

Approved: September 23, 2015

**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](#)).

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.

**PRESBYTERIAN MISSION
AGENCY REVIEW
COMMITTEE**

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.

**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
- Gradye 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