

**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. Worshipping Communities	X	H. Executive Committee	

Subject: Approval of Minutes

Recommendation:

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

- **April 15, 2015**
- **May 6, 2015**
- **May 22, 2015**
- **May 31, 2015**
- **June 4, 2015**
- **June 12, 2015**
- **June 16, 2015**
- **June 18, 2015**
- **June 25, 2015**
- **July 8, 2015**
- **July 14, 2015**
- **July 22-24, 2015**
- **August 28, 2015**
- **September 9, 2015**
- **September 14, 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
April 15, 2015
Louisville, Kentucky**

CALL TO ORDER

The 223rd stated meeting of the Executive Committee of the Presbyterian Mission Agency Board (the Board) was called to order by chair, Marilyn Gamm. 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
Kathy Francis – Senior Director of Communications
Earline Williams – Deputy Executive Director for Shared Services

Recorder

Susan Abraham – Staff, Office of the Executive Director

Others

Gregg Brekke – Presbyterian News Service
Ellen Pearce Cason – Audit Committee, Member-at-large
Martha Clark – Staff, Office of Legal Services
Barry Creech – Staff, Office of the Executive Director
April Davenport – Staff, Office of Legal Services
Hunter Farrell – Staff, World Mission
Denise Hampton – Staff, Finance and Accounting
Denise Hayden – Staff, Executive Director's Office
Carmen Fowler LaBerge – Presbyterian Layman
Tamron Keith – Staff, World Mission
Paula Kincaid – Presbyterian Layman
Mike Kirk – Staff, Office of Legal Services
Kathie Lyvers – Staff, Office of Legal Services
Emily Enders Odom – Staff, Communications
Gradye Parsons – Stated Clerk
Marianne Rhebergen – Presbyterian Mission Agency Board Member
Noelle Royer – Presbyterian Mission Agency Board Member

Bryce Wiebe – Staff, Funds Development
Leslie Scanlon – Presbyterian Outlook

ACTION 1-EC-041515
ADOPTION OF AGENDA

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

ACTION 2-EC-041515
APPROVAL OF EXECUTIVE
COMMITTEE MINUTES

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

- 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

ACTION 3-EC-041515
CHAIR APPOINTMENTS

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

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

FOR INFORMATION:

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.

ACTION 4-EC-041515
CELEBRATION OF HOLY
COMMUNION

The Executive Committee **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 ([Appendix 4](#)).

REPORT OF THE
NOMINATING AND
GOVERNANCE
SUBCOMMITTEE

Marianne Rhebergen, co-chair of the Nominating and Governance Subcommittee, presented the report of the Subcommittee ([Appendix 5](#)).

ACTION 5-EC-041515
PRESBYTERIAN MISSION
AGENCY BOARD OF
DIRECTOR GOALS FOR
APRIL 2015 – MARCH 2016

The Executive Committee **VOTED** to recommend to the Presbyterian Mission Agency Board the adoption of the following goals and objectives for April 2015 – March 2016:

I. 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.**

II. 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.**

- III. 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.

**REPORT OF THE
PERSONNEL
SUBCOMMITTEE**

Jo Stewart, chair of the Personnel Subcommittee, presented the report of the Subcommittee. See ([Appendix 6](#)) for full report.

**ACTION 6-EC-041515
CHANGES TO PERSONNEL
SUBCOMMITTEE CHARTER**

The Executive Committee **VOTED** to approve and recommend to the Presbyterian Mission Agency Board for approval the following revisions to the Personnel Subcommittee Charter (underlining denotes additions):

**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.

**URBAN MINISTRY
ROUNDTABLE DISCUSSION**

Gamm read a memorandum from the Advisory Committee on Racial Ethnic Concerns (ACREC) and the Advisory Committee on Social Witness Policy (ACSWP) requesting that Item 08-08 from the 221st General Assembly (2014), "The Gospel from Detroit: Renewing the Church's Urban Vision," be re-assigned to Compassion Peace and Justice (CPJ). The committees also requested that the committee overseeing the work be changed from the Worshiping Communities Committee to the Justice Committee. Barry Creech explained that the referral had originally been assigned to CPJ with the Evangelism and Church Growth Ministry Area (ECG) in a supporting role. After restricted funds for the work were identified in ECG, staff agreed that ECG would take the lead with CPJ providing the support. However, as a result of the decreased staffing in ECG, the work was overlooked by both ministry areas. Creech reported that the issue has been resolved internally, and the work will be done collaboratively by the two ministry areas with CPJ in the lead, and ECG providing funding.

ACTION 7-EC-041515
“THE GOSPEL FROM
DETROIT:RENEWING THE
CHURCH’S URBAN VISION”

Chairs of the Leadership, Justice, and Worshiping Communities Committees expressed interest in being kept informed of the work that is done in response to the above referral. It was suggested that if the report is reassigned to the Executive Committee, the chairs of these committees, who are also members of the Executive Committee, could relay the information back to their committees.

The Executive Committee **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.

