

**Synod of the Mid-Atlantic
240th Synod Assembly
Administration Committee
Ginter Park Presbyterian Church
Richmond, VA
September 11th & 12th, 2017**

OPENING

Moderator Bill Parish called the meeting to order at 2:45 pm with prayer.

ATTENDANCE

Present were: John Etheredge, Madeline Jervis, Franklin Arnold, Chair Bill Parish and Susanne Taylor.

Excused were: None

APPOINTMENT OF RECORDER

Susanne Taylor was appointed as recorder.

QUORUM

The Moderator attested that a quorum was present.

APPROVAL OF DOCKET

The docket was approved as presented.

MINUTES

1. By-Laws of Westminster Presbyterian Homes., Inc. The new by-laws document has addressed all the issues with the committee had issue. Madeline Jarvis made the motion to approve the bylaws, with Franklin Arnold seconding. The motion passed unanimously.
2. It was noted that H. Carson Rhyne, Jr. has been named to the Board of Westminster Presbyterian Homes, Inc.
3. Evaluation of Stated Clerk, Warren Lesane. John Etheredge and Bill Parish will conduct Warren's evaluation as time permits this evening.

4. Change to procedural guide. The change requested is to require submissions to the Synod docket to be received at least two weeks prior to the meeting. Of course, rules may be suspended in case of an emergency. John Etheredge made the motion and Madeline Jervis seconded. The motion passed unanimously.
5. Future Meeting Dates. Proposed dates for the 2018 assemblies are March 12-13, 2018, and September 10-11, 2018. Susanne Taylor made the motion to recommend approval for these dates. Franklin Arnold seconded. The motion passed unanimously. The committee also recommends that, beginning in 2019, one meeting would be held on Monday – Tuesday, and the other meeting would be held on Friday – Saturday. Madeline Jervis seconded, and the motion passed unanimously.
6. Comprehensive Synod Structure Evaluation. The committee recommends that the Moderator establish a small committee to oversee the evaluation of the synod structure and any necessary revisions to Synod bylaws, including hiring a consultant, with one or two out-going commissioners from the Administration Committee serving on that body.
7. Presbyteries Minutes Review. This work has been completed. The committee recommends a similar process for the review of 2017 minutes, making note of changes in the stated clerks of the presbyteries, if any.
8. Pay Increase for Synod Staff. The Committee wishes to commend the staff for its hard work, dedication and devotion to the work of the Synod. At this time, however, it is felt that no increases to salary may be entertained.

OTHER BUSINESS

ADJOURNMENT

A motion was made to adjourn the meeting followed by prayer from Bill Parish. Meeting was adjourned at 4:00 pm.