

**SYNOD OF THE MID-ATLANTIC
ADMINISTRATION COMMITTEE MEETING
CONFERENCE CALL MINUTES
Monday, June 10, 2019**

OPENING:

Moderator Helen Bessent- Byrd called the meeting to order at 7:08 p.m. with prayer.

ATTENDANCE:

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

APPROVAL OF DOCKET:

The docket was approved.

APPOINTMENT OF RECORDING SECRETARY:

Miriam Dewhurst was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The Minutes of the Committee's meeting at the 243rd Synod Assembly (March 11, 2019) were approved as presented.

BUSINESS ITEMS:

EVALUATION OF 243RD SYNOD ASSEMBLY (SURVEYS)

W.D. Hasty reported that 15 surveys had been turned in. He provided a summary of the comments. A majority of those responding had positive views of the Assembly. Suggestions for improvement included:

- Having a mic at the podium
- Having both worship services in the fellowship hall
- Having committee reports distributed before the reports are presented
- Allowing more time for the business portion of the Assembly

It was the consensus of the Committee that the evaluation forms be used again in September and it was hoped that more commissioners would fill one out.

SYNOD TREASURER POSITION

Helen reported that the items of business for this meeting had been forwarded by the Synod office, including a Synod Treasurer position. The Committee had discussed the possibility at length in 2018, concluding that there was no need for a Synod Treasurer unless the Commonwealth of

Virginia required one. Helen will inquire of the Synod staff and if a position description for a Synod Treasurer is required, Ben and Calvin will work on drafting one.

WESTMINSTER PRESBYTERIAN HOMES REQUEST

Forest Kerns, representing Westminster Presbyterian Homes (WPH), attended the Committee's meeting at the 243rd Assembly and asked the Committee to consider recommend that the Synod assume the responsibilities of the WPH. Those responsibilities have been considerably diminished since WPH's founding in 1966, as several of the Homes have severed their ties to the PC(USA). Currently the WPH's responsibilities include: (1) evaluating and approving the Presbyterian board members for the remaining three facilities (Richmond, Lynchburg and Winchester); and (2) evaluating and approving changes I the facilities' bylaws.

The Committee wished to do some research before making a recommendation to the Assembly and asked Mr. Kerns to provide WPH bylaws and the bylaws of the three Westminster Canterbury facilities. There was also a desire to communicate with the facilities about whether, and what kind of relationship they would like to have with the PC(USA). Mr. Kerns has sent Helen materials, which she will be sending to Committee members. The Committee would also like clarity about any legal or financial implications to assuming the WPH's responsibilities. The decision was made and approved by the Synod to December of 2016 that the WPH's remaining funds on hand would be split between Westminster Homes in Richmond, Lynchburg and Winchester. Helen and Miriam will work on gathering more information.

EVALUATION OF THE SYNOD EXECUTIVE

The Committee needs to prioritize the list of responsibilities in the position description; where the Synod Executive is focusing for this year, hopefully in a way that is measurable. Miriam and Calvin will continue to work on this.

SYNOD ADMINISTRATOR POSITION

Tami Scott has gathered information from other synods about their office staffs and the compensation. She will be sending that information to the Committee very soon. She will also send her current position description. Helen and another Committee member will work on a recommendation about creating a position description for the full time Synod Administrator, including the financial implications.

REVIEWING PENDING POLICIES

The Committee reviewed all the Synod's policies in 2018. The revised Operations Manual is the only set of policies not yet approved by the Synod. It will be presented for approval at the 244th Synod Assembly in September.

DATES/LOCATIONS OF FUTURE ASSEMBLIES

The 244th Synod Assembly is scheduled for September 13-14, a Friday and Saturday. Committee members suggested that fall Saturdays were difficult and that perhaps Friday/Saturday assemblies could be better scheduled in March. If the March 2020 assembly has not yet been scheduled (Helen will research), it could be scheduled for March 13-14, 2020, a Friday/Saturday. The 245th Assembly could be scheduled for September 14-15, 2020, a Monday/Tuesday and the 246th Assembly could be scheduled for March 12-13, 2021, a Friday/Saturday. It was agreed that assemblies should

continue to be held at Ginter Park Presbyterian Church, which is centrally located, and proximate to Union Theological Seminary. Also, holding an assembly elsewhere would be a large burden on the administrative staff.

PRESBYTERY MINUTES REVIEW

The Presbytery minutes review will be conducted by the usual process and the Committee will receive documentation that the reviews have been completed, probably in July or August.

NEXT MEETING

It was agreed that the Administration Committee would meet again on Monday, July 15, 2019, at 7pm, via zoom.

ADJOURNMENT

The meeting was adjourned at 8:08pm and closed with prayer by Ed Terry.

**SYNOD OF THE MID-ATLANTIC
ADMINISTRATION COMMITTEE MEETING
CONFERENCE CALL MINUTES
Monday, August 12, 2019**

OPENING:

In the absence of Committee Chair Helen Bessent- Byrd , W.D. Hasty called the meeting to order at 7:15 p.m. with prayer.

ATTENDANCE:

Present were: Ben Cahoon (NHO), Miriam Dewhurst (NCP), W.D. Hasty [Peaks], Calvin Lewers (CHA), and Ed Terry [BAL].

APPROVAL OF DOCKET:

The docket was approved.

APPOINTMENT OF RECORDING SECRETARY:

Miriam Dewhurst was appointed.

QUORUM:

The Moderator declared a quorum was present.

MINUTES:

The Minutes of the Committee's meeting via Zoom on July 15, 2019 were approved as presented.

BUSINESS ITEMS:

SYNOD ADMINISTRATOR POSITION

Information related to and a rationale for increasing the Synod Administrator's position to full time has been sent to Helen. The Committee will review this material and determine a recommendation at its next meeting.

WESTMINSTER PRESBYTERIAN HOMES REQUEST

Helen has sent a letter to Mr. Kerns requesting WPH Inc.'s Articles of Incorporation, By-Laws, and annual reports and budget and actual income and expenditures for each of the last 3 years. Also requested were the Articles of Incorporation and By-Laws for each Westminster-Canterbury Home under WPH's auspices. It is hoped that these materials will be available for the Committee's meeting at the Assembly in September.

EVALUATION OF 243RD SYNOD ASSEMBLY (SURVEYS)

W.D. Hasty has been working with Tami Scott. The survey will be included in the advance packet for the next Assembly, and there will be hard copies available at the meeting.

EVALUATION OF THE SYNOD EXECUTIVE

It has only been five months since the Warren and the Administration Committee agreed on a set of goals and objectives, with the understanding that it would probably take 12-18 months to accomplish most of them. Warren provided a progress report to Calvin and Miriam and this document has been sent to the rest of the committee. Further discussion will take place at the committee's next meeting during the Synod Assembly.

ADJOURNMENT

The meeting was adjourned at 7:32pm and closed with prayer by Calvin Lewers.