Gamm will report back to ACREC and ACSWP on the action taken by the Executive Committee.

FINANCIAL REPORTS

Earline Williams, Deputy Executive Director of Shared Services, reviewed the following financial reports ([Appendix 7](#)):

- Presbyterian Mission Agency 2014 Receipts
- Unrestricted Receipts Budget Variance
- Restricted Receipts Budget Variance
- Presbyterian Mission Agency 2014 Expenditures

Budget adjustments to the 2015-2016 budgets will be presented to the Board for approval.

COMMUNICATIONS
MINISTRY REPORT

Kathy Francis, Senior Director of Communications, presented the Communications Ministry Report ([Appendix 8](#)). Francis introduced Gregg Brekke, the new editor of Presbyterian News Service.

FUNDS DEVELOPMENT
REPORT

Terri Bate, Senior Director for Funds Development, presented the Funds Development Report for 2014 and the Funds Development Projections for New Initiatives ([Appendices 9&10](#)). Bate invited Hunter Farrell, director of World Mission to talk about the implications of lowered revenue and goals for 2015.

Bate invited Bryce Wiebe, manager of Special Offerings, to give the Special Offerings Report ([Appendix 11](#)).

PRESBYTERIAN MISSION
AGENCY REVIEW
COMMITTEE

Gamm reminded members of the Executive Committee of their role as ambassadors for the Presbyterian Mission Agency and encouraged them to share resources that are available to promote the work of the Mission Agency.

Barry Creech, Director for Policy, Administration and Board Support, reminded members that the Mission Agency Review Committee would be in Louisville next week (April 20-22). The Review Committee reviewed the Mission Agency’s Self-Study at its first meeting in November. At this meeting, they will be interviewing the Board chair and vice-chair, as well as the Leadership Cabinet and other senior staff. At the conclusion of their meeting, the Review Committee will provide the agency with a summary of their observations; and the agency will have opportunity to make response. The Review Committee report will be written over the next few months, as submitted to the General Assembly in 2016.

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

**REVIEW OF COMMITTEE
BUSINESS**

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

ACTION 8-EC-041515
**CONVENE IN CLOSED
SESSION**

The Executive Committee **VOTED** to convene in closed session at 10:58 a.m. as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, potential litigation and property matters with only voting members of the Executive Committee to attend the closed session and the following individuals, who were invited to remain and attend all or a portion of the closed session meeting:

- Linda Valentine, Executive Director
- Grady Parsons, Stated Clerk
- Michael Kirk, Associate General Counsel
- Barry Creech, Director of Policy, Administration and Board Support
- Mark Calloway, counsel, Alston & Bird
- Michael Hoernlein, counsel, Alston & Bird
- Emily McGowan, counsel, Alston & Bird
- John Sheller, counsel, Stoll Keenon Ogden
- Leah Smith, counsel, Stoll Keenon Ogden
- Nancy Nunnelley, stenographer

ACTION 9-EC-041515
**RISE FROM CLOSED
SESSION**

The Executive Committee **VOTED** to rise from closed session at 12:09 p.m. The chair announced that no actions were taken in closed session.

**CLOSING PRAYER AND
ADJOURNMENT**

There being no further business, the meeting of the Executive Committee was adjourned and closed with prayer at 12:09 p.m.

Respectfully Submitted,

Marilyn Gamm
Chair, Presbyterian Mission Agency Board

Linda Valentine
Executive Director, Presbyterian Mission Agency

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

May 6, 2015 – 3:00 p.m. EDT

Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on May 6, 2015, at 3:09 p.m. 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

Kevin Yoho

Also present:

Landon Whitsitt, Board Member, Personnel Subcommittee

Kenneth Godshall, Board Member, Personnel Subcommittee

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC

Not Present:

Jo Stewart, Vice-Chair

Nancy Ramsey (Board Member, Personnel Subcommittee)

Mihee Kim-Kort

David Shinn

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Chad Herring.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

Kenneth Godshall, Personnel Subcommittee

Landon Whitsitt, Personnel Subcommittee

John Sheller, counsel, Stoll Keenon Ogden. 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

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

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.

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, which was that the Executive Committee moved to **PERMIT Stoll, Keenon, Ogden to consult with Mike Kirk, Associate General Counsel for the Presbyterian Mission Agency at John Sheller's discretion regarding previously assigned personnel matters.**

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

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

Respectfully Submitted,

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

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

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

May 22, 2015 – 9:30 a.m. EDT

Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on May 22, 2015, at 9:30am, 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:

Marilyn Gamm, Chair

Chad Herring

Mary Jorgenson

Mihee Kim-Kort

David Shinn

Jo Stewart

Kevin Yoho

Also present:

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC

Not Present:

Marsha Anson

James Ephraim

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

John Sheller, counsel, Stoll Keenon Ogden. Seconded and carried.

The committee sat in closed session.

Discussion about various personnel matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no action was taken in closed session.

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Chair GAMM reminded the committee that she would not be available to chair any called meetings of the Executive Committee or the Board through June 15 due to her move to California. Vice Chair Jo Stewart would be serve as Chair if necessary.

Chair GAMM also reminded that the next stated meeting of the Executive Committee is by teleconference on Thursday, June 25th, 2015, at 1:30pm EDT. The 2015 Executive Committee retreat is scheduled for July 22-24 in Philadelphia, Pennsylvania.

GAMM suggested the Executive Committee may want to consider adding an additional day onto the upcoming September Board meeting, and encouraged members to give that some thought before the June 25 meeting.

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

Gamm closed the meeting with prayer at 10:27am EDT.

Respectfully Submitted,

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

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

Special Conference Call Meeting
of
Presbyterian Mission Agency Board
Executive Committee
May 31, 2015

The meeting was called to order by Vice Chair Josephine Stewart at 5:06pm and opened with prayer by Josephine Stewart.

The following members of the Executive committee were present:

Chad Herring
Mary Cook Jorgenson
Mihee Kim-Kort
David Shinn

Guest: John Sheller, attorney

The Chair entertained a motion to go to closed session. The following motion was made, seconded and approved:

That the Executive Committee convene in closed session to discuss personnel and property matters with only the voting members of the executive session and the following individual invited to remain and attend:

1. **John Sheller, attorney**

The Chair convened the closed session and discussion ensued.

Upon motion made, seconded and approved, the Executive Committee arose from closed session. The Executive Committee resumed meeting in open session and announced that **no action was taken while in closed session.**

Upon motion made, seconded and approved the meeting was adjourned with prayer.

Respectfully submitted,

Mary Cook Jorgenson
Clerk

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record
June 4, 2015 – 10:00 a.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on June 4, 2015, at 10:00am, EDT.

The meeting was called to order with prayer by Executive Committee Vice-Chair, Ruling Elder Jo Stewart.

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

Present:

Marsha Anson
James Ephraim
Chad Herring
Mihee Kim-Kort
David Shinn
Jo Stewart
Kevin Yoho

Also present:

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC

Not Present:

Marilyn Gamm, Chair
Mary Jorgenson

Stewart reminded the executive committee about the September 2015 board meeting schedule, currently set for September 24-25. Discussion ensued about whether additional time would be needed.

MOVED that the Executive Committee amend the September 2015 stated board meeting dates to September 23-25, 2015. Seconded and Carried.

Stewart entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Marsha Anson.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

John Sheller, counsel, Stoll Keenon Ogden. Seconded and carried.

The committee sat in closed session.

Stewart reminded the committee that “only the Executive Committee may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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."

Discussion about various personnel matters ensued.

MOVED to DIRECT the Personnel Subcommittee to prepare for the Executive Committee a recommendation for performance goals, evaluation process, and other important metrics for the Executive Director, for consideration by the Executive Committee by July 22, 2015. Seconded and carried.

MOTION to arise from closed session. Seconded and carried.

Stewart called the meeting back to order and announced that one action was taken in closed session. That was to DIRECT the Personnel Subcommittee to prepare for the Executive Committee a recommendation for performance goals, evaluation process, and other important metrics for the Executive Director, for consideration by the Executive Committee by July 22, 2015.

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

Chad Herring closed the meeting with prayer at 12:05pm 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

September 23-25, 2015

Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

June 12, 2015 – 1:00 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on June 12, 2015, at 1:00pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

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

Present:

Marsha Anson
James Ephraim
Marilynn Gamm
Chad Herring
Mihee Kim-Kort
David Shinn
Jo Stewart
Kevin Yoho

Also present at the start of the call:

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC

Not Present:

Mary Jorgenson

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

Invited Guests:

John Sheller, counsel, Stoll Keenon Ogden.

Linda Valentine, Executive Director, Presbyterian Mission Agency

Mike Kirk

Kathy Francis

Kathy Melvin Seconded and carried.

The committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this meeting

PRESBYTERIAN MISSION AGENCY BOARD

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Executive Committee

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."

Discussion about various personnel and legal matters ensued.

At 1:30pm, Linda Valentine, Mike Kirk, Kathy Francis, and Kathy Melvin joined the closed meeting, as permitted by the motion to sit in closed session. Gamm reminded everyone that all on the call "only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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."

Discussion about various personnel and legal matters continued.

At 2:40pm EDT, Linda Valentine, Mike Kirk, Kathy Francis, and Kathy Melvin left the call. Only voting members of the Executive Committee and John Sheller remained on the call.

Discussion about various personnel and legal matters continued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no action was taken in closed session.

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

Gamm closed the meeting with prayer at 3:30pm EDT.

Respectfully Submitted,

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

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

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

June 16, 2015 – 12:05 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on June 16, 2015, at 12:05pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

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

Present:

Marsha Anson
James Ephraim
Marilyn Gamm
Chad Herring
Mary Jorgenson
Mihee Kim-Kort
Jo Stewart

Also present at the start of the call:

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC
Linda Valentine
Kathy Francis

Not Present:

David Shinn
Kevin Yoho

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

Invited Guests:

John Sheller, counsel, Stoll Keenon Ogden.
Linda Valentine, Executive Director, Presbyterian Mission Agency
Kathy Francis

Seconded and carried.

The committee sat in closed session.

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

Discussion about various personnel and legal matters ensued.

At 12:30pm EDT, Linda Valentine and Kathy Francis left the call.

Discussion about various personnel and legal matters continued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no action was taken in closed session.

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

Gamm closed the meeting with prayer at 2:05pm EDT.

Respectfully Submitted,

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

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

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

June 18, 2015 – 11:05 a.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on June 18, 2015, at 11:05pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

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

Present:

Marsha Anson
James Ephraim
Marilyn Gamm
Chad Herring
Mihee Kim-Kort
Jo Stewart
Kevin Yoho

Also present at the start of the call:

John Sheller, Attorney, Stoll, Keenon, Ogden PLLC

Not Present:

David Shinn
Mary Jorgenson

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

Invited Guests:

John Sheller, counsel, Stoll Keenon Ogden.

Seconded and carried.

The committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

PRESBYTERIAN MISSION AGENCY BOARD

September 23-25, 2015

Executive Committee

Discussion about various personnel and legal matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no action was taken in closed session.

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

Gamm closed the meeting with prayer at 1:10pm EDT.

Respectfully Submitted,

A handwritten signature in black ink, reading "Rev. Chad Herring". The signature is written in a cursive style with a large, stylized initial "C".

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

Draft – Not Yet Approved

**Minutes of the Executive Committee of the
Presbyterian Mission Agency Board
Of the Presbyterian Church (U.S.A.)
Conference Call
June 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
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
Ruth Gardner – Staff, Human Resources
Debbie Gardiner – Staff, Office of the Executive Director
Denise Hayden – Staff, Office of the Executive Director
Mike Kirk – Staff, Office of Legal Services
Tim McCallister – Staff, Evangelism and Church Growth
James Rissler – Presbyterian Investment and Loan Services
Leslie Scanlon – Presbyterian Outlook

ACTION – 1-EC-062515
WALTON AWARDS

The Executive Committee **VOTED** to approve the following outstanding New Church Developments as the 2015 Sam & Helen R. Walton Award recipients which were selected and recommended by the Mission Development Resources Committee at its May 14, 2015 meeting to receive a one-time award of up to \$50,000 ([Appendix 1](#)).

1. Northland Village Church NCD, San Fernando Presbytery, Synod of Southern California and Hawaii - \$35,000
2. Camino de Vida NCD, Santa Fe Presbytery, Synod of the Southwest - \$35,000

3. The Fellowship Place, Charlotte Presbytery, Synod of the Mid-Atlantic - \$35,000

ACTION – 2-EC-062515
RESTORING CREATION
LOAN

Jim Rissler, president of Presbyterian Investment and Loan Program, presented background information on the “Restoring Creation Loan.” The Executive Committee **VOTED** to approve on behalf of the Presbyterian Mission Agency and Presbyterian Church (U.S.A.), A Corporation attached revisions to the Policies and Guidelines of the General Assembly Church Loan Program Endowment Funds to permit the offering of a new loan product, the Restoring Creation Loan, as recommended by the Mission Development Resources Committee (MDRC), said revisions show deletions as strikethroughs and additions as underlines.

See ([Appendix 2](#)) for full report.

ACTION – 3-EC-062515
CELEBRATION OF HOLY
COMMUNION

The Executive Committee **VOTED** to approve the celebration of Holy Communion at the following events ([Appendix 3](#)):

- New Worshiping Communities Coach Training and the Discipleship Conference on January 18-23, 2016
- Evangelism and Church Growth Conference on August 8-12, 2016

ACTION – 4-EC-062515
LIAISON TO MDRC

The Presbyterian Mission Agency Board Executive Committee **VOTED** to ratify the appointment of David Ezekiel to serve the unexpired term of Corey Schlosser-Hall as the liaison from the Worshiping Communities Committee to the Mission Development Resource Committee. This term begins immediately and will conclude in September 2018 ([Appendix 4](#)).

BOARD/STAFF ROLES
MISSION WORK PLAN
PROCESS

Gamm invited Barry Creech to present the request for clarifying the roles of the Presbyterian Mission Agency Board and staff members for the 2017-2020 Mission Work Plan strategy process ([Appendix 5](#)).

The Executive Committee also received a document from the Strategy Advisory Group (SAG) ([Appendix 6](#)) asking the Executive Committee to help “determine what level of decisions need to be made in the future, and the sequence in which they should be made.” The Executive Committee discussed the difficulty of embarking on a four-year plan under current circumstances and agreed to the following sequence of events for developing the work plan.

1. “Strategy Bridge” to guide the development of the Mission Work Plan and budget for 2017-2018.
2. Respond to a referral from the April Board meeting to develop for the September 2015 Board meeting a “recommendation on a process to consider a churchwide conversation on the mission, priorities, and structures of the PMA.”

3. The search for a permanent Executive Director.

The Executive Committee approved the chart outlining the levels of strategic planning. A few amendments were made to the section on the division of labor between management and Board.

High-level Strategic Thinking; Concepts and Division of Labor

<u>Strategic step or task</u>	<u>Management</u>	<u>Board</u>	
SAG			
Charter/Structure Review	Brain Storm	Brain Storm	
		Input	Develop
Coordinate with Partner Agencies	Support/Do	Support/Do	
Communicate with Church Vision / Mission / Values	Support/Do	Support/Do	
	Brain Storm	Brain Storm	
		Refine	Approve
Strategic Assumptions	Brain Storm	Brain Storm	
		Refine	Approve
Directional Goals	Develop	Approve	
Annual Plan	Develop	Approve	
Vital Signs/Evaluation model	Brain Storm	Brain Storm	
	Develop	Approve	
Monitor	Do	Do	

Jo Stewart, Chad Herring and Barry Creech were authorized to complete the SAG column.

2015 EXECUTIVE COMMITTEE RETREAT

Herring and Marsha Anson presented plans for the Executive Committee retreat on July 22-24 in Philadelphia. They have been working with the Presbytery of Philadelphia to visit four ministries focusing on the “Educate a Child: Transform the World,” initiative. Herring and Anson will enlist more ideas for the retreat from the Executive Committee via email.

BOARD AND EXECUTIVE COMMITTEE MEETING BUDGETS

Creech presented an update on the budget for the Board and Executive Committee meetings for information ([Appendix 7](#)).

CHURCHWIDE CONVERSATION ON THE MISSION, PRIORITIES, AND STRUCTURES OF THE PMA

Creech reminded the Executive Committee of the referral from the April Board meeting directing the “Strategy Advisory Group and Executive Committee, in consultation with the Strategy Working Group, to come back to the September 2015 Board Meeting with a recommendation on a process to consider a churchwide conversation on the mission, priorities, and structures of the PMA.”

The Strategy Advisory Group will present recommendations to the Executive Committee for approval at their retreat in July.

APRIL 2015 BOARD MEETING SURVEY

Creech led the Executive Committee through the results of the April 2015 Board Meeting Survey ([Appendix 8](#)).

The Executive Committee will discuss some of the suggestions offered in the survey at the July retreat.

ACTION – 5-EC-062515

The Executive Committee **VOTED** to convene in closed session at 2:47

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

**CONVENE IN CLOSED
SESSION**

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:

1. Linda Valentine
2. Barry Creech
3. Martha Clark
4. Kathy Francis
5. Ruth Gardner
6. Mike Kirk
7. Earline Williams

ACTION – 6-EC-062515
**RISE FROM CLOSED
SESSION**

The Executive Committee **VOTED** to rise from closed session at 4:48 p.m. and on June 29 released the following action taken in closed session:

That the Executive Committee approved the Executive Director’s proposal for restructuring within the staff organization, said restructure discussed in detail with the Executive Committee and more fully described in [Appendix 9](#) and [Appendix 10](#) to this motion, such appendices to be attached once the restructure has been implemented the week of June 29.

**ADJOURNMENT AND
CLOSING PRAYER**

There being no further business, the meeting of the Executive Committee was closed with prayer at 4:50 p.m.

Marilyn Gamm
Chair, Presbyterian Mission Agency Board

Linda Valentine
Executive Director, Presbyterian Mission Agency

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record
July 8, 2015 – 2:00 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on July 8, 2015, at 2:00pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

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

Present:

James Ephraim
Marilyn Gamm
Chad Herring
David Shinn
Jo Stewart
Kevin Yoho

Also present at the start of the call:
Martha Clark

Joining the call later in the meeting:
Martha Anson
Mihee Kim-Kort

Not Present:
Mary Jorgenson

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee, and the following invited guests, to attend all or part of the closed session.

Invited Guests:

Martha Clark
Seconded and carried.

The committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

Discussion about various personnel and legal matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that two actions were taken in closed session.

The Executive Committee approved a motion stating that “Upon recommendation of the General Counsel, after consultation with the chair of the board and the executive director, the executive committee finds that Marsha Anson, General Presbyter/Stated Clerk of Glacier Presbytery, does not have a conflict of interest under the Ethics Policy with regard to the submission of a grant application on behalf of Glacier Presbytery, signed June 12, 2015, to the Mission Development Resources Committee.”

And

The Executive Committee approved a motion “to designate Barry Creech, Director for Policy, Administration and Board Support, and Earline Williams, Chief Financial Officer/Deputy Executive Director of Shared Services, as Temporary-Co-Managers of the Presbyterian Mission Agency, beginning July 11, 2015, until such time as an interim Executive Director is in place, and empower the Chair and Vice-Chair of the Board to negotiate a memo of understanding with them, outlining responsibilities during this period”

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

Gamm closed the meeting with prayer at 4:05pm EDT.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rev. Chad Herring". The signature is stylized and cursive.

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

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record
July 14, 2015 – 6:00 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on July 14, 2015, at 6:11 pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

Present:

James Ephraim
Marilyn Gamm
Jo Stewart
Kevin Yoho

Not Present:

Martha Anson
Chad Herring
Mary Jorgenson
Mihee Kim-Kort
David Shinn

Gamm entertained a motion to move into closed session to discuss personnel, legal, and/or property matters, and recognized Jo Stewart.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee to attend the closed session.

Seconded and carried.

The committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

Discussion about various personnel and legal matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no actions were taken in closed session.

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

Gamm closed the meeting with prayer at 6:40pm EDT.

Presbyterian Mission Agency Board
Executive Committee

Executive Committee Retreat Business Session Record

July 22, 2015 – 8:30 a.m. EDT

to

July 24, 2015 – 12:05 pm EDT

The Executive Committee of the Presbyterian Mission Agency and the Presbyterian Church (USA), A Corporation., met for its annual retreat at the offices of the Presbytery of Philadelphia, from July 22, 2015 to July 24, 2015.

Board Chair Marilyn Gamm appointed Chad Herring clerk pro-tem for this meeting.

Executive Committee Members Present:

Marsha Anson
James Ephraim
Marilyn Gamm
Chad Herring
Mihee Kim-Kort
Melinda Lawrence Sanders
David Shinn
Jo Stewart
Kevin Yoho

Staff Members Present:

Terri Bate
Barry Creech
Hunter Farrell
Kathy Francis
Debbie Gardiner
Rhashell Hunter
Sara Lisherness
Earline Williams

July 22, 2015 Session

The meeting was called to order with prayer and devotional by Mihee Kim-Kort.

Chad Herring and Jo Stewart presented a discussion from the Mission Work Planning Team. David Shinn, Marsha Anson and Berry Creech led the Executive Committee through a set of generative questions about the current and possible future work of the Agency. Earline Williams and Chad Herring offered a financial update.

The Executive Committee then sat in business session to consider two items of business.

MOTION: That the Executive Committee appoint Glen Snider as the replacement for Marci Glass on the Ghost Ranch Governing Board from June 1, 2015 to May 31, 2016. Seconded and Carried.

MOTION: To permit the use of the chapel, consistent with the center's chapel and building use policy, for any couple bearing a lawfully issued marriage license. Seconded and Carried.

Following the business session, the Executive Committee discussed a referral from the April Board Meeting.

Gamm appointed an Executive Committee task force (Jo Stewart, Mihee Kim-Kort, Kevin Yoho) to consider options for a churchwide conversation on the mission, priorities, and structures of the PMA, to bring back to the Executive Committee recommendations to bring to the Board in response to the April Referral.

Jo Stewart led the committee in exploring ways of strengthening the relationship between Agency staff and board members.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee to attend all or part of the closed session. Seconded and Carried.

The Executive Committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

Discussion about various personnel matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no actions were taken in closed session.

The Executive Committee sat in recess.

July 23, 2015 Session

The Executive Committee reconvened at 5 pm on July 23, 2015, at the offices of the Presbytery of Philadelphia. Earlier in the day, members of the board and the staff visited four local ministries: First Presbyterian Church Germantown, Freedom School; The Common Place; Beacon New Church Development; and Christ’s Presbyterian Church.

Hunter Farrell offered an update on the Educate a Child initiative.

Following the update, the Chair recognized a need for additional conversation in closed session.

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel, litigation and property matters with only voting members of the Executive Committee to attend all or part of the closed session. Seconded and Carried.

The Executive Committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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."

Discussion about various personnel matters ensued.

MOTION to arise from closed session. Seconded and carried.

Gamm called the meeting back to order and announced that no actions were taken in closed session. Staff members rejoined the room, and Yoho led those assembled in a closing devotional and prayer.

The Executive Committee sat in recess.

July 24, 2015 Session

The Executive Committee reconvened at 9 am at the offices of the Presbytery of Philadelphia. Ephraim opened our time with group devotional and prayer.

Staff and board members discussed the April 2015 Board meeting evaluation and offered feedback on improving the structure of upcoming board meetings.

The board discussed the importance for cultural proficiency and humility training. Common agreement was shared about the importance of the training, the need for training that was sensitive to the history and culture of the Presbyterian Church (U.S.A.), and an intention to provide the training annually if possible. Shinn, Kim-Kort, and Herring agreed to work with Rhashell Hunter to plan for the September 2015 meeting.

Creech led the committee through the PMA Review Committee draft report conversation, and received comments that might be used for a response to their work.

The Executive Committee decided to ask the Nominating and Governance Subcommittee to proposed recommendations regarding board structure and role, corresponding to the PMA Review Committee observation.

MOTION to adjourn. Seconded and carried.

Gamm closed the meeting with prayer at 12:05 pm EDT.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rev. Chad Herring". The signature is stylized and cursive.

