

Approved – April 23, 2014

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

April 2, 2014 –1:00 p.m. EST

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

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

MEMBERS PRESENT

- Steve Aeschbacher – Member-at-large
- Art Canada – Vice-chair
- Marilyn Gamm – Chair Elect
- Mihee Kim-Kort – Chair, Worshiping Communities Committee
- Cathy Piekarski – Member-at-large
- Noelle Royer – Chair, Justice Committee
- Heath Rada – Member-at-large
- Matthew Schramm – Chair
- Joyce Smith – Chair, Leadership Committee
- Josephene Stewart - Acting Chair, Finance Committee
- Linda Valentine – Member ex-officio

Leadership Cabinet

- Terri Bate – Senior Director, Funds Development Ministry
- Roger Dermody – Deputy Executive Director for Mission
- Earline Williams – Deputy Executive Director for Shared Services

Recorder Susan Abraham – Staff, Office of the Executive Director

Others

- Martha Clark - Staff, Office of Legal Services
- Barry Creech - Staff, Office of the Executive Director
- April Davenport – Staff, Office of Legal Services
- Ruth Gardner – Staff, Human Resources Office
- Denise Hayden – Staff, Office of the Executive Director
- Mike Kirk – Staff, Office of Legal Services
- Lisa Robbins – Staff, Human Resources Office

ACTION – 1-EC-04214
EXECUTIVE COMMITTEE
MEETING AGENDA

The Executive Committee **VOTED to approve** the agenda for the April 2014 meeting of the Executive Committee ([Appendix 1](#)).

ACTION – 2-EC-04214
BOARD MEETING AGENDA

Schramm led the Executive Committee through the proposed agenda for the 2014 April Board meeting. Members of the Committee were invited to

suggest topics for the open slots on the agenda. The Executive Committee **VOTED** to approve the agenda and empowered the chair to work with staff to fill the remaining time slots. ([Appendix 2](#))

ACTION – 3-EC-04214
REPORT OF THE
NOMINATING AND
GOVERNANCE
SUBCOMMITTEE

The Executive Committee **VOTED** to forward to the General Assembly Nominating Committee, for election by the 221st General Assembly (2014), Noelle Royer to the Advisory Committee on Social Witness Policy, Class of 2018.

ACTION – 4-EC-04214
ASSIGNMENT OF BUSINESS
TO COMMITTEES

The Executive Committee **VOTED** to approve the assignment of business to committees as submitted ([Appendix 3](#)).

BUDGETS

Earline Williams and Linda Valentine led the Executive Committee through the revised budget for 2014 and the budgets for 2015 and 2016 ([Appendix 4](#)).

CHAIR APPOINTMENT OF
COMMITTEE OF COUNSEL

The Chair reported the appointment of James A. Wilson as Committee of Counsel in a remedial action filed with the General Assembly Permanent Judicial Commission against the Presbyterian Mission Agency by the Rev. Kristopher D. Schondelmeyer. The Chair made this appointment pursuant to action 34-200 of the General Assembly Council at its meeting in February, 2000 titled ““Procedures for GAC committees of counsel.” The action provides that the chair appoints committees of counsel as necessary, that the committees shall have a maximum of three (3) members but may have fewer as determined by the chair, and that the Legal Office serves as the primary staff support for such committees. The Manual of Operations reflects this board action in its listing of the responsibilities of the chair. The Rules of Discipline govern this judicial process. It was also reported that the case had been dismissed on jurisdictional grounds.

2014 FEBRUARY BOARD
MEETING SURVEY

Barry Creech reviewed the results of the survey of the February 2014 Board meeting ([Appendix 5](#)).

ACTION –5-EC-04214
CONVENE IN CLOSED
SESSION

The Executive Committee **VOTED** to convene in closed session at 2:13 p.m. to discuss personnel matters with only voting members of the Executive Committee and the following individuals who are invited to remain and to attend the closed session:

1. Linda Valentine
2. Barry Creech
3. Martha Clark
4. Susan Abraham
5. Mike Kirk
6. Lisa Robbins
7. Ruth Gardner

ACTION –6-EC-04214
INCLUDE MARILYN GAMM
IN CLOSED SESSION

The Executive Committee **VOTED** to approve a motion to include Marilyn Gamm in the closed session.

ACTION –7-EC-04214
RISE FROM CLOSED
SESSION

The Executive Committee **VOTED** to rise from closed session at 3:47 p.m. The chair announced the following actions taken by the Executive Committee in closed session.

ACTION –8-EC-04214
REDUCTION IN FORCE
PROCESS AND SELECTION
CRITERIA

The Executive Committee **VOTED** to approve the “Reduction in Force Process and Selection Criteria,” ([Appendix 6](#)).

ACTION –9-EC-04214
SALARY INCREASE POOL
FOR 2014 FOR
PRESBYTERIAN MISSION
AGENCY STAFF

The Executive Committee **VOTED** to approve and recommend the following for approval by the Presbyterian Mission Agency Board:

That the Presbyterian Mission Agency Board ratify a 3% salary increase pool for the staff of the Presbyterian Mission Agency, effective April 1, 2014, with a standard percentage of two percent (2%) and a merit increase taken from a 1% pool.

ACTION –10-EC-04214
2014 SALARY INCREASE
FOR EXECUTIVE DIRECTOR

The Executive Committee **VOTED** to approve and recommend that the Presbyterian Mission Agency Board ratify the following:

RESOLVED, that the Executive Director of the Presbyterian Mission Agency be awarded a pay increase of two percent (2%) which brings the 2014 annual salary for this position to \$183,684.66, effective April 1, 2014; and

FURTHER RESOLVED, that this salary plus other compensation, as more fully described in the attached analysis, is deemed to be reasonable ([Appendix 7](#)).

No one voting with a noted conflict of interest.

ACTION –11-EC-04214

The Executive Committee **VOTED** to recommend:

- 1. That the Presbyterian Mission Agency Board, with gratitude and deep appreciation, elect Ruling Elder Linda Bryant Valentine to a third four-year term as the Executive Director of the Presbyterian Mission Agency**
- 2. That the 221st General Assembly (2014) confirm the election of Ruling Elder Linda Bryant Valentine to a third four-year term as Executive Director of the Presbyterian Mission Agency.**

ACTION-12-EC-04214
MERIT INCREASE FOR
EXECUTIVE DIRECTOR

The Executive Committee **VOTED** to recommend that the Presbyterian Mission Agency Board approve a 1% merit increase for the Executive Director.

ADJOURNMENT AND
CLOSING PRAYER

There being no further business, the meeting of the Executive Committee was adjourned at 3:50 p.m. and closed with prayer by Mr. Schramm.

Respectfully Submitted,

Mr. Matthew Schramm

Chair, Presbyterian Mission Agency Board

Ms. Linda Valentine

Executive Director, Presbyterian Mission Agency