

x
x

APPROVED
MINUTES OF THE EXECUTIVE COUNCIL
OVERNIGHT PLANNING MEETING
WAYCROSS CAMP & CONFERENCE CENTER

November 6 – 7, 2009

Friday, November 6, 2009

Elected & Appointed Members in attendance:

Mr. Randy Bridges, The Rev. Polk Culpepper, Ms. Marianne Dice, The Rev. Kristen Dobyns, Ms. Karen Dorfman, The Rev. Richard Godbold, The Rev. Todd Kleffman, The Rev. Canon Zoila Manzanares, The Rev. C. Davies Reed, Ms. Amy Scott, The Rev. Walter Sherman, Mr. John Steele, Mr. Joseph Weaver, The Rt. Rev. Catherine Waynick.

Elected & Appointed Members absent:

Mr. Gordon Hershey, Mr. Steve Holt.

Ex-officio Members & Guests in attendance:

Canon Marsha Gebuhr, The Rev. Canon Bruce Gray, The Rev. Canon Debra Kissinger, Mr. Thomas Wood, Sally Cassidy, Secretary.

Bishop Waynick opened the meeting at 7:30 pm with prayer.

Bishop Waynick started the evening with a short history of how Executive Council/Standing Committee came about in this Diocese under Bishop Crane in the 1970's and where we are today.

Bishop Waynick excused herself at 8:15 pm and Canon Kissinger continued with ice breakers and the opportunity for all returning and new members to get to know each other a bit better. Canon Kissinger shared the [Johari Window](#) as a tool for the use of the Executive Council.

The meeting adjourned after Compline at 9:15 pm.

Saturday, November 7, 2009

Bishop Waynick called the meeting to order with prayer at 9:00 am.

Election of Secretary and Vice-President:

Joe Weaver moved to nominate Sally Cassidy as Secretary to the Executive Council, there were no other nominations, the election of Sally Cassidy was affirmed by applause as secretary.

The duties of a Vice-President are listed in the by-laws and the Bishop has added two other expectations of the Vice-President which are 1) help be the case manager that the Commissions are doing their work & getting communications done in a timely way and 2) to work with the Bishop and the Canons to provide some leadership information at every one of our regular Council meetings.

Joe Weaver nominated Karen Dorfman, there were no other nominations from the floor, the election of Karen Dorfman as Vice-President was affirmed by applause.

It was discussed that the 4 Committees of Executive Council will change their names to be the 4 Commissions of Executive Council and Committees will work under the Commissions.

The following people have been assigned to the Commissions of Executive Council as follows:

Administration & Budget Commission:

Chair, Gordon Hershey
C. Davies Reed
Randy Bridges

Congregation & Community Life Commission:

Co-Chair, Karen Dorfman
Co-Chair, Todd Kleffman
Zoila Manzanares
John Steele
Marianne Dice

Local & Global Outreach Commission:

Chair, Walter Sherman
Joe Weaver
Richard Godbold

Exploration & Opportunity Commission:

Chair, Polk Culpepper
Kristen Dobyms
Amy Scott
Steve Holt

Each Commission had the opportunity to work together on getting the budget & evaluation processes in place for each Commission.

Budget Committee:

Tom Wood & Marsha Gebuhr provided the flow chart, titled Diocesan Finances, the approved Diocesan Budget for 2010, the Proposed Budget Procedure, Treasurers Report.

Tom reported at the last meeting of the Budget Formation Committee suggested the attached Budget Procedure to be adopted by the Executive Council for developing the next year's budget.

The Council broke out into their respective Commission. When all returned the Proposed Budget Procedure was discussed as worked upon.

Polk Culpepper moved to adopted the Proposed Budget Procedure (see below) as Policy of the Executive Council, Todd Kleffman seconded and it passed unanimously.

The Budget and Formation Committee through the Commission for Administration and Budget presents the following to the Executive Council for consideration and action at this year's November meeting at Waycross.

Diocesan Priorities

That the Executive Council prepare a yearly document at their first meeting - the overnight session - to articulate the current priorities of the diocese as experienced by members of the Executive Council and their constituencies, and by reflections from our recent diocesan convention. This document will be the guideline for developing the next year's budget.

