

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL 2:00 PM
MINUTES
August 8, 2017**

OPENING:

Moderator Alice Tewell called the Executive Committee Meeting to order at 2:03 p.m. with prayer.

ATTENDANCE:

Present were: Richard Claterbaugh, Alice Tewell, Riley Burgess and David Sanders. Staff present were Warren Lesane and Tami Scott. Excused were: Greg Busby, Robbie Phillips, Jim Kirkpatrick and Bill Parish.

APPROVAL OF DOCKET:

The docket was approved as presented.

QUORUM:

A quorum was present.

MINUTES:

The July 11, 2017 Minutes were approved as presented.

MODERATOR COMMENTS:

Alice Tewell expressed that she is looking forward to the September 12, 2017 Presbyterians Witness in Washington and ways to incorporate the day into the Assembly.

EXECUTIVE/STATED CLERK REPORT:

The Executive Summary captures some things the Executive/Stated Clerk and synod office is involved.

- AKAP conflict persists. Warren has attempted to mediate without success. A Pre-Trial and Trial are scheduled in Richmond for September 7, 2017 and October 18, 2017. Rev. Luke Choi (New Office of the GA Manager for Korean Presbyteries) has been consulted along with officers of the SPJC. There are currently 3 SPJC cases with the synod.
- Big Tent (St. Louis) – Race, Reconciliation and Reformation was the theme. This theme mirrors the topics presented and discussed at the 239th synod assembly.
- Charlottesville, VA - An August 12th Invitation was shared from Congregate Charlottesville for ministers and supporters to gather in Charlottesville to rally against KKK.
- The National Black Presbyterian Caucus in Detroit was where Warren made a presentation entitled ‘From Heritage to Hope.’ Katherine Johnson (Hidden Figures) was awarded an honor by the Caucus along with RE Christine Darden, both are members of Carver Memorial Presbyterian Church in Newport News, VA.
- Orientation will be offered to Committee Moderators and Recorders to prep them for their jobs in producing committee minutes and reports during the assembly.
- Peaks Presbytery: The Stated Clerk visited Peaks staff which included the new GP (Carl Utle) and Stated Clerk (John Wiederholt). Moderator-Elect, Richard Claterbaugh (RE-Peaks) attended as well as the associate for Ministry, Steven Earl.
- Partnership Proposal – A Peacemaking application request for funding was included in packet for review and discussion and shared the amount of declining funding for the six years.

BUSINESS

- The Synod Assembly Planning Team is proposing the follow plenary outline.
 - **Plenary I** will address The Role of the Church in Advocacy and will live stream the press conference coordinated by the Director of the Office of Public Witness. The aim is to call upon Congressional leaders to pass a fair and faithful budget. The Synod will have a prepared statement to read at the conference.
 - **Plenary II** will revisit conversations and actions (Reflections on the Ted Talks) during the March 239th Assembly. Its purpose is to finish conversations and identify commissioner’s take-aways. Jim Mosely will facilitate the process. Commissioners will be asked to review summaries from presenters, video clips and respond to, “How might you see the synod engaging in partnership in this kind of ministry”?
 - **Plenary III** will be fine-tuned by the planning team

- Draft 240th Assembly Docket – The Stated Clerk guided the committee through the draft docket. A Motion was made, seconded and approved giving the Moderator and Stated Clerk the permission to make any necessary revisions to the docket.
- 239th Assembly Minutes – There was a motion to approve the minutes from the 239th Assembly. The motion was seconded and approved.
- Trends from Calls to Presbyteries – an information grid was provided including Presbytery Exec and Stated Clerk’s comments explaining their reasoning for the lack of participation of Presbytery Spark Plugs to the last assembly. Timing and work overloads were a common thread for non- participation.
- August/September – Reports/Minutes for assembly are due 8/15 for website uploading and 8/28 begins the online open enrollment for the Assembly.
- Executive Committee Meeting conference call will be Wednesday, September 6, 2017 at 2pm.

COMMITTEE REPORTS – No Reports were given at this meeting.

ADJOURNMENT

A motion was made to adjourn the meeting. The meeting adjourned at 3:01 PM with the Closing Prayer offered by Warren Lesane.

NEXT MEETING – Wednesday, September 6, 2017 @ 2:00 PM

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Wednesday, September 6, 2017**

OPENING:

Moderator Alice Tewell called the meeting to order at 2:03 p.m. with prayer.

ATTENDANCE:

Present were: Richard Claterbaugh, Jim Kirkpatrick, Riley Burgess, Greg Busby, Robbie Phillips, and Alice Tewell. Staff present: Warren Lesane and Tami Scott. Absent was Bill Parish.

APPROVAL OF DOCKET:

The docket was approved with the addition of an update on Hurricane Irma.

QUORUM:

A quorum was present.

MINUTES:

The August 8, 2017 Minutes were approved as presented.

BUSINESS

- **Charlottesville Statement** – An immediate response to the Charlottesville White Supremacist and others violence resulting in three deaths on August 12, 2017 was issued by the synod stated clerk. A Motion was made to approve the statement, seconded and approved. (See statement)
- **Assembly Docket** – The 240th docket was revised to reflect a corrected date and time of the Office of Public Witness Press Conference on September 12, 2017. This update will extend the assembly duration through 1:00pm. Grab and Go Lunches will be provided for commissioners after adjournment. The final docket will be presented on Monday, September 11, 2017.
- **Press Conference Statement** -The committee approved the press conference draft to be read by TE Kevin Powell during the Office of Public Witness Press Conference on Tuesday, September 12, 2017. The statement will be tweaked after edit input due by September 7, 2017. (See statement)
- **Lord's Supper Approval** – A motion was presented to approve celebration of the Lord's Supper at the 240th assembly and all future assemblies. The motion passed.
- **Format for Assembly Reports** – Committee Chairs were reminded that assembly reports should be in Power Point format so they can be projected during the meeting.
- **Worship Service Preachers** - TE. Marina Gopadze (Retired from Buchanan Presbyterian Church - Peaks Presbytery) will lead the opening worship service and communion Monday, September 11th and TE Dale Brown (Peaks) will preach the closing worship.
- **Partnership Grant-AKAP/SOMA)**- Warren will initiate a conference call between Carson Rhyne, Jim Kirkpatrick to discuss this matter seeking support for the Peacemaking application.
- **Baltimore General Assembly 2020** – TE Carrie Finch Burriss from Baltimore Presbytery (Chair of the local COLA) will present details for the 2020 General Assembly. The financial request is being referred to the Finance Committee.
- **Hurricane Update** – Hurricane Irma may hit certain areas of North Carolina impacting attendance from commissioners. Warren encouraged safety before attendance. The synod office will send an email blast on Sunday, September 10th to update everyone on the status of the synod meeting.

ADJOURNMENT

A motion was made to adjourn the meeting. The meeting adjourned at 2:35 PM with the Closing Prayer offered by Alice Tewell. The next meeting is Tuesday, October 10, 2017 @ 2:00 PM.

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, October 10, 2017**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:03 p.m. with prayer.

ATTENDANCE:

Present were: Richard Claterbaugh, Greg Busby, Riley Burgess, Jim Kirkpatrick and Robbie Phillips. Staff present were: Warren Lesane and Tami Scott. Absent were Bill Parish, Alice Tewell and Susanne Taylor.

APPROVAL OF DOCKET:

The docket was approved as presented.

QUORUM:

A quorum was present.

MINUTES:

The Sept 6, 2017 Minutes were approved as presented.

MODERATOR'S REPORT & REFLECTION

Richard Claterbaugh shared a brief summary of his arrival to the synod as Presbytery of the Peaks representative/Vice Moderator. A word of appreciation was given to the synod staff for orientating him into his position. He notified the committee that he will be attending the Oct 13-14, 2017 Moderator's Conference in St. Louis. MO.

EXECUTIVE/STATED CLERK SUMMARY

Warren Lesane introduced the October Staff Summary with a mention that the incomplete summary was provided in error. He directed everyone to the 2nd paragraph (Finances) and read the following, "The Synod Financial Manager used an accounting allocation % based on the total of each fund relative to the amount needed; the greater the balance of each fund, the greater the dollar amount taken. The allocation has been applied to Shared Ministries, Jubilee Fund, Visionary Fund, Small Church Loan Fund, and Catawba Camping Scholarship. The amount available in order to balance both the 2017 and the 2018 operating budgets is \$114,240". The office will send the intended version with the minutes. SPJC- There are civil charges filed by AKAP against one of its churches. Due to civil charges being filed, the SPJC has suspended proceedings with two cases until the charges have been resolved. National Council of Churches has issued a joint statement with the World Council of Churches expressing its grief for the families of those who lost their lives in the mass shooting on October 1, 2017 in Las Vegas, NV.

BUSINESS:

240th Assembly Reflections- The committee reflected on the 240th Assembly (September 11-12, 2017 – Richmond). Overall it was felt that the housing, food and elements/business related to the meeting were well organized. There was concern expressed about the seating for this meeting and preference was made to the U shaped seating (offered in the past) which made it easier for commissioners to see one another. The reflections from presenters who were present at the August 12th (Charlottesville uprising) were of great value as they offered passion, upset and first-hand experience to the day. The discussions were helpful in determining what commissioners' next steps should be. Committee members thought that the statement read by TE Kevin Powell during the Press Conference was positive.

Assembly Minutes - Members were asked to review synod minute draft. This is an opportunity to capture the motions, recommendations and to note if anything has been overlooked. The committee is asked to review and respond with observations and/or edits by day's end on Tuesday, October 24, 2017. The final draft will be presented at the November Executive Committee Meeting for approval. While reviewing the Finance Committee section, the 2016 audit was not presented for approval. It will be presented at the next assembly.

Leadership Training and Planning— On October 24, 2017, the synod Moderator, Vice Moderator, Jim Moseley and Warren will meet in Richmond to provide orientation, training and planning for the leadership team. The intent and results are to help move along the synod's mission with more intentionality.

Finance Committee – Robbie Phillips (Co Chair) informed the committee that future conversations with the Finance Committee will focus around creative ways to set up a savings account that will allow use of capital gains and interest from board designated funds in order to augment the operating budget.

ADJOURNMENT

A motion was made to adjourn the meeting. The meeting adjourned at 2:38 PM with the Closing Prayer offered by Warren Lesane. The next meeting is Tuesday, November 14, 2017 @ 2:00 PM.

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, November 14, 2017**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:02 p.m. with prayer.

ATTENDANCE:

Present were: Richard Claterbaugh, Greg Busby, Susanne Taylor, Jim Kirkpatrick, Riley Burgess. Staff present were: Warren Lesane and Tami Scott. Excused were Robbie Phillips and Bill Parish. Absent was Alice Tewell.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY: Tami Scott was appointed.

QUORUM:

A quorum was present.

MINUTES:

The October 10, 2017 Minutes were approved as presented.

MODERATOR'S REPORT & REFLECTION

Richard Claterbaugh shared highlights from the Moderator Conference in St. Louis, MO. (Oct. 13-17, 2017) which included a workshop on Robert's Rules and workshops on Church Statistics. On October 24, 2017 he attended Orientation/Planning Meeting in Richmond with synod staff. Jim Moseley and Finance co-chairs Riley Burgess and Robbie Phillips attended via conference call. They reported on synod vision and financial strategies. A Writing Team will be discussed at the January 8th meeting. The Executive Committee will not meet in December.

EXECUTIVE/STATED CLERK SUMMARY

Warren Lesane joined the conference call from Salem Presbytery Meeting where he and Salem commissioner, Troy Leshner-Thomas, presented a token from the synod to retiring Salem Exec, Sam Marshall. He provided a written Executive Staff Summary giving updates on the following topics: Campus Ministry Gathering held in Richmond October 3-31, 2017/Fall Polity held 10/13-10/17 (St. Louis, MO), Ecumenical involvement with Virginia Council of Churches Search Committee, Grant Recipients (Faith Point Fellowship Campus Ministry - \$25,000/PMA Restricted Fund awarded to 1st PC Thomasville NC - \$9,500 for Huntington Disease Research); Kate B. Reynolds Retired Minister's Plan December 2017 distribution of \$574,575 in equal shares of \$1,311.82 to 438 participating retired ministers; Update on Opioid Crisis in Martinsburg, WV and Warren submitting his name in consideration for Moderator or Vice Moderator position on the PMA Board. A consultation will be held in Atlanta December 4, 2017 to discuss the future of AKAP as a presbytery. AKAP's Search committee will bring the name of a candidate to the December meeting to be elected Presbytery Executive/Stated Clerk.

Action Items: 1) Western North Carolina Presbytery request for a reduction to its 2017 per capita giving due to a membership adjustment of 831 members of a church that has left PCUSA (adjustment had not been calculated); synod highlight to show what the synod and staff have been involved with. A motion was made to adjust Western North Carolina Presbytery's per capita giving total by 831 members due to previous miscalculation. Seconded and passed.

(2) Committee Leadership – Several synod committees are in need of chairpersons. Warren stressed the importance of designations (Racial/Ethnic) etc. Administration Committee, in particular will be looked at for rebuilding as all committee members will rotate off effective December 2017.

BUSINESS ITEMS:

240th Assembly Minutes – The 240th Assembly Minutes have been edited and provided in draft format with the request for approval. There was a motion to accept the 240th Assembly Minutes as presented. Seconded and approved.

REPORTS:

Finance – Riley Burgess - Reviewing budget (Year to Date) which looks good. Still is a work in progress.

Grants & Awards – Jim Kirkpatrick. Peacemaking Letter to go out encouraging applications.

Presbytery Initiatives – Greg Busby – No actions to report.

Administration – Bill Parish – No report

ADJOURNMENT

A motion was made to adjourn the meeting. The meeting adjourned at 2:33 PM with the Closing Prayer offered by Greg Busby. The next meeting is Tuesday, January 9, 2018 @ 2:00 PM.

Wishing everyone a blessed Thanksgiving and Christmas Holiday Season!

**SYNOD OF THE MID-ATLANTIC
EXECUTIVE COMMITTEE MEETING
CONFERENCE CALL MINUTES 2:00 PM
Tuesday, January 9, 2018**

OPENING:

Moderator Richard Claterbaugh called the meeting to order at 2:03 p.m. with prayer.

ATTENDANCE:

Present were: Richard Claterbaugh, Jim Kirkpatrick, Robbie Phillips and Susanne Taylor, Warren Lesane and Tami Scott. Excused were Alice Tewell and Riley Burgess.

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY: Tami Scott was appointed.

QUORUM:

A quorum was present.

MINUTES:

The November 14, 2017 Minutes were approved as presented.

MODERATOR'S REPORT

The Moderator has scheduled a Face to Face Assembly Planning Meeting in Richmond on February 21, 2018 10:00 am. Invitees are Warren Lesane, Richard Claterbaugh, Jim Moseley, Susanne Taylor and Tami Scott.

EXECUTIVE/STATED CLERK SUMMARY

Warren presented a talking paper prepared for the executive committee in order to apprise them of critical shifts that are impacting the synod, staff and relationships with its presbyteries.

- Presbytery Execs gathered in December 2017 and revealed several Execs retiring in 2018. They include Betty Meadows, Bill Reinhold, Carson Rhyne, Wilson Gunn, and Bobbie White. Sam Marshall retired in December 2017. Moseley will not retire but will move on to another call. These changes will impact the synod exec schedule and synod budget as the exec will be traveling to Presbyteries to train/orientate new leadership. The synod needs to have conversations of restoring the position from part time to full time employment.
- AKAP continues to incur problems that require SPJC discernment and resolution. The synod stated clerk is suggesting that the synod approve an Administrative Commission with Original Jurisdiction. Conversations will be provided with committee members to offer additional information.
- Nine vacancies exist for synod commissioners. Two designated chairpersons are needed to lead the Administration and Presbytery Initiatives Committees.
- A December 2017 letter was sent to Stated Clerks and EPs providing information on the Synod Peacemaking Grant. Also discussed was per capita and the need to fill committee and commissioner vacancies.

- Synod Assembly is March 12-13th in Richmond.
- Warren will be part of a Virginia Interfaith Press Conference to speak about the moral imperative of expanding healthcare for everyone across Virginia.
- Warren has been elected the Vice Chair of the Presbytery Mission Agency Board. He will serve two years as vice and will assume the Chair's role 2020.

Richard Claterbaugh is seeking members to serve on the Synod Administration and Presbytery Initiatives Committee. Additionally, the Executive Committee needs to identify a chair for this committee. Susanne Taylor (Vice Moderator) is willing to assist in getting this off of the ground. Her background is in Human Resources and Personnel. Warren, Richard and Susanne will visit this issue with the aim of getting 3-4 more people to serve.

BUSINESS ITEMS:

Writing Team – This team would be led by Jim Moseley with the purpose of preparing a comprehensive mission plan to address the Next Generation of African American Leaders. It was suggested that this team meet in Richmond on February 21, 2018 at 10 a.m. along with the 241st Assembly Planning Team. Motion passed to empower Warren Lesane and Jim Mosely to bring in qualified people as part of the writing team.

Planning Team – A motion passed to form an ad hoc committee to be composed of volunteers from the Executive Committee to plan the 241st synod assembly.

COMMITTEE REPORTS: No reports

ADJOURNMENT: The meeting was adjourned at 3:11 p.m. in prayer by Susanne Taylor.

The next meeting is Tuesday, February 13, 2018 @ 2:00 PM.