

Appendix M

Approved Coordinating Council Meeting Minutes  
January 2021 - March 2021

**MINUTES**  
**Presbytery Coordinating Council**  
**January 28, 2021 at Noon**  
**by Electronic Conference**  
**Diane Wilson, Chair**

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on January 28, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

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

Absent/Excused: Vickie Bossuot, Julie Higbee and Joe Rigsby.

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 Joe Albright opened the meeting in prayer.

The Coordinating Council took the following actions:

- Approved the minutes of the Coordinating Council for the meeting held on January 14, 2021.
- Approved the Zoom Guidelines to be used at the Winter Stated Meeting.
- Approved the 2021-2023 Presbytery of St. Augustine Strategic Plan to be recommended for presbytery approval at the Winter Stated Meeting.
- Approved a motion that the Coordinating Council recommend to the presbytery that it approve applying for and receiving funds from a second Payroll Protection Program (PPP) forgivable loan from the Small Business Administration for approximately \$60,095 (exact amount depending on the lender's approved amount according to the newest PPP funding guidelines). Note: Our initial PPP Loan of \$55,621 has been forgiven.
- Approved a request by the Ministry and Mission Coordinator that she form a subgroup of the Coordinating Council to work with her to review previously submitted action plans and identify where they align with the strategic plan and where work may be needed to realign them; strategize a timeline for strategic planning going forward; develop orientation for committee chairs about the strategic planning process and assist with

completion of action plans with objectives and assessments; begin with chairs of key committees and equip them to assist the chairs of teams; assign key players to each key issue and staff liaison.

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

The meeting was closed in prayer led by Holly Inglis at 1:05 p.m

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

**MINUTES**  
**Presbytery Coordinating Council**  
**February 11, 2021 at Noon**  
**by Electronic Conference**  
**Edd Norris, Chair**

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on February 11, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Steve Crowley, Barbara Darby, Walk Jones, Yvan Kelly, Do In Kim, Suzi Lemen, Edd Norris, and Patti Phillips.

Absent/Excused: Vickie Bossuot, Julie Higbee, Bill Hoff, Larry Green, and Joe Rigsby.

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

Presbytery Moderator Joe Albright (acting at the request of Council Chair Edd Norris) called the meeting to order at noon and offered the opening prayer.

The Coordinating Council welcomed new members Steve Crowley and Barbara Darby and took the following actions:

- Noted the approval of Payroll Protection Program loans to the presbytery and Montgomery Presbyterian Conference Center.
- Referred to the Communications Team the concerns of the Presbyterian Women (PW) expressed at the Winter Stated Meeting concerning declining interest in participation and leadership.
- Approved switching the first and second goals on the 2021-2023 Presbytery Strategic Plan in response to a suggestion at the Winter Stated Meeting.
- Provided input for the upcoming "Staying Connected" communication.

The next meeting of the Coordinating Council will be held on February 18 at 9:30 a.m.

The meeting was closed in prayer led by Holly Inglis at 1:05 p.m

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

**MINUTES**  
**Presbytery Coordinating Council**  
**February 18, 2021 at 9:30 a.m.**  
**by Electronic Conference**  
**Edd Norris, Chair**

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on February 18, 2021, at 9:30 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Julie Higbee, Bill Hoff, Larry Green, Yvan Kelly, Walk Jones, Do In Kim, Suzi Lemen, Patti Phillips, and Edd Norris.

Absent/Excused: Joe Rigsby.

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

Coordinating Council Chair Edd Norris 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 of the Coordinating Council meetings held January 28 and February 11, 2021.
- Received reports from its committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Appointed the presbytery's office manager to obtain an assessment for possible upgrades to presbytery office technology and to make a recommendation to the Coordinating Council through the Administration Committee.
- Appointed Vickie Bossuot, Barbara Darby, and Julie Jensen to consider a book to be read this year by the Coordinating Council and the presbytery.
- Approved splitting the Leadership Development and Care (LD&CC) and Strategic Issues Committee (SIC) into two working groups, on a trial basis, with Patti Phillips the chair of LD&CC and Vickie Bossuot the chair of SIC.
- Approved the following committee appointments: Walk Jones to LD&CC, Steve Crowley to Administration, and Do In Kim to SIC (in place of Edd Norris).

- Appointed Suzi Lemen as the regular liaison to the meetings of the Montgomery Presbyterian Conference Center Board of Trustees.
- Referred to the Finance Team for recommendation the question of whether to purchase the extended reporting insurance coverage for the now dissolved Nueva Esperanza Presbyterian Church.
- Adopted Acts 4:32-35 for our presbytery theme this "moderator year" and approved designing presbytery meetings around that theme.
- Appointed the following presbytery meeting design team: presbytery moderator, moderator-elect, moderator of the Coordinating Council, Mission and Ministry Coordinator and stated clerk (others may be asked to join).
- Approved a motion to hold the Spring Stated Presbytery Meeting online via Zoom.
- Approved a motