

Appendix E

Approved Coordinating Council Meeting Minutes
October 2020 – January 2021

MINUTES
Presbytery Coordinating Council
October 1, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a called meeting on Thursday, October 1, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Larry Green, Bill Hoff, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Kristie Hall, Larry Green, Yvan Kelly, and David Lee.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk), Chris Lieberman (Relationship Coordination Director), and Joe Albright (Moderator-Elect).

Diane Wilson called the meeting to order at noon, and Sandra Hedrick led the opening prayer.

The Coordinating Council took the following actions:

- Approved all of the minutes of meetings held up to this date that have not been previously approved.
- Approved the recommendation of the New and Emerging Ministries Committee to approved the annual plan of the First Gainesville College Ministry program that receives synod funding.
- Appointed Bill Hoff and Kristie Hall as the Co-Chairs of the New and Emerging Ministries Committee.
- Planned content for the next regular "connection" letter from the Coordinating Council to the presbytery.
- Decided that stated meetings of the Coordinating Council will be held at 9:30 on October 15 and November 19 and at noon on October 29 and November 12.

The meeting was closed in prayer led by Patti Phillips at 12:45 p.m.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
October 15, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on October 15, 2020, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Bill Hoff, Larry Green, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Kristie Hall, Yvan Kelly, and David Lee.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk), Chris Lieberman (Relationship Coordination Director), and Joe Albright (Moderator-Elect).

Coordinating Council Chair Diane Wilson called the meeting to order at 9:30 a.m., and Vickie Bossuot led the opening devotional and prayer.

The Coordinating Council took the following actions:

- Received reports from its committees, administrative commissions, and the stated clerk.
- Approved giving books and furniture from the presbytery office to Montgomery Presbyterian Conference Center (MPCC) to be offered to the whole presbytery as a fundraiser for Montgomery.
- Approved a request by the stated clerk to use the remaining continuing education funds under her three-year contract for her upcoming family retreat at MPCC.
- Approved a motion to ask the chair of the Administrative Commission for the St. Johns Presbyterian Church to come to the next Council meeting with a plan for completing the dismissal of the St. Johns church if possible.
- Set the December meetings of the Coordinating Council on December 3 (noon) and December 17 (9:30 a.m.).

The meeting was closed in prayer led by Joe Rigsby at 11:35 a.m.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
October 29, 2020 at Noon
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a short stated meeting on Thursday, October 29, 2020, at Noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Larry Green, Bill Hoff, Walk Jones, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Vickie Bossuot, Kristie Hall, and David Lee.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk), Chris Lieberman (Relationship Coordination Director), and Joe Albright (Moderator-Elect).

Diane Wilson called the meeting to order at noon, and Patti Phillips led the opening prayer.

The Coordinating Council took the following actions:

- Approved making an offer to a candidate for Ministry and Mission Coordinator in the amount of \$107,793 (total package).
- Planned content for the next regular "connection" letter from the Coordinating Council to the presbytery.

The meeting was closed in prayer led by Walk Jones at 12:30 p.m.

Submitted by:
Sandra Hedrick
Clerk of the Coordinating Council

MINUTES

**Presbytery Coordinating Council
Called Meeting
November 6, 2020
Diane Wilson, Chair**

After proper notice, a called meeting of the Coordinating Council of the Presbytery of St. Augustine was convened on Friday, November 6, 2020 at 12:05 p.m. for the purpose of considering the selection of a Ministry and Mission Coordinator. The Council met electronically by Zoom.

Present and constituting a quorum were Diane Wilson (Council Moderator), Suzi Lemen, Bill Hoff, Joe Rigsby, Patti Phillips, Madeline Scales-Taylor, Vicki Bossuot, Larry Green, Walk Jones and Edd Norris (Presbytery Moderator). Also present were Chris Lieberman (Relationship Coordination Director), Sandra Hedrick (Stated Clerk) and Ed Kelly (Assistant Stated Clerk).

Excused/Absent were David Lee, yvan Kelly and Paige Porter-Buhl (who was not able to connect electronically).

The meeting was opened with prayer lead by Diane Wilson. Ed Kelly served as secretary for the meeting.

The Council interviewed Holly Inglis, the candidate recommended by the Personnel Team for the position of Ministry and Mission Coordinator. Thereafter the Council discussed the results of the interview and took the following actions:

- The Council voted to offer Holly Inglis the position of Ministry and Ministry Coordinator with her employment to commence on December 6, 2020, with compensation and benefits based upon the Terms of Call attached to these minutes, contemplating total compensation and financial benefits in the amount of \$109,293. [*The acting secretary was instructed to report, and does hereby report, that Holly Inglis accepted the position on the terms offered by the Council*]
- The Council approved an extension of Chris Lieberman's employment with the Presbytery, to end on the close of business on November 30, 2020.

There being no further business to come before the Council, the meeting was adjourned with prayer led by Joe Rigsby at approximately 1:30 p.m.

Prepared by: Ed Kelly, Acting Secretary

Ministry and Mission Coordinator Terms of Call

Ministry and Mission Coordinator

Salary	\$30,100	
Housing	<u>\$42,000</u>	
Total Effective Salary		\$72,100
Auto Expense	\$2,500	
Travel and Expenses	\$1,500	
Continuing Ed	<u>\$1,000</u>	
Total Reimbursable		\$5,000
Major Medical	\$18,025	
Pension	\$8,652	
Seca	<u>\$5,516</u>	
Total Benefits		\$32,193
Total Package		\$109,293
Vacation	4 weeks	
Study Leave	2 weeks	

MINUTES
Presbytery Coordinating Council
November 12, 2020 at Noon
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a short stated meeting on Thursday, November 12, 2020, at Noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Larry Green, Bill Hoff, Walk Jones, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Kristie Hall, David Lee, and Paige Porter-Buhl.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk), Chris Lieberman (Relationship Coordination Director), and Joe Albright (Moderator-Elect).

Diane Wilson called the meeting to order at noon, and Joe Rigsby led the opening prayer.

The Coordinating Council took the following actions:

- Shared with Chris Lieberman its deep gratitude for his service in the ministry of Relationship Coordination Director.
- Designated Chris Lieberman and Jerie Lukefar to make the decision on which applicants would receive the limited number of Association of Presbyterian Church Educators scholarships for their annual event.
- Planned content for the next regular "connection" letter from the Coordinating Council to the presbytery.

The meeting was closed in prayer led by Bill Hoff at 12:40 p.m.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
November 19, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on November 19, 2020, at 9:30 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Bill Hoff, Larry Green, Walk Jones, Edd Norris, Page Porter-Buhl, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Joe Albright, Kristie Hall, Yvan Kelly, David Lee, Suzi Lemen, and Patti Phillips.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk) Chris Lieberman (Relationship Coordination Director), and Do In Kim (Class of 2023).

Coordinating Council Chair Diane Wilson called the meeting to order at 9:30 a.m., and Paige Porter-Buhl led the opening devotional and prayer.

The Coordinating Council took the following actions:

- Approved minutes submitted by the stated clerk for the following meetings: October 2, October 15, October 29, November 6, and November 12, 2020.
- Approved communicating a request to the Presbytery Trustees to include on their checklist when receiving real property to apply for a real property tax exemption at the first opportunity.
- On a recommendation from the Finance Team that the Coordinating Council interpret the requirement for an audit of the books of Montgomery Presbyterian Conference Center (MPCC) to be met by a "reviewed financial statement" as compliance for the calendar year 2019, approved a motion to postpone the decision to the December 17, 2020 meeting. Moderator Edd Norris will invite MPCC treasurer Alan Cummings and Executive Director Monica Williams to that meeting to explain the advisability of permitting a "reviewed financial statement" instead of a full audit.
- Upon review of the remedial complaint filed against the Presbytery of St. Augustine with the Synod of South Atlantic, approved a motion authorizing Diane Wilson, Edd Norris, and Joe Albright to appoint a committee of counsel of three persons. The Coordinating Council

will ask Suzi Lemen to work with the Administrative Commission for the St. Johns Presbyterian Church (along with any others asked to do so) with the plan that, if possible, dismissal of the St. Johns church will occur at the February 2021 stated presbytery meeting. The committee of counsel shall respond to the complaint within 45 days and coordinate that response in a timely manner with the Coordinating Council.