Proposed Budget Procedure

That the Executive Council review, make changes, and adopt a budget procedure that can be enacted for 2010. It has to be acknowledged that for the most part, our current procedures for developing a meaningful diocesan budget by the Executive Council has failed. The Budget Formation Committee has concluded that it obviously has been too much for individual members of the Executive Council to dig out all the information necessary to make intelligent budget decisions. We believe that by using a standardized request form together with past history, a common, strong starting point can be provided as a meaningful base for deliberations. This should allow all the commissions to carry out their work of developing a budget that is consistent with diocesan priorities. The following procedure hopes to insure this process.

1. The Budget Formation Committee

The Budget Formation Committee shall consist of the following:

- Chair of the Budget and Administration Commission of Executive Council – Chair
- All members of the of the Budget and Administration Commission
- The Chairs of the other Executive Council Commissions
- Chair of Personnel and Policy
- Members at Large appointed by bishop
- Diocesan Treasurer - ex officio

- Canon for Administration - ex officio
- Canon to the Ordinary - ex officio

2. The Commissions of Executive Council will devise budget request forms by December 16th. These forms will be sent to current and past budget participants along with their disbursement history for the previous year, if any, by January 15th. Forms may also be sent to any new entity that is recommended by Executive Council (EC) Commissions. The forms will be sent out by the Canon for Administration and must be returned to the Diocesan Office by March 1.

3. The Canon for Administration will compile all requests. These will appear in the format of Budget Disbursements as associated with a normal budget presentation, but without any income figures or adjustments to the requests. These will be discussed by BFC at a meeting to take place the first week of March.

4. At that meeting the disbursement document will be distributed to the respective Commission Chairs along with the request forms with their associated disbursement history for those requests that fall within their purview to take back for action by their commission.

5. The respective commissions are charged with reviewing the requests with the expectation that they will have conversations with the entities that fall under their umbrella. They are then to 1) Prioritize the requests as measured against the mission of the diocese with the most important listed first. 2) Make any adjustments in the requests they deem to be justified. The Commissions may wish to bring certain concerns to the entire EC at their March meeting.

6. The Commission reports are to be submitted by May 1st. Meanwhile, the Canon for Administration will gather information from the parochial reports for apportionment figures, and the Investment and Finance Committee will determine the amount of income that will be available from the diocesan investments. BFC will then prepare a preliminary budget document based on the Commission reports and supplied income figures for review at the June EC meeting.

Meanwhile, the deanery representatives of EC are charged to report on the progress of the budget to their respective deaneries and carry concerns of the deaneries to the respective commissions of EC, the BFC, and the EC as a whole.

7. Following the June EC meeting, the Commissions shall notify any requesting entities of any reductions in their requests. Any appeal should be directed to the appropriate commission of EC. The commission chair will then bring these to the next BFC with their commission's recommendations for BFC consideration.

8. BFC will then tweak the budget document according to input from the June EC meeting and according to other adjustments that normally arise during the summer - particularly final insurance figures. A final budget document will be presented to EC at their September meeting for action. It will then be distributed to the congregations of the diocese. The budget will be

posted online and deanery meetings should not meet until after the posting of the budget online. Therefore deanery meetings should be in the last two weeks of September and the first week of October.

9. EC will present the proposed budget to the Diocesan Convention for final action.

Norms:

Bruce Gray, asked what are the important common rules of living that we should have together as an Executive Council so that our work progresses well, effectively and with good feelings?

The following norms were discussed and agreed upon unanimously:

- All necessary information is sent to the council members online a week in advance of the meeting.
- One person speak at a time, addressing each other respectfully even if you disagree.
- Use it is “also true language” rather than that “is wrong” language.
- Meeting dates 18 months out.
- Begin regular meetings at 10 AM and end no later than 3:30 PM.
- All meetings be held at a mutually convenient venue even if there are repeat locations (Columbus, Waycross).
- Commissions should hold meetings in various locations around the diocese.
- Wi-Fi internet accessibility is very helpful.
- Begin each portion of the meeting with two minutes of silence and a spoken prayer.
- Incorporate convention Eucharist format into a EC meeting.
- Meetings last at least as long as the longest drive time.
- There be a way for a member who cannot be physically present to participate (e.g. conference call, web cam, etc.).
- Learning and having fun and chocolate are part of the E.C. work.
- Commissions report to each EC meeting and submit a written report to convention.
- Commissions report to the rest of the EC via email within a week a report of their meetings.
- Email and internet etiquette applies to our work.