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

Draft – Not Yet Approved

**Minutes of the Executive Committee of the
Presbyterian Mission Agency Board of the
General Assembly of the Presbyterian Church (U.S.A.)
Conference Call
August 28, 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
Mihee Kim-Kort – Member-at-large
Melinda Lawrence Sanders – Member-at-large
David Shinn – Chair, Worshiping Communities Committee
Kevin Yoho – Chair, Leadership Committee
- MEMBERS EXCUSED** Josephene Stewart – Vice-chair, Presbyterian Mission Agency Board
- Leadership Cabinet* Terri Bate – Senior Director, Funds Development Ministry
Barry Creech – Temporary Co-Manager and Director for Policy, Administration and Board Support
Rhaskell Hunter – Director, Racial Ethnic and Women’s Ministries
Sara Lisherness – Director, Compassion, Peace and Justice
Earline Williams – Temporary Co-Manager and Deputy Executive Director for Shared Services
- Recorder* Susan Abraham – Staff, Office of the Executive Director
- Others* Martha Clark – Staff, Legal Services
Ruth Gardner – Staff, Human Resources
Denise Hayden – Staff, Office of the Executive Director
Leslie Scanlon – Presbyterian Outlook
- ACTION – 1-EC-082815** The Executive Committee **VOTED** to approve the proposed agenda for the September 2015 Board meeting as presented ([Appendix 1](#)).
BOARD MEETING AGENDA
- ACTION – 2-EC-082815** The Executive Committee **VOTED** to approve the proposed agenda for the September 2015 Executive Committee agenda as presented
EXECUTIVE COMMITTEE

MEETING AGENDA

[\(Appendix 2\)](#).

ACTION – 3-EC-082815
ASSIGNMENT OF BUSINESS
TO COMMITTEES

The Executive Committee **VOTED** to approve the assignment of business to committees with the following revision ([Appendix 3](#)):

- List “A.211 Charles H. Cook Foundation Update,” currently listed under the Finance Committee, under the Leadership Committee as well.

The Corporate Property, Legal, and Finance Committee and the Leadership Committee will meet jointly to act on “C.104 How Federal Student Loan Forgiveness in 2017 Affects Undergraduate and Graduate Loans Offered by Financial Aid for Service.”

ACTION – 4-EC-082815
STONY POINT REQUEST

This item was referred to the next meeting of the Executive Committee of the Corporation.

BOARD RESTRUCTURING

Chad Herring reported on behalf of the Nominating and Governance Subcommittee on the work done on “Board Restructuring.” The Subcommittee has had extensive conversations on the subject but did not have any proposals for a new structure as yet.

The Executive Committee clarified that the Nominating and Governance Subcommittee is delegated the task of reviewing the size, structure and scope of the Board. The Subcommittee was directed to bring a proposal for restructuring of the Board, based on their findings, back to the Executive Committee.

CULTURAL HUMILITY
TRAINING PLANS

Rhashell Hunter reported that the planning team is on track with plans for the Cultural Humility training at the Board meeting on Thursday, September 24th. A team of staff and Board members will lead the training. In addition to Hunter, staff will include Sera Chung, Associate for Gender and Racial Justice, and Mark Koenig, Director of Presbyterian Ministry at the United Nations.

ACTION – 5-EC-082815
CONVENE IN CLOSED
SESSION

The Executive Committee **VOTED** to convene in closed session at 2:41 p.m. to discuss personnel, litigation, and property matters with only voting members of the Executive Committee and Ruth Gardner.

ACTION – 6-EC-082815
RISE FROM CLOSED
SESSION

The Executive Committee **VOTED** to rise from closed session at 3:10 p.m.

The chair reported the following action was taken in closed session:

To give Presbyterian Mission Agency Temporary Co-Managers Barry Creech and Earline Williams each a one-time, \$5,000 performance bonus to be paid no later than December 31, 2015, and to give them each an additional seven days of paid leave to be taken by the end of the second quarter in 2016.

PRESBYTERIAN MISSION AGENCY BOARD
September 23-25, 2015
Executive Committee

**ADJOURNMENT AND
CLOSING PRAYER**

There being no further business, the meeting was adjourned with prayer by Gamm at 3:11p.m.

