STUDY  
REVIEW**

Two General Assembly agencies are reviewed at each Assembly. The Office of the General Assembly and the Presbyterian Mission Agency will be reviewed at the 222<sup>nd</sup> General Assembly (2016). Creech led the Executive Committee through Self-Study of the Presbyterian Mission Agency. The Self-Study will be reviewed by a committee elected by the 221<sup>st</sup> General Assembly (2014) at its first meeting in November.

The Presbyterian Mission Agency Board Executive Committee **VOTED** to approve the Self-Study with appendices and empower staff to make additional revisions and/or corrections provided they do not alter the basic substance of the report ([Appendix 9](#)).

**ACTION 9-EC-91614  
2016 PROGRAMMATIC  
EMPHASES & LITURGICAL  
DATES  
NOMINATING AND  
GOVERNANCE  
SUBCOMMITTEE REPORT**

The Executive Committee **VOTED** to approve the list of Special Days and Programmatic Emphases for 2016. These days will be listed in the *Presbyterian Planning Calendar* and other materials ([Appendix 10](#)).

Chad Herring, who is also a member of the Nominating and Governance Subcommittee, presented the recommendations of the Subcommittee for information ([Appendix 11](#)). The recommendations will go to the Board for approval.

**PERSONNEL  
SUBCOMMITTEE REPORT**

Jo Stewart, chair of the Personnel Subcommittee, reported that the subcommittee had not met recently. The Subcommittee will consider the request of the chair to evaluate the performance review process of the Executive Director at its next meeting.

**ACTION 10-EC-91614  
RESTRICTED FUNDS  
OVERSIGHT  
SUBCOMMITTEE REPORT**

April Davenport presented the report of the Restricted Funds Oversight Subcommittee.

The Executive Committee **VOTED** to forward the list of General Assembly Mission Restricted Funds Grants to the Board with a recommendation for approval ([Appendix 12](#)).

**GOVERNANCE PREVIEW**

Herring reported that Rebecca Basinger, a consultant specializing in faith-based board governance, will lead the Board in a full day of generative discussion on Thursday to shape the work and roles of the Presbyterian Mission Agency Board.

**REFLECTION ON  
ECCLESIOLOGY OF THE  
PRESBYTERIAN MISSION  
AGENCY**

Charles Wiley, Coordinator for Theology and Worship, led the Executive Committee in a reflection on the Ecclesiology of the Presbyterian Mission Agency ([Appendix 13](#)).

**FINANCIAL REPORTS**

Earline Williams, Deputy Executive Director of Shared Services, reviewed the revised mission budgets for 2016, 2015, and 2014 ([Appendices 14 and 15](#)).

**FUNDS DEVELOPMENT  
MINISTRY REPORT**

Terri Bate, Senior Director for Funds Development, presented the second quarter 2014 Mission Interpretation and Funds Development Report and the 2014 World Mission Funds Development Report ([Appendices 16 and 17](#)).

Sam Locke, Director of Special Offerings, gave an update on revenue received through Special Offerings as of September 2014 ([Appendix 18](#)). In addition to the report, Locke introduced the second annual edition of the "Presbyterian Giving Catalogue."

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**COMMUNICATIONS  
MINISTRY REPORT**

Kathy Francis shared that, at the request of the Moderator of the General Assembly, the communications directors of the six agencies had gathered recently at Montreat Conference Center to look at communications as a whole for the church. The Communications Office is also working on:

- suggestions offered by the Executive Committee at the retreat
- improving the website
- search engine optimization to increase visibility of the Presbyterian Mission Agency
- converting the Mission Year Book to digital format as opposed to print
- developing apps for the PC(USA)

**REVIEW OF COMMITTEE  
BUSINESS**

The chairs of each of the Board Committees gave an overview of the work of their committee and the primary business expected before each of their committees for this meeting.

Gamm reminded chairs to assign mentors for the new members on their committee.

**REFLECTIONS FROM THE  
RETREAT**

Members of the Executive Committee shared reflections from the retreat in August. During a conversation about closer connections between Board members, it was suggested that it might be helpful to publish any blogsites in the board member directory. Board members might find it useful to read blog posts from other members as a means of staying in touch and learning about each other between meetings.