Individual members of Executive Council are responsible to:

1. Hold the Executive Council and its ministries in prayer.
2. Attend all regular meetings of the Council. There are currently only four meetings per year of the entire Council.
3. Participate fully in the work of their Council Committees
4. Become thoroughly familiar with the process and contents of the Diocesan Budget

5. Provide information to the Deaneries they represent in a variety of ways, including attendance at Deanery Council meetings.
6. Regularly monitor e-mail (list serve) communications from the bishop's office and staff, responding to messages promptly. "Regularly" means at least weekly – and often!
7. Take training mandated for all members of our Church who are in leadership positions, including but not limited to Safeguarding God's Children, and Safeguarding God's People.
8. Make arrangements to have the necessary documents and reports needed to conduct business in regular meetings of the Council. Such documents are provided on line and by e-mail. If a member wishes to work with printed copies, he or she should make them. We will endeavor to hold meetings in places with internet accessibility so that laptops can be used.
9. Attend Diocesan and Deanery functions; eg., Convention, Celebrations of New Ministry in parishes within Deaneries, events with/for Companion Dioceses,

C&CL Commission

Karen Dorfman will be e-mailing these to all of the Executive Council. They are not complete at this time.

Local & Global Missions:

**ACTION PLAN FOR THE GLOBAL AND LOCAL OUTREACH
COMMISSION (GLOC)**

--OBJECTIVE: To understand what it means to be a cooperating ministry of the Diocese

| <u>Action</u> | <u>How</u> | <u>When</u> | <u>Who</u> | <u>Resources</u> |
|---|-----------------|----------------|------------|------------------|
| Read Canons about cooperating ministries | Website, Marsha | by 12/15 | Members | |
| Define what it means to be a cooperating ministry | Meeting | 12/15, 9:30 AM | Members | |

--OBJECTIVE: To make allocations of money to cooperating ministries of the Diocese and to other constituencies of the GLOC

| <u>Action</u> | <u>How</u> | <u>When</u> | <u>Who</u> | <u>Resources</u> |
|-------------------------------|------------|--------------|------------|------------------|
| Devise a form for cooperating | Meeting | 12/15, 11 AM | Members | New Albany |

ministry to request \$

Meet with cooperating ministries

Appointments

2/18, 10-2

Cooperating ministries

Make \$ allocations to cooperating ministries

Meet

2/18, 2-3

Members

St. Alban's

Narratives for budget

Meet

2/18, 3-3:30

Divided amongst members

--OBJECTIVE: To expand the list of cooperating ministries of the Diocese of Indianapolis

| <u>Action</u> | <u>How</u> | <u>When</u> | <u>Who</u> | <u>Resources</u> |
|---|------------|-------------|---------------|--------------------------------|
| Seek out new cooperating ministries | Meeting | 6/26, 9 AM | Members | Letters, sent from St. Alban's |
| Offer to EFHN ministries the opportunity to become cooperating ministry | Meeting | 6/26, 9 AM | Members, EFHN | Letters, sent from St. Alban's |

Exploration & Opportunity:

Objective#1: To assist the Young Adult group of the Diocese in promoting itself

| <u>Action</u> | <u>How</u> | <u>When</u> | <u>Who</u> | <u>Resources</u> |
|---|--|-------------|---------------|------------------|
| Recruit young adults to commission & seek their guidance & feedback | Ask Les Carpenter, Charles Allen, & Hilary to be members of the Commission | by Nov 18 | Kristin & Amy | |

Objective #2: Support small town Episcopal congregations in reaching out to the unchurched in their communities

| <u>Action</u> | <u>How</u> | <u>When</u> | <u>Who</u> | <u>Resources</u> |
|---------------|------------|-------------|------------|------------------|
|---------------|------------|-------------|------------|------------------|

| | | | | |
|---|---|----------------|---------|---|
| Offer examples of worship services alternative to the BCP that might appeal to the unchurched | Research alternative of worship services used by Episcopal congregations trying to attract the unchurched | by Jan. 1,2010 | Members | Bruce Gray, angloimergent.org, Partner w/Mission Strategy Group, Congregational coaches |
|---|---|----------------|---------|---|

Administration & Budget Commission:

Goal

- That the Budget Administration Commission feels as though they have developed a budget that is truly representative of the priorities of the Diocese
- **Objective**
 - Revise the procedure for budget formation
 - **Action Item**
 - Request each Commission Develop an application form for its commission to use in providing information to budget stakeholders that form to be returned to Marsha by December 10
 - **The Commissions Agreed to This.**
 - We are looking for agreement from the Commissions today. - **Received**
 - BAC will review said forms via electronic meeting either video or conference call, revise and provide for distribution by January 15th.

