

**Report H.002
EXECUTIVE COMMITTEE
PRESBYTERIAN MISSION AGENCY BOARD
April 15-17, 2015**

Report Two

The Presbyterian Mission Agency Board Executive Committee reports the activities of the Executive Committee meetings of March 4, 2015 and April 15, 2015:

March 4, 2015

FOR ACTION:

The Executive Committee recommends that the Presbyterian Mission Agency Board ratify the following action taken by the Executive Committee at its March 4th meeting and also ratify all actions taken by staff pursuant to the following action:

That 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, 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.

April 15, 2015

I. FOR ACTION:

The Executive Committee recommends that the Board:

A. Adopt the following goals and objectives for April 2015 – March 2016 (H.104):

1. Increase Board member engagement and satisfaction.

Measured by attendance (full Board and committee meetings, on-site and virtual), participation in, and results of surveys following each full board meeting.

Objectives April 2015 – March 2016:

- a. Develop annual goals for the Presbyterian Mission Agency Board (PMAB) to assess its own performance, publish in a dashboard format for ready use by the Board, and review achievement of goals regularly.**
- b. Integrate new members into the Board’s work and provide mentors for each.**

- c. Assist the PMAB Nominating and Governance Subcommittee and General Assembly Nominating Committee to identify individuals with the skills, talents, gifts, and diversity needed by the PMA Board.
 - d. The Executive Committee will work to focus Board meeting time on action items related to mission and vision and less time on routine agenda items and presentations from non-Board members.
2. Stabilize revenue from all sources to equal the revenue benchmark of 2014, ensuring confidence in the mission, work and management of Presbyterian Mission Agency.

Measured by actual income received from all sources in 2014, Board survey in September 2015 and January 2016, and achievement of the following objectives.

Objectives April 2015 - March 2016

- a. Each Board member will make a financial contribution to the work of the Presbyterian Mission Agency.
 - b. Each Board member will familiarize him/herself with the Ambassador Toolkit provided by PMA (including both print and digital media), and contact presbyteries in his/her region with offer to make presentations concerning the work of the Presbyterian Mission Agency.
 - c. Each Board member will invite at least one speaker from the Presbyterian Mission Agency (staff or elected) to speak in his/her congregation and/or presbytery.
 - d. In 2015, the Finance Committee will draft for presentation to the full Board contingency plans to address the expiration of unrestricted reserve funds anticipated in late 2016.
 - e. By the end of 2015, each Board member will understand and be able to articulate contingency plans for unrestricted funds.
3. Develop the next Mission Work Plan, stressing input from the larger church, prioritization of core values and ministries of the Agency, and collaboration with other PC(USA) agencies to raise larger church confidence in the Agency, eliminate redundancies, and increase efficiencies.

Measured by participation of PMAB members in at least one listening session, and achievement of the following objectives.

Objectives April 2015 – March 2016

- a. Develop a plan by the end of 2015 to facilitate ongoing input from the larger church concerning priorities for the Agency's work.
- b. Engage in a process to prioritize agency initiatives and programs in February 2016.

- c. Receive and give input into the new PMA communications strategy in September 2015.
 - d. In September 2015, receive recommendations from staff on steps to increase the use of electronic communications to reduce costs, improve the timeliness of communication, and facilitate interaction with the larger church.
 - e. The Board will communicate key objectives to the Executive Director and the Agency as a whole, and ensure evaluation standards are consistent with those objectives.
 - f. The Board will develop and approve a succession plan for the Executive Director.
- B. Approve the following revisions to the Personnel Subcommittee Charter (underlining denotes additions) (H.105):

**PRESBYTERIAN MISSION AGENCY BOARD
PERSONNEL SUBCOMMITTEE CHARTER**

DESCRIPTION OF THE SUBCOMMITTEE

The Presbyterian Mission Agency Board (“Board”) approved the creation of the Personnel Subcommittee of the Executive Committee on February 17, 2012. The Personnel Subcommittee, in its role as a mission subcommittee, reviews, provides advice and recommends for action to the Executive Committee of the Board regarding employment-related policies, procedures and initiatives, including but not limited to:

1. personnel policies and procedures of the Board;
2. compensation guidelines within which salaries are administered;
3. equal employment and affirmative action guidelines;
4. recruitment and leadership development;
5. any other responsibilities assigned under the Employee Handbook; and
6. any other employment-related assignment from the Executive Committee or the Board.

AUTHORITY

The Subcommittee’s responsibility is one of review, advice and recommended action to the Executive Committee of the Board within the duties of the Subcommittee listed above. The Subcommittee reports to the Executive Committee of the Board, and in such capacity provides regular reports to the Executive Committee. It is the responsibility of the management of the Presbyterian Mission Agency to administer employment-related programs, manage the program budgets and provide any required or requested expertise to the Board and/or the Subcommittee. The Subcommittee is entitled to rely on the expertise of the Presbyterian Mission Agency staff and its outside consultants, as well as the work of other committees of the

Board, as to matters within their authority and expertise. The Subcommittee will receive reports from the Human Resources Department and the Legal/Risk Management Services Office of the Presbyterian Mission Agency. The Subcommittee will invite its equivalent committee of the Committee on the Office of the General Assembly to meet biennially to collaborate on matters of common interest.

MEMBERSHIP AND MEETINGS

The Personnel Subcommittee consists of five (5) members with voice and vote: two (2) Executive Committee members and three at-large members, and the Executive Director of the Presbyterian Mission Agency a corresponding member with voice and without vote. Each member will serve a term of two (2) years commencing at the next meeting after appointment by the Chair of the Board and expiring the earlier of two (2) years after appointment or the end of the member's term on the Board. Members may serve one additional two-year term. The Subcommittee generally meets quarterly by phone or in conjunction with the meetings of the Board. During these meetings, the Subcommittee provides reports on its activities and may make recommendations for action to the Executive Committee of the Board. The Subcommittee serves as a consultative body to the Executive Director in the Executive Director's staff management role. The Subcommittee is resourced by staff members of the Human Resources Department and the Legal/Risk Management Services Office.

PURPOSES

To further the fulfillment of the vision, mission, values and directional goals of the Presbyterian Mission Agency, the Personnel Subcommittee is called to assist and support the Executive Committee's work and ministry toward ensuring and envisioning a work community for the Presbyterian Mission Agency that is: built on faith; culturally proficient; legally compliant; dynamic; and appropriately positioned to meet the needs of a changing organization.

II. FOR INFORMATION:

The Executive Committee:

A. Approved the minutes of the following meetings as presented:

- 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
- April 8, 2015
- April 10, 2015

B. Ratified the following appointments by the chair (**H.102**):

1. Advisory Committee on the Allocation of Racial Ethnic Leadership Funds from the Christmas Joy Offering:
 - a. Loc Dai-Nguyen, Vietnamese Young Adult, Charlotte, North Carolina
 - b. Doug Dalglish, European-American, Kingsville, Texas
 - c. Gary Metoxen, Native-American, Surprise, Arizona
 - d. Joyce Shin, Korean Clergy, Chicago, Illinois
 - e. Dianna Wright, African-American Elder, Salem, North Carolina
2. Strategy Advisory Group:
 - a. Mark Brainerd
 - b. Kenneth Godshall
 - c. Chad Herring
 - d. Regina Meester
 - e. Joseph Morrow
 - f. Josephene Stewart
 - g. Wendy Tajima
3. Assembly Action on Reconciliation:
 - Cecil Corbett

C. Personnel Subcommittee:

The chair appointed Landon Whitsitt to serve the unexpired term of Corey Schlosser-Hall as an at-large member of the Personnel Subcommittee. Term will end in 2017.

- D. Approved the celebration of Holy Communion at the World Mission Sharing Conference on July 11, 2015, opening worship at the 2015 Big Tent Conference in Knoxville, Tennessee, and the Presbyterian Mission Agency Board Meeting Opening Worship on April 15, 2015 (**H.103**).
- E. Voted to change the assignment of the report on the “Gospel from Detroit: Renewing the Church’s Urban Vision,” from the Worshiping Communities Committee to the Executive Committee.
- F. Met in closed session. No actions were taken in closed session.