

**SYNOD OF THE MID-ATLANTIC
ADMINISTRATION COMMITTEE MEETING
CONFERENCE CALL MINUTES
August 6, 2018**

OPENING:

Moderator Helen Bessent- Byrd called the meeting to order at 7:05 p.m. with prayer.

ATTENDANCE:

Present were: Helen Bessent Byrd (EVA), Ben Cahoon (NHO), Nam Hong Cho (AKAP), Miriam Dewhurst (NCP), W. D. Hasty (Peaks), Calvin Lewers (CHA), and Ed Terry (BAL).

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Miriam Dewhurst was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The June 4 Minutes were approved as presented.

OLD BUSINESS ITEMS:

At the June 4, 2018 conference call meeting, the Moderator assigned committee members administrative materials to review and possibly make recommendations for revisions.

Miriam Dewhurst reviewed the **Conflict of Interest Policy** and proposed that section 8 (Nondiscrimination) be amended to include “sexual preference” and “gender identify” as categories of persons who would not be discriminated against under this policy. It was suggested that a date of revision be added. **Moved that the proposed changes be recommended to the next Synod Assembly. SC**

W. D. Hasty reviewed the **Procedural Guide**. He noted that in Section VI, the first paragraph requires that all business (including overtures) must be submitted to the council at least two weeks prior to the convening of the council, while the second paragraph of subsection 6.2 says that overtures must be received by the Stated Clerk on or before the opening of the first business session of a Stated Meeting. **Moved that the Administration Committee, pending consultation with the Synod Executive, recommend to the Synod that the second paragraph of Section VI, 6.2, be amended to read “Overtures must be received by the Synod stated clerk *at least two weeks prior to the opening of the first business session.*” SC**

Ben Cahoon reviewed the **Personnel Policies and Practices** document and proposed several changes.

Under Section 6 Recruitment and Selection, Cahoon proposed adding two additional subsections, one related to the employment of relatives and the other to complying with immigration law. The text of the proposed additional sections follows:

“6.5 Employment of Relatives

Two or more members of an immediate family shall not be employed in such a way that they Directly supervise or directly report to one another. Such immediate kinships include Guardians and their wards and co-wards of the same guardian.”

“6.6 Immigration Law

All employees are required to furnish proof of citizenship or other required documents Indicating a legal right to work in the United states. A completed I-9 shall be a permanent Part of their personnel record.”

In addition, Cahoon proposed adding a paragraph to Section 9.6 Personal Activities, to state the expectation that full-time Synod employees will give the work of the Synod preference over other occupational interests. The text follows:

“The work of the Synod will take precedence over other occupational interests of full-time employees. All outside employment for salaries, wages, or commission, and all self-employment, for all full-time employees must be approved by the Synod Executive. Conflicting outside employment will be grounds for disciplinary action.”

Further, an additional subsection to Section 9 was proposed to address the use of Synod equipment and supplies.

“9.8 Synod Equipment and Supplies

Personal use of Synod-owned equipment or supplies by an employee or individual is Prohibited, unless approved by the Synod Executive.”

A fourth paragraph was proposed for subsection 10.2 Salary Review and Increments to specify the effective dates of salary adjustments, as follows:

“Approved salary adjustments shall become effective at the beginning of the next pay period or at such later date as may be provided.”

A second paragraph was proposed for subsection 13.5 Reduction in Force to clarify the situation where an employee is dismissed due to a reduction of force and later reinstated, as follows:

“An employee dismissed due to a reduction of force may be reinstated within one calendar year of the date of separation. This employee will be credited with all previously accrued benefits. Weeks of Severance allowed for Years of Service (13.6.1.a) shall reset upon reinstatement. The salary offered to a reinstated employee shall be as close as reasonably possible to their previous salary, within the range for the class or work, and consistent with across the board compensation changes.”

After discussion of each of these proposed changes, the Committee agreed to recommend them to the Synod Assembly.

Additionally it was noted that it is the responsibility of the Administration Committee to make sure the personnel policies are followed – e.g., Sections 7.1 Exempt Staff and 7.2 Non-Exempt Staff refer to evaluation of employees. Do we have standard forms or procedures for those things? If so, we should see them. If not, we should ask the Synod if we should create them. Do we need additional direction?

It was further noted that Section 10.2 Salary Review and Increments specifies that “All individual salaries will be reviewed annually by the Administration Committee...” Cahoon suggested that a subcommittee could act on behalf of the full committee and that there is time to do this between now and the March 2019 Synod Assembly. Similarly, a subcommittee could be appointed to review the terms of call of all administrative staff (Section 12.1 Review of Terms of Call).

Section 12.3 Corrective Action addresses the requirement that records of such discussions be kept and it was suggested that the Committee should do some sort of review to make sure that such notes are being made and kept. What would be the best way to do this?

Ed Terry and Calvin Lewers reviewed the **Child and Youth Abuse Prevention Program for the Synod of the Mid-Atlantic**. The document seems not to pertain to the Synod itself. After some discussion, it was decided that the Synod Executive would be consulted and that this policy would be on the agenda for the next Committee meeting.