- Endorsed the request of the Administrative Commission for the Nueva Esperanza Presbyterian Church (NEPC) to transfer approximately \$13,000 in funds to a designated account at Kirkwood Presbyterian Church for Spanish ministry, and referred to the Finance Team for its input the suggestion that the approximately \$10,000 "on the books" due from NEPC to the presbytery be paid from the proceeds of the sale of the property that NEPC once occupied on Normandy Boulevard.
- Received reports from its committees, administrative commissions, and the stated clerk.
- Set the December meetings of the Coordinating Council on December 3 (noon) and December 17 (9:30 a.m.). The dates set in 2021 include: January 7 (noon) (for the purpose of deciding whether the February 6, 2020 presbytery meeting will be in person or online), January 14 (9:30), January 28 (noon), February 11 (noon), and February 18 (9:30).

The meeting was closed in prayer led by Chris Lieberman at approximately 11:30 a.m.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
December 3, 2020 at Noon
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on December 3, 2020, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Larry Green, Bill Hoff, Walk Jones, Yvan Kelly, Suzi Lemen, Edd Norris, Patti Phillips, Page Porter-Buhl, Joe Rigsby, and Diane Wilson.

Absent/Excused: Kristie Hall, David Lee, and Madeline Scales-Taylor.

Also Present: Ex-Officio members Sandra Hedrick (Stated Clerk), Joe Albright (Moderator-Elect), and Do In Kim (Class of 2023).

Coordinating Council Chair Diane Wilson called the meeting to order at noon, and Yvan Kelly let the opening prayer.

The Coordinating Council took no formal actions. Updates were provided on staff transition plans, the status of the application for forgiveness of the Paycheck Protection Program (PPP) loan, and other matters. The Coordinating Council will not send a "Staying Connected" email this week.

The next meeting of the Coordinating Council will be held on December 17 (9:30 a.m.). The dates set in 2021 include: January 7 (noon) (for the purpose of deciding whether the February 6, 2020 presbytery meeting will be in person or online), January 14 (9:30), January 28 (noon), February 11 (noon), and February 18 (9:30).

The meeting was closed in prayer led by Larry Green at 12:30 p.m.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
December 17, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on December 17, 2020, at 9:30 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Larry Green, Yvan Kelly, Walk Jones, Suzi Lemen, Edd Norris, Joe Rigsby, Madeline Scales-Taylor, and Diane Wilson.

Absent/Excused: Kristie Hall, David Lee, and Patti Phillips.

Also Present: Ex-Officio members Joe Albright (Moderator-Elect), Sandra Hedrick (Stated Clerk), Holly Dillon Inglis (Ministry and Mission Coordinator), Do In Kim (Class of 2023), Monica Williams (Executive Director of Montgomery Presbyterian Conference Center), and Alan Cummings (Treasurer of MPCC).

Coordinating Council Chair Diane Wilson called the meeting to order at 9:30 a.m., and Walk Jones led the opening devotional and prayer.

The Coordinating Council took the following actions:

- Approved minutes submitted by the stated clerk for the meetings held on November 19 and December 3.
- Received reports from its committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Approved holding the February 6, 2021 Winter Stated Meeting by Zoom.
- Approved recommending for presbytery approval the new "Covenant within the Presbyterian Church (U.S.A.) among Presbyterian Disaster Assistance, Florida Presbyterian Disaster Assistance Network, Inc., and the Six Presbyteries in Florida."
- Approved the recommendation from the Finance Team that the Coordinating Council interpret the requirement for an audit of the books of Montgomery Presbyterian Conference Center (MPCC) to be met by a "reviewed financial statement" as compliance for the calendar years 2019 and 2020.

- Reviewed and endorsed the direction of the response to be filed by the committee of counsel appointed to respond to the remedial complaint filed by the session of the St. Johns church against the presbytery. The members of the committee of counsel are: Cindy Anderson (RE - Community), Gardner Davis (RE - Riverside), and Walk Jones (TE - First Ocala).
- It was reported that following the referral by the Coordinating Council, the Finance Team supported the Coordinating Council's endorsement of the request of the Administrative Commission for the Nueva Esperanza Presbyterian Church (NEPC) to transfer approximately \$13,000 in funds to a designated account at Kirkwood Presbyterian Church for Spanish ministry. The approximately \$10,000 "on the books" due from NEPC to the presbytery will be paid from the proceeds of the sale of the property that NEPC once occupied on Normandy Boulevard.
- Confirmed that the next meetings will be held on January 7 (noon), January 14 (9:30), January 28 (noon), February 11 (noon), and February 18 (9:30). The January 14 meeting will begin with traditional business items at 9:30 a.m. and strategic planning at 10:30 a.m.

The meeting was adjourned at noon with prayer led by Holly Dillon Inglis.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
January 7, 2020 at Noon
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on January 7, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Larry Green, Julie Higbee, Bill Hoff, Walk Jones, Do In Kim, Suzi Lemen, Edd Norris, Patti Phillips, and Diane Wilson.

Absent/Excused: Vickie Bossuot, Yvan Kelly, David Lee, and Madeline Scales-Taylor.

Also Present: Ex-Officio members Holly Inglis (Ministry and Mission Coordinator), Sandra Hedrick (Stated Clerk), Joe Albright (Moderator-Elect).

Coordinating Council Chair Diane Wilson called the meeting to order at noon, and Suzi Lemen led a devotional time that was followed by prayer.

It was reported that the presbytery's Paycheck Protection Program ("PPP" Loan) has been forgiven.

The Coordinating Council took the following actions:

- Designated the offering at the Winter Stated Meeting for Mutual Mission.
- Approved celebration of the Lord's Supper at the Winter Stated Meeting.
- Received as communication Montgomery Presbyterian Conference Center's stated need to apply for a second PPP loan immediately and encouraged MPCC to do that and to place the request for approval on the presbytery docket for the Winter Stated Meeting.

The next meetings of the Coordinating Council will be held on January 14 (9:30), January 28 (noon), February 11 (noon), and February 18 (9:30).

The meeting was closed in prayer led by Holly Inglis at 12:50 p.m.

Submitted by:
Sandra Hedrick, Clerk of the Coordinating Council

MINUTES
Presbytery Coordinating Council
January 14, 2020 at 9:30 a.m.
by Electronic Conference
Diane Wilson, Chair

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on January 14, 2020, at 9:30 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Julie Higbee, Bill Hoff, Walk Jones, Yvan Kelly, Do In Kim, Suzi Lemen, Edd Norris, Patti Phillips, and Diane Wilson.

Absent/Excused: Larry Green, David Lee, and Joe Rigsby.

Also Present: Ex-Officio members Joe Albright (Moderator-Elect), Sandra Hedrick (Stated Clerk), and Holly Dillon Inglis (Ministry and Mission Coordinator).

Coordinating Council Chair Diane Wilson called the meeting to order at 9:30 a.m., and Holly Dillon Inglis led the opening devotional and prayer.

The Coordinating Council took the following actions:

- Approved minutes for the Fall Stated Presbytery Meeting and the Coordinating Council meetings held on December 17, 2020 and January 7, 2021.
- Received reports from its committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Reviewed the 2021 Operating Budget proposed by the Finance Team and voted to recommend it to the presbytery for approval at the Winter Stated Meeting.
- Approved a motion to recommend to the Presbytery Trustees that the presbytery amend its bylaws to use the language from the Book of Order (G-3.0113) requiring a "full financial review" annually rather than an "audit" (it is noted that an audit for the year 2020 will be done in 2021).
- Adopted the Personnel Team's recommended changes to the Area Relationship Coordinator job description.

- Approved an online Worship Service of Reconciliation and Recognition of Martin Luther King's Birthday to be held on Monday, January 18, 2021.
- Approved the celebration of the Lord's Supper during 2021 at presbytery meetings and events, Presbyterian Women, and presbytery-sponsored youth meetings and gatherings; on trips sponsored by the Mutual Mission Team; and in connection with summer camp at Montgomery Presbyterian Conference Center (MPCC).
- On a one-time basis, approved expending designated funds up to \$1,500 in excess of the total that our counseling benefit for pastors/church workers provides for one individual.
- Approved requesting the presbytery's approval for a continuation of the Coordinating Council's appointment as a commission to update the sexual misconduct policy of the presbytery (approved at last presbytery meeting but not yet completed).
- Held a strategic planning session that included preparation of an updated strategic plan to be presented for approval at the Fall Stated Meeting.
- Confirmed that the next meetings will be held January 28 (noon), February 11 (noon), and February 18 (9:30).

The meeting was adjourned with prayer led by Diane Wilson at approximately 2:25 p.m.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council