The chair also requested Executive Committee members to send a couple of lines describing their experience of the Executive Committee Retreat to Kevin Yoho who would compile the information and share it with the rest of the committee.

**ACTION 11-EC-91614  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in closed session at 12:15 to discuss personnel and property matters with only voting members of the Executive Committee, members of the Audit Committee, and the following individuals who were invited to remain and to attend all or a portion of the closed session:

1. Linda Valentine
2. Martha Clark
3. Tim Stepp
4. Shawn Ellison
5. Earline Williams
6. Barry Creech
7. April Davenport
8. Mike Kirk

**ACTION 12-EC-91614  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 12:50 p.m. The chair announced that no actions were taken.

**CLOSING PRAYER &  
ADJOURNMENT**

There being no further business, the meeting of the Executive Committee was closed with prayer.

**PRESBYTERIAN MISSION AGENCY BOARD**

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Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

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**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
September 29, 2014**

**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.

**MEMBERS PRESENT** Marsha Zell Anson – Member-at-large  
James Ephraim, Jr. – Chair, Justice Committee  
Marilyn Gamm – Chair  
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

**EXCUSED** Kevin Yoho – Chair, Leadership Committee

**ACTION – 1-EC-092914**  
**CONVENE IN CLOSED**  
**SESSION** The Executive Committee **VOTED** to convene in closed session at 3:00 p.m. to discuss personnel and litigation matters with only voting members of the Executive Committee.

**ACTION – 2-EC-092914**  
**RISE FROM CLOSED**  
**SESSION** The Executive Committee **VOTED** to rise from closed session at 6:00 p.m. The chair announced that no actions were taken in closed session.

**ADJOURNMENT AND**  
**CLOSING PRAYER** There being no further business, the meeting of the Executive Committee was closed with prayer.

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
November 10, 2014**

**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**

**MEMBERS PRESENT**

Marsha Zell Anson – Member-at-large  
James Ephraim, Jr. – Chair, Justice Committee  
Marilyn Gamm – Chair  
Mihee Kim-Kort – Member-at-large  
David Shinn – Chair, Worshiping Communities Committee  
Josephene Stewart – Vice-chair  
Kevin Yoho – Chair, Leadership Committee

**MEMBERS EXCUSED**

Chad Herring – Chair, Finance Committee  
Mary Jorgenson – Member-at-large

**ACTION – 1-EC-111014  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in closed session at 4:10 p.m. to discuss personnel and litigation matters with only voting members of the Executive Committee.

**ACTION – 2-EC-111014  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 5:41 p.m. The chair announced that no actions were taken in closed session.

**ADJOURNMENT AND  
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was closed with prayer.

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
November 20, 2014 –1:30 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 Ms. 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  
Linda Valentine – Member ex-officio
- MEMBERS EXCUSED** Marsha Zell Anson – Member-at-large  
Kevin Yoho – Chair, Leadership Committee
- Leadership Cabinet* Terri Bate – Senior Director, Funds Development Ministry
- 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  
Leslie Scanlon – Presbyterian Outlook
- ACTION – 1-EC-112014**  
**APPOINTMENTS BY THE CHAIR**
1. The Executive Committee **VOTED** to ratify and forward to the Board of National Missions for action the re-nomination of Patrick O'Connor to serve on the Jarvie Commonweal Service Committee for a third three year term, beginning January 2015.
  2. The Executive Committee **VOTED** to ratify and forward to the Board of National Missions for action the nomination of Jon Brown to serve on the Jarvie Commonweal Service Committee for a second three year term, beginning January 2015.
- See **Appendix 1** for background information.
- SELF-STUDY PROCESS** Barry Creech gave an update on the Self-Study process. The Review Committee held its first meeting on November 5-7 in Dallas, Texas. We received positive feedback from this meeting. The next meeting will be held in April 2015 immediately after the Presbyterian Mission Agency Board meeting. The committee would like to interview Marilyn Gamm, Jo Stewart and staff at their April meeting.

**NOMINATING AND  
GOVERNANCE  
SUBCOMMITTEE REPORT**

Chad Herring presented the report on behalf of the Nominating and Governance Subcommittee report.

**ACTION – 2-EC-112014  
ADVOCACY COMMITTEE  
FOR WOMEN'S CONCERNS  
(ACWC) NOMINATION  
FOLLOW-UP ON  
GOVERNANCE TRAINING**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to elect Gina Meester to a four-year term on the Advocacy Committee for Women's Concerns (ACWC), Class of 2018.

Herring reported that the Nominating and Governance Subcommittee will discuss this topic further at their next meeting after all members have had the opportunity to review the notes from the governance session at the September Board meeting more closely.

**PRESBYTERIAN MISSION  
AGENCY BOARD OF  
DIRECTOR GOALS**

The Executive Committee agreed to refer the goals proposed by Ken Godshall back to the Nominating and Governance Subcommittee for further study and feedback.

**SEPTEMBER BOARD  
MEETING EVALUATIONS**

Herring reported that committee chairs will receive a copy of the evaluations and be invited to an open dialogue on how they could change the structure and content of their meeting to improve future scores.

**WEBINAR IDEA FOR  
ENGAGING BOARD  
MEMBERS**

Marianne Rhebergen and Creech will be discussing webinar ideas next week and will report back to the chair following that conversation.

**ACTION – 3-EC-112014  
CONVENE IN CLOSED  
SESSION**

The Executive Committee **VOTED** to convene in closed session at 1:57 p.m. to discuss personnel and property matters with only voting members of the Executive Committee to attend the closed session, with Linda Valentine and Martha Clark invited to attend a portion of the meeting.

**ACTION – 4-EC-112014  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 4:38 p.m. The chair announced that the following actions were taken in closed session: **RESOLVED, that to better utilize space at 100 Witherspoon Street, Louisville, Kentucky ("Premises"), the President and Executive Vice President/CFO be and they hereby are authorized to negotiate and execute one or more leases ("Lease") for a significant portion of the Premises at current fair market value; and FURTHER RESOLVED, the lease may be executed by any officers of the Corporation if either the President or Executive Vice President are unavailable to sign; and FURTHER RESOLVED, the officers of the Corporation are authorized to take any and all necessary actions to implement the above actions.**

**ADJOURNMENT AND  
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was closed with prayer by James Ephraim at 4:39 p.m.

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine

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Executive Director, Presbyterian Mission Agency

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
January 22, 2015**

<b>CALL TO ORDER</b>	Marilyn Gamm, Chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.
<b>ATTENDANCE</b>	Gamm called upon Ms. Susan Abraham, recorder for the meeting, to call the roll. A quorum was declared present for the transaction of business.
<b>MEMBERS PRESENT</b>	<p>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</p>
<i>Leadership Cabinet</i>	<p>Terri Bate – Senior Director, Funds Development Ministry  Kathy Francis – Senior Director, Communications Ministry  Earline Williams – Deputy Executive Director for Shared Services</p>
<i>Recorder</i>	Susan Abraham – Staff, Office of the Executive Director
<i>Others</i>	<p>Martha Clark – Staff, Office of Legal Services  Barry Creech – Staff, Office of the Executive Director  April Davenport – Staff, Office of Legal Services  Denise Hayden – Staff, Office of the Executive Director  Ruth Gardner – Staff, Human Resources  Chip Hardwick – Staff, Theology, Worship and Education  Mike Kirk – Staff, Office of Legal Services  Kathie Lyvers – Staff, Office of Legal Services  Tim McCallister – Staff, Evangelism and Church Growth  Conrad Rocha – Member, DREAM Team Grant Committee  Lisa Robbins – Staff, Human Resources  Leslie Scanlon – Presbyterian Outlook</p>
<b>FEBRUARY AND MARCH EXECUTIVE COMMITTEE MEETINGS</b>	<p>The Executive Committee agreed to meet on the following days in February and March to deal with upcoming business matters:</p> <ul style="list-style-type: none"> <li>• February 20, 2015 at 1:30 p.m. EST</li> <li>• March 4, 2015 at 2:30 p.m. EST</li> </ul>
<b><u>ACTION 1-EC-012215</u> DREAM GRANT RECIPIENTS</b>	Conrad Rocha, a member of the DREAM (Developmental, Risky, Experimental, Adaptive Mission) Team Grant Committee presented the report of the committee.