Helen Bessent Byrd and Calvin Lewers reviewed the **Sexual Misconduct Policy**. The policy is well written and expresses concern for both the abuser and the victim. However, it was written before the Book of Order was extensively revised. Some content is not covered by the Book of Order and many numerical references are outdated. This document will be further discussed at the next Committee meeting.

Consideration of the Kate Bitting Reynolds guidelines and the Presbytery Minutes Review were also postponed until the next Committee meeting.

NEW BUSINESS:

None

ADJOURNMENT:

The meeting was adjourned at 9:00 p.m. with prayer by Calvin Lewers. The next meeting will be held via Zoom on Monday, August 13, 2018 at 7:00 p.m.

**SYNOD OF THE MID-ATLANTIC
ADMINISTRATION COMMITTEE MEETING
CONFERENCE CALL MINUTES
August 13, 2018**

OPENING:

The Committee was convened with prayer by W.D. Hasty at 7:10 p.m. on Monday, August 13, 2018, via Zoom.

ATTENDANCE:

Present were: Miriam Dewhurst (NCP), W. D. Hasty (Peaks), Calvin Lewers (CHA), and Ed Terry (BAL). As a quorum was present, Committee members decided to conduct items of business with W.D. Hasty serving as acting moderator. Absent was Helen Bessent Byrd (EVA), Ben Cahoon (NHO) and Nam Hong Cho ((AKAP).

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Miriam Dewhurst was appointed.

QUORUM:

The Acting Moderator declared a quorum was present.

MINUTES:

Approval of the August 6, 2018 Minutes was postponed to the next Committee meeting.

OLD BUSINESS ITEMS:

After some discussion, it was **moved that the Committee recommend the Kate Bitting Reynold Guidelines to the Synod for approval. SC**

After further discussion, it was **moved that the Committee recommend the Presbytery Minute Review Register to the Synod for approval. SC**

The remaining items of business were deferred to the Committee's next meeting, date and time to be determined.

NEW BUSINESS:

none

ADJOURNMENT:

The meeting was adjourned at 7:25 p.m. with prayer by W. D. Hasty.

**SYNOD OF THE MID-ATLANTIC
ADMINISTRATION COMMITTEE MEETING
CONFERENCE CALL MINUTES
August 20, 2018**

OPENING:

Moderator Helen Bessent- Byrd called the meeting to order at 7:05 p.m. with prayer by W. D. Hasty.

ATTENDANCE:

Present were: Helen Bessent Byrd (EVA), Ben Cahoon (NHO), Miriam Dewhurst (NCP), W. D. Hasty (Peaks), Calvin Lewers (CHA), and Ed Terry (BAL) Absent was Nam Hong Cho (AKAP).

APPROVAL OF DOCKET:

The docket was approved as presented.

APPOINTMENT OF RECORDING SECRETARY:

Miriam Dewhurst was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The August 6 and August 13, 2018 Minutes were approved as presented.

MODERATOR'S REPORT

The Moderator reported that she had consulted with the Synod Executive as to the need for language in the **Personnel Policies** Section 6 Recruitment and Selection regarding immigration status, and that he had agreed that the Policies need to be as inclusive as possible.

The Synod Executive also agreed that the deadline for submission of overtures in the **Procedural Guide** Section VI should be consistent.

With regard to the **Child and Youth Abuse Prevention Program for the Synod of the Mid-Atlantic**, the Synod Executive stated that the policy is meant for Synod-sponsored events and that if it happens for be a model for others, so be it. It was suggested that a better title for the document would be "Child Protection Policy".

OLD BUSINESS ITEMS:

Moved that the Administration Committee report to the 242nd Synod Assembly that the Committee has reviewed the administrative documents and found them in order subject to the recommended changes. SC

The Kate Biting Reynolds Guidelines were discussed at the August 13 meeting and deemed ready for Synod approval.

The Presbytery Minutes Review was also discussed at the August 13 meeting and deemed ready to be referred to the Synod, noting the deficiencies identified and the lack of a report from AKAP.

NEW BUSINESS:

The Moderator reported that the Moderator of the Finance Committee would like the Administration Committee to consider the need for a Synod Treasurer and to help in preparing a job description for the position. It was agreed that the Administration Committee would meet again via Zoom on August 27 at 7:00 p.m. with the Finance Committee to discuss the question. It was noted that having a list of the proposed duties of a Treasurer before the meeting would be helpful.

The Moderator reported that a rationale must accompany the job description for a full-time Synod Executive/Stated Clerk. She will draft the rationale. It was noted that this proposal may be controversial as at least some presbytery executives and others do not want the Synod to engage in programmatic activities.

ADJOURNMENT:

The meeting was adjourned at 7:50 p.m. with prayer by Helen Bessent Byrd. The next meeting will be held on Monday, August 27, 2018, at 7:00 via Zoom.