Respectfully Submitted,

Marilyn Gamm
Chair, Presbyterian Mission Agency

Board

Draft – Not Yet Approved

**Minutes of the Executive Committee of the
Presbyterian Church (U.S.A.), A Corporation
Conference Call
September 9, 2015**

CALL TO ORDER Marilyn Gamm, Chair, called the meeting of the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation, meeting concurrently as the Executive Committee of the Presbyterian Mission Agency 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
Mihee Kim-Kort – Member-at-large
Melinda Lawrence Sanders – Member-at-large
David Shinn – Chair, Worshiping Communities Committee
Josephene Stewart – Vice-chair, Presbyterian Mission Agency Board
Kevin Yoho – Chair, Leadership Committee

Leadership Cabinet Barry Creech – Temporary Co-Manager and Director for Policy, Administration and Board Support
Kathy Francis – Senior Director, Communications
Chip Hardwick – Director, Theology, Formation and Evangelism
Earline Williams – Temporary Co-Manager and Deputy Executive Director for Shared Services

Recorder Susan Abraham – Staff, Office of the Executive Director

Others Gregg Brekke – Presbyterian News Service
Martha Clark – Staff, Office of Legal Services
Ruth Gardner – Staff, Human Resources
Denise Hayden – Staff, Office of the Executive Director
Lisa Robbins – Staff, Human Resources
Leslie Scanlon – Presbyterian Outlook

ACTION – 1-EC-090915
STONY POINT
CONFERENCE CENTER
EMERGENCY ROOF
REPLACEMENT Chad Herring presented the item on behalf of the Property, Legal and Finance Committee. The Executive Committee acting as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation, **VOTED** to approve the following resolutions from the Committee ([Appendix 1](#)):

RESOLVED, that the Presbyterian Church (U.S.A.), A Corporation (“Corporation”) approves advancing the amount of One Hundred and Twenty Thousand Dollars (\$120,000) from the capital reserve budget to pay on behalf of Stony Point Conference Center for emergency roof replacements, said advancement being conditioned upon the replenishment of these advanced funds as follows:

Repayment shall be made annually, on or before December 31st, in equal amounts over a 10 (ten) year period. If excess revenue from Stony Point Conference Center annual operations is available, those funds will be set aside to reduce the advance balance, and will be remitted to the Corporation in the 1st quarter of the following year.

Further resolved to direct PMA Director of Theology, Formation and Evangelism, PMA Director of the Treasury, and the Co-Directors of Stony Point Conference Center to bring revisions to Milestones to include capital advances by the September 2015 Board Meeting.

Funds will be released by the Corporation to the vendor(s) which perform the roof work as the contracted work is completed, inspected, and signed off by the PMA Director of Theology, Formation and Evangelism and the Co-Directors of Stony Point Conference Center.

ACTION – 2-EC-090915
EXTENSION OF
EXECUTIVE
COMMITTEE’S
TEMPORARY LEADERSHIP
ACTIONS

The Executive Committee acting as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation, **VOTED** to approve the following resolution ([Appendix 2](#)):

RESOLVED, in the interest of maintaining continued temporary leadership and during the search for the Interim Executive Director, that the binding effect of the actions of the Executive Committee taken to appoint Barry Creech and Earline Williams the temporary co-managers of the Presbyterian Mission Agency, is extended, and these actions remain in full force and effect until the earlier of the commencement of work of an Interim Executive Director or the February 2016 Presbyterian Mission Agency Board meeting.

ACTION – 3-EC-090915
CONVENE IN CLOSED
SESSION

The Executive Committee **VOTED** to convene in closed session at 2:09 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:

1. Ruth Gardner
2. Lisa Robbins

ACTION – 4-EC-090915
RISE FROM CLOSED
SESSION

The Executive Committee **VOTED** to rise from closed session at 3:23 p.m. No actions were taken in closed session. Gamm announced that the Executive Committee called a meeting for Monday, September 14 at 5:00 p.m. EDT via teleconference.

ADJOURNMENT AND
CLOSING PRAYER

There being no further business, the meeting of the Executive Committee was closed with prayer at 3:24 p.m.

Respectfully Submitted,

Marilyn Gamm
Chair, Presbyterian Mission Agency Board

Presbyterian Mission Agency Board
Executive Committee

Called Meeting Full Record

September 14, 2015 – 5:00 p.m. EDT – Teleconference

Upon duly issued call of the Chair of the Presbyterian Mission Agency Board, voting members of the Executive Committee of the Presbyterian Church (USA), A Corp., met by conference call on September 14, 2015, at 5:05pm, EDT.

The meeting was called to order with prayer by Presbyterian Mission Agency Board Chair Marilyn Gamm.

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

Present:

James Ephraim
Marilyn Gamm
Chad Herring
Mihee Kim-Kort
David Shinn
Melinda Lawrence Sanders
Jo Stewart

Joining the call later in the meeting:

Kevin Yoho

Absent from the call:

Marsha Anson

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

MOVED that the Executive Committee convene in closed session as the Executive Committee of the Presbyterian Church (U.S.A.), A Corporation to discuss personnel matters with only voting members of the Executive Committee to attend all or part of the closed session.

Seconded and carried.

The committee sat in closed session.

Gamm reminded the committee that “only the Executive Committee and others invited may remain and they are bound to hold all matters discussed as confidential. We remind those remaining that this 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.”

Discussion about various personnel matters ensued.

MOTION to arise from closed session. Seconded and carried.

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Gamm called the meeting back to order and announced that no actions were taken in closed session.

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

Gamm closed the meeting with prayer at 6:50pm EDT.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Chad Herring". The signature is fluid and cursive, with a large initial "C" and "H".

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