Goal

- To have a member of the BAC will automatically be a member of the PP&C
 - **Objective:**
 - To maintain the connection between the budget and the ever increasingly complicated aspects of personnel and Policy and Compensation.
 - **Action Item**
 - Bp Waynick Agreed to make this happen as soon as we agree on the person to take this on.

Follow-up Action Items

- **DEADLINE: 16th of November**
- Randy to become the liaison between the PAC and the PP&C

- Davies to become the Co-Chair of PAC until Gordon can return full-time.
- **THESE MUST FIRST BE AGREED UPON BY THE FULL MEMBERSHIP OF THE PAC WHICH WAS NOT IN ATTENDANCE AT THE TIME OF THIS POSTING.**

Minutes of the September Meeting:

Walter moved to accept the Draft minutes of the September 19, 2009 meeting, Joe Weaver seconded and they passed unanimously.

Treasurer's Report:

Tom passed out his Treasurer's Report and spoke to it.

Karen Dorfman moved that the Treasurer, with the support from the Investment and Finance Committee, and in accordance with the provisions of Canon 7, requests that the Executive Council appropriate \$38,000.00 to fund consultation services with Cooke Financial Group. Joe Weaver seconded. Discussion followed. Passed unanimously.

Tom Wood, spoke as to where this funding would come from. In the 2009 non-budget allocation of \$162,572.00 that was taken from the investment fund for special needs (you may recall a few years ago the Finance Committee started recommending to the Budget Committee that we take out ½ of 1 percent of our allotted investment income and assign it to that new congregation or other special issues that is outside of the budget, particularly to help Congregational Development Fund and that has not yet been assigned for this year, except for \$18,000.00 has already appropriated for next years budget. The Cabinet has recommended that the allocation be set as follows:

1. \$38,000.00 set aside for investment consultation services
2. \$10,000 be moved to the equipment reserve fund which is essentially depleted
3. The remainder be moved to the Congregational Development Fund where one of the identified uses will be to upgrade the computer systems in congregations to current standards.

Joe Weaver moved and Todd Kleffman seconded the above source of funding. Passed unanimously.

Future Meeting Dates:

Bishop suggested that any of the business that we have to conduct between now and the end of the year, are things that we can accomplish on line and we will ratify at our meeting on January 9, 2010. They are things like designating housing allowance for clergy who are paid by the Diocese. There are line item adjustments to the budget that always come at the very end of the year and these items can be handled on line. So the December meeting is cancelled. Per our by-laws, the only way things can come for a vote on line is that they come through the Bishop's office.

The dates and places for the 2010 and 2011 meetings are:

2010:

January 9th at St. Paul's, Columbus, IN

March 13th at St. Paul's, Columbus, IN

June 26th at Waycross

September 11th at St. Paul's, Columbus, IN

Overnight Planning Meeting November 12 – 13th at Waycross

2011:

January 8th at Waycross

March 12th at St. Paul's, Columbus, IN

June 25th at Waycross

September 10th at St. Paul's, Columbus, IN

Overnight Planning Meeting November 11 – 12th at Waycross

Karen Dorfman moved the following motion:

The Executive Council of the Diocese of Indianapolis hereby commends St. David's, Bean Blossom, on their challenge grant to the Southeast Deanery. The Council will take their message around the Diocese for living into and demonstrating our mission: Deepening our Faith and Widening our Embrace!

This passed unanimously.

Karen will get a letter out to the clergy and leadership of St. David's from the Executive Council.

Bishop has sent to all members of the Council the Covenant of Companion Partnership the Dioceses of Bor, Indianapolis and Brasilia. This document describes the priorities for ministry in general terms in each of the Diocese and pledges support and calibration. The Bishops have signed it as a first step in moving toward this commitment when all partners were here in July and we gave each other until Advent 2010 to present this to our various synods or conventions for affirmation. Take some time to look it over, see if there is anything you might have questions about. Bishop will be asking the Executive Council to bring it to our Diocesan Convention in October 2010 for affirmation.

Other Business:

Walter Sherman moved for approval of the 2010 EFHN allocations recommended by the EFHN Board. Passed unanimously. Also noted that 2010 Emergency Assistance to Clergy Discretionary Funds will be discontinued though the EFHN Board is hopeful this can be reinstated in future years.

Walter Sherman moved that we adjourn, seconded by Joe Weaver.

Bishop adjourned the meeting at 2:30 pm

Respectfully submitted,

Sally Cassidy

Sally Cassidy

The Rt. Rev'd Catherine M. Waynick

+ *Catherine Waynick*