The Presbyterian Mission Agency Board Executive Committee **VOTED** to approve the following applicants as the 2014 DREAM Grant recipients. These applicants were selected and recommended by the DREAM Team members at their December 16, 2014 meeting to receive a one-time grant of up to \$10,000 ([Appendix 1](#)):

1. **Eden 99185, Synod of Alaska-Northwest, Inland Northwest Presbytery – \$10,000**
2. **Verge 2.0, Synod of Alaska-Northwest, Northwest Coast Presbytery – \$5,000**
3. **Diakonos Initiative, Synod Boriquen in Puerto Rico, Northwest Presbytery – \$10,000**
4. **Dinner Church, Synod of the Rocky Mountains, Plains and Peaks – \$10,000**
5. **Rocky Mountain Mission, Synod of the Rocky Mountains, Plains and Peaks Presbytery – \$10,000**
6. **Yellowstone-Whitworth Rural Ministry, Synod of the Rocky Mountains, Yellowstone Presbytery – \$10,000**
7. **Leadership for Rural and Racial Ethnic Ministries, Synod of the Southwest, De Cristo, Grand Canyon, Santa Fe, Sierra Blanca Presbyteries – \$10,000**
8. **Jemez FAME, Synod of the Southwest, Santa Fe Presbytery – \$10,000**

**ACTION 2-EC-012215**  
**DREAM FUND CRITERIA**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to grant to the DREAM Team members permission to update the 2014 criteria, set future grant application deadlines, and make future awards subject to the availability of funds and the final approval of the Presbyterian Mission Agency Board Executive Committee ([Appendix 1](#)).

**ACTION 3-EC-012215**  
**DREAM TEAM GRANT**  
**COMMITTEE VOTING**  
**MEMBERS**

The Presbyterian Mission Agency Board Executive Committee **VOTED** to confirm the appointment of Teaching Elder David Ezekiel, Ruling Elder Salvador Gravalda, Ruling Elder Conrad Rocha, Ruling Elder Dean Strong, and Teaching Elder Wendy Tajima as the voting members of the Dream Team Grant Committee; and, that future members be added to the Committee, as may be helpful, based upon recommendation of the Dream Team Grant Committee members and subject to the approval of the Presbyterian Mission Agency Board Executive Committee ([Appendix 1](#)).

**HOLY COMMUNION**

Gamm reported that she and the vice-chair, Jo Stewart, had approved a request from the Evangelism and Church Growth Ministry Area to serve Holy Communion at the following events held on January 19-23, 2015 at the Tradewinds in St. Pete Beach, Florida ([Appendix 2](#)):

1. Coach Training
2. Foundations In Discipleship

**UPDATE ON 1001**

The Executive Committee received an update from Chip Hardwick on the results of verifying with presbyteries the number of new worshipping communities.

**ACTION 4-EC-012215**  
**CONVENE IN CLOSED**  
**SESSION**

The Executive Committee **VOTED** to convene in closed session at 2:04 p.m. to discuss personnel, property, and litigation matters with only voting members of the Executive Committee to attend the closed session, and with

the following individuals to attend portions or all of the meeting:

1. Linda Valentine
2. Barry Creech
3. Susan Abraham
4. Denise Hayden
5. Martha Clark
6. Mike Kirk
7. Kathie Lyvers
8. Lisa Robbins
9. Ruth Gardner
10. Earline Williams
11. Chip Hardwick
12. Kathy Francis
13. Terri Bate

**ACTION 5-EC-012215  
RISE FROM CLOSED  
SESSION**

The Executive Committee **VOTED** to rise from closed session at 5:07 p.m.  
There were no actions taken in closed session.

**ADJOURNMENT AND  
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee  
was closed with prayer at 5:07 p.m.

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
February 20, 2015**

<b>CALL TO ORDER</b>	Marilyn Gamm, Chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer at 1:30 p.m. EST.
<b>ATTENDANCE</b>	Gamm called upon Ms. Susan Abraham, recorder for the meeting, to call the roll. A quorum was declared present for the transaction of business.
<b>MEMBERS PRESENT</b>	Marsha Zell Anson – Member-at-large Marilyn Gamm – Chair, Presbyterian Mission Agency Board Chad Herring – Chair, Finance Committee 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
<b>MEMBERS EXCUSED</b>	James Ephraim, Jr. – Chair, Justice Committee Mary Jorgenson – Member-at-large
<b>LEADERSHIP CABINET</b>	Terri Bate – Senior Director, Funds Development Ministry Kathy Francis – Senior Director, Communications Ministry Earline Williams – Deputy Executive Director for Shared Services
<b>RECORDER</b>	Susan Abraham – Staff, Office of the Executive Director
<b>OTHERS</b>	Martha Clark – Staff, Office of Legal Services Barry Creech – Staff, Office of the Executive Director Denise Hayden – Staff, Office of the Executive Director Leslie Scanlon – Presbyterian Outlook
<b>2017-2020 MISSION WORK PLAN</b>	Linda Valentine led the Executive Committee through the timeline and process used to develop the 2013-2016 Mission Work Plan. The Chair will appoint a strategy advisory group to work alongside with staff on the 2017-2020 Mission Work Plan. An outline of the process for the new Mission Work Plan will be presented to the full Board at the April meeting ( <a href="#">Appendix 1</a> ).
<b>FINANCIAL PROCESS UPDATE</b>	Earline Williams reported that 2014 year-end financials are not yet available. She anticipates that they will be complete in early March, then the external auditors will be returning for their review.
<b>NOMINATING AND GOVERNANCE SUBCOMMITTEE REPORT</b>	Chad Herring presented the report of the Nominating and Governance Subcommittee: <b>Upcoming Webinar</b>

Board members are invited to a webinar on Thursday, February 26 to discuss 2015 Board goals. Herring will send a follow-up invitation with more information about the webinar to Board members.

#### **Board Meeting Surveys**

Board chairs were requested to review the data from the September Board meeting survey and to use the information to find ways in which to enhance their leadership as committee chairs.

#### **Mentors for New Board Members**

All new Board members were assigned mentors at the September Board meeting. Chairs were asked to follow-up with mentors to engage their teams in this process.

#### **Advice and Counsel Memorandum Process for Board Meetings**

##### **(Appendix 2)**

The Executive Committee affirmed the recommendation and the process by which the Advocacy and Advisory Committees may give written input into decisions that the Presbyterian Mission Agency Board considers.

#### **ACTION – 1-EC-022015 CONFLICT OF INTEREST EXCEPTION**

The Executive Committee **VOTED** to approve the following resolution

##### **(Appendix 3):**

**RESOLVED, the Presbyterian Mission Agency Board Executive Committee hereby approves provision of workshops at the 2015 Big Tent by its Board members, said service to be uncompensated except to the extent that reasonable travel expenses, as more fully described in the *Guidelines for Reimbursement for Presbyterian Mission Agency Elected Members and Staff*, may be reimbursed by the Presbyterian Mission Agency.**

#### **CORRESPONDENCE**

Gamm reported that she had received a letter from Synod of the Northeast expressing concern about the promotional materials for the One Great Hour of Sharing. The letter asked that it be forwarded to the entire Board. Gamm indicated that she would send the letter when she sends the Executive Committee meeting summary.

#### **STAFF UPDATES**

Valentine announced that the Reverend Bryce Wiebe will assume leadership of Special Offerings. Weibe will officially begin in this role on March 2. Kathy Francis informed the committee that an offer has been extended for the Presbyterian News Service (PNS) editor position. The name will be announced after the job offer has been formalized.

#### **ACTION – 2-EC-022015 CONVENE IN CLOSED SESSION**

The Executive Committee **VOTED** to convene in closed session at 2:24 p.m. to discuss personnel, property, and litigation matters with only members of the Executive Committee to attend the closed session, and with the following individuals to attend portions or all of the meeting:

14. Linda Valentine
15. Barry Creech
16. Martha Clark

#### **ACTION – 3-EC-022015 RISE FROM CLOSED SESSION**

The Executive Committee **VOTED** to rise from closed session at 3:23 p.m.

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

There being no further business, the meeting of the Executive Committee was closed with prayer by Kevin Yoho at 3:23 p.m.

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
March 4, 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  
Laurie Kraus – Staff, Presbyterian Disaster Assistance  
Kathie Lyvers – Staff, Office of Legal Services  
Leslie Scanlon – Presbyterian Outlook
- APRIL 2015 BOARD MEETING AGENDA**
- Gamm led the Executive Committee through the agenda for the April Board meeting ([Appendix 1](#)). It was agreed that for “Generative Topics” on Thursday afternoon, the chairs of the Justice, Leadership, and Worshiping Communities Committee should collaborate and lead the discussion around one or two topics rather than having each committee focus on three different subjects. The chairs of these committees will share what these topics are on the March 25<sup>th</sup> Executive Committee call.
- 2015 MID-COUNCIL/BIG TENT MEETING**
- Gamm shared that she had received an email from Sue Krummel, Associate for Mid-Council Relations, stating that a mid-council gathering is being planned in conjunction with the Big Tent this summer. Members of the Executive Committee were invited to respond to the three questions posed by Krummel:
1. What Presbyterian Mission Agency staff or Board members should be there?

2. I have been collecting topics for discussion groups. (This was the format two years ago—topics were named and conveners were provided for each room for discussion.) Do you have any ideas to add to the mix of topics?
  
2. In the past the invitations have gone to executives and stated clerks. As you know, many presbyteries do not have executives. Shall we invite two people from each presbytery?

The Executive Committee agreed by consensus that Executive Committee members, who are able to, will attend the Mid-Council gathering, and to keep the Executive Committee retreat separate from the Mid-Council/Big Tent event.

At the March 25<sup>th</sup> meeting, the Executive Committee will determine whether to keep the retreat in July or to move it to August.

#### FINANCIAL REPORTS

Earline Williams led the Executive Committee through the unaudited revenue report for 2014 ([Appendix 2](#)).

#### NOMINATING AND GOVERNANCE

Chad Herring referred to the report from Marianne Rhebergen and Wendy Tajima on the webinars that were offered to Board members recently

#### SUBCOMMITTEE REPORT

([Appendix 3](#)).

The Executive Committee encouraged the Nominating and Governance Subcommittee to select a fewer number of goals as priorities for the Board for 2015.

Kathy Francis was invited to give an update on the new website.

#### ACTION – 1-EC-030415 CONVENE IN CLOSED SESSION

The Executive Committee **VOTED** to convene in closed session at 4:18 p.m. to discuss property, and litigation matters with only members of the Executive Committee to attend the closed session, and with the following individuals to attend portions or all of the meeting:

17. Linda Valentine
18. Martha Clark
19. Sara Lisherness
20. Laurie Kraus
21. Kathie Lyvers

#### ACTION – 2-EC-030415 RISE FROM CLOSED SESSION

The Executive Committee **VOTED** to rise from closed session at 4:54 p.m. and the chair reported that the following action had been taken in closed session:

#### ACTION – 3-EC-030415 RESPONSE TO WINTER STORMS

The Presbyterian Mission Agency Board (“**Board**”) Executive Committee, on an emergency basis and for the sole purpose of responding to the request for aid by the Synod of the Northeast due to the extraordinary winter storms, **VOTED** to approve an exception to the limit set by the Board during its May, 2012 meeting which set the amount allocated for Church Assistance Grants at \$5,000 per church and no more than \$25,000 per mid-council per calendar year. The exception is to allow Presbyterian Disaster Assistance to send up to \$300,000 to the Synod of the Northeast to administer on behalf of the Presbytery of Boston and the Presbytery of Northern New England.

These disbursements will be done in accordance with all other Presbyterian Mission Agency policies.

Further that the Executive Committee present its decision to the Board at its April, 2015 meeting for ratification.

There being no further business, the meeting of the Executive Committee was closed with prayer at 4:55 p.m.

**ADJOURNMENT AND  
CLOSING PRAYER**

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

Draft – Not Yet Approved

**Minutes of the Executive Committee of the  
Presbyterian Mission Agency Board  
Of the Presbyterian Church (U.S.A.)  
Conference Call  
March 25, 2015**

<b>CALL TO ORDER</b>	Marilyn Gamm, Chair, called the meeting of the Executive Committee of the Presbyterian Mission Agency Board (“the Board”) to order with prayer.
<b>ATTENDANCE</b>	Gamm called upon Susan Abraham, recorder for the meeting, to call the roll. A quorum was declared present for the transaction of business.
<b>MEMBERS PRESENT</b>	<p>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</p>
<i>Leadership Cabinet</i>	<p>Kathy Francis – Senior Director, Communications Ministry  Earline Williams – Deputy Executive Director for Shared Services</p>
<i>Recorder</i>	Susan Abraham – Staff, Office of the Executive Director
<i>Others</i>	<p>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</p>
<b><u>ACTION</u> – 1-EC-032515 EXECUTIVE COMMITTEE MEETING AGENDA AND BOARD MEETING AGENDA</b>	<p>Gamm led the committee through the proposed agendas for the April Executive Committee and Board meetings.  The Executive Committee <b>VOTED</b> 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  <b>(<a href="#">Appendices 1 and 2</a>):</b>  <b>Wednesday, April 15, 2015</b>  2:05 p.m. Approval of October 8, 2014 minutes of the called meeting of the Board.  <b>Friday, April 17, 2015</b>  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.  Kevin Yoho presented “Resilience” as the topic for generative discussion during the Board meeting on Thursday afternoon (<a href="#">Appendix 3</a>)</p>
<b>GENERATIVE TOPICS</b>	

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

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.

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**  
**CONVENE IN CLOSED  
SESSION**

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

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.

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

Respectfully Submitted,

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Marilyn Gamm  
Chair, Presbyterian Mission Agency Board

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Linda Valentine  
Executive Director, Presbyterian Mission Agency

Presbyterian Mission Agency Board  
Executive Committee

**Called Meeting Full Record**

April 8, 2015 – 1:40 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee met by conference call on April 8, 2015, at 1:40pm, EDT.

The meeting was called to order with prayer by Executive Committee Chair, the Rev. Marilyn Gamm, Chair of the Presbyterian Mission Agency Board.

Gamm appointed Chad Herring clerk pro-tem for this meeting, and called the roll:

Present:

Marsha Anson,  
Marilyn Gamm, Chair  
Chad Herring,  
Mary Jorgenson  
Mihee Kim-Kort,  
David Shinn,  
Jo Stewart, Vice-Chair  
Kevin Yoho,

Voting members not present:

James Ephraim

Also present:

Mark Calloway, Alston & Bird  
Mike Hoernlein, Alston & Bird  
Emily McGowan, Alston & Bird

Gamm entertained a motion to move into closed session to discuss personnel, litigation and property matters, and recognized Jo Stewart

MOVED that the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation convene in closed session to discuss personnel, litigation, and property matters with only voting members of the Executive Committee attending all or a portion of the closed meeting, and invite the following to attend the closed session: Mark Calloway, Mike Hoernlein, and Emily McGowan. Seconded and carried.

The committee sat in closed session.

Gamm called the closed session to order. Gamm admonished those present that only those listed in the motion may remain and are bound to hold all matters discussed as confidential. Gamm reminded those remaining that the meeting may not be recorded or shared in any manner including but not limited to, sharing through various types of social media, such as blogs, Twitter, or Facebook.

Mark Calloway was recognized to give his report, and entertained questions from the Executive Committee members.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced no decisions taken in closed session.

Questions were raised about inviting legal counsel for our April 10, 2015 conference call.

MOTION to sit in closed session to discuss personnel and litigation matters with the same members present. Seconded and carried.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced no decisions taken in closed session.

MOTION to adjourn and close with prayer. Seconded and carried.

Gamm closed the meeting with prayer at 4:50pm EDT.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rev. Chad Herring". The signature is written in a cursive, flowing style.

Chad Herring  
Clerk Pro-Tem  
Executive Committee  
Presbyterian Mission Agency Board

Presbyterian Mission Agency Board  
Executive Committee

**Called Meeting Full Record**

April 10, 2015 – 10:32 a.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee met by conference call on April 10, 2015, at 10:32pm, EDT.

The meeting was called to order with prayer by Executive Committee Chair, the Rev. Marilyn Gamm, Chair of the Presbyterian Mission Agency Board.

Gamm appointed Chad Herring clerk pro-tem for this meeting, and called the roll:

Present:

Marsha Anson,  
James Ephraim,  
Marilyn Gamm, Chair  
Chad Herring,  
Mary Jorgenson  
Mihee Kim-Kort,  
David Shinn,  
Jo Stewart, Vice-Chair  
Kevin Yoho,

Also present:

John Sheller, Stoll, Keenon, Ogden PLLC

Gamm entertained a motion to move into closed session to discuss personnel matters, and recognized Jo Stewart

MOVED that the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation convene in closed session to discuss personnel, litigation, and property matters with only voting members of the Executive Committee attending all or a portion of the closed session, and invite the following to attend the closed session: John Sheller. Seconded and carried.

The committee sat in closed session.

Gamm called the closed session to order. Gamm admonished those present that only those listed in the motion may remain and are bound to hold all matters discussed as confidential. Gamm reminded those remaining that the meeting may not be recorded or shared in any manner including but not limited to, sharing through various types of social media, such as blogs, Twitter, or Facebook.

The Executive Committee discussed matters related to the External Investigation provided by Mark Calloway.

MOTION to direct the Chair to work with Barry Creech, Director for Policy, Administration and Board Support, to identify and remove from the public domain relevant documents pertaining to the PCNCI investigation and the four named, and to create a list of those documents for inclusion in these minutes. The documents are to be removed by Wednesday, April 15, 2015. Seconded and carried.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that one action was taken in closed session. That action was to direct the Chair to work with Barry Creech, Director for Policy, Administration and Board Support, to identify and remove from the public domain relevant documents pertaining to the PCNCI investigation and the four named, and to create a list of those documents for inclusion in these minutes. The documents are to be removed by Wednesday, April 15, 2015.

- Audit Committee Minutes – 8/13/2014
- Description of Called Presbyterian Mission Agency Board Meeting – 10/8/2014
- Report to the Board of the Presbyterian Mission Agency by the Executive Director – 10/8/2014
- Presbyterian News Service article “Lessons Learned” – 11/7/2014
- Presbyterian News Service article “A word of regret and hope” – 11/12/2014
- Executive Committee Minutes – 11/14/2014
- Presbyterian News Service article “Nashville attorney hired to conduct independent investigation of ‘1001’ controversy” – 11/15/2014
- Presbyterian News Service article “Statement from the Executive Committee of the Presbyterian Mission Agency Board” – 11/19/2014
- Presbyterian News Service article “Racial ethnic caucuses back independent investigation of unauthorized corporation” – 11/19/2014
- Executive Committee Minutes – 12/11/2014
- Presbyterian News Service article “Presbyterian Mission Agency Board Executive Committee of the Presbyterian Church (U.S.A.), A Corporation Announces Attorney Change” – 12/23/2014
- Presbyterian News Service article “New attorney hired for PCNCI investigation” – 12/23/2014
- April 2015 meeting paper H.001
- April 2015 meeting paper H.101

MOTION to adjourn and close with prayer. Seconded and carried.

Gamm closed the meeting with prayer at 12:27pm EDT.

Respectfully Submitted,



Chad Herring  
Clerk Pro-Tem  
Executive Committee  
Presbyterian Mission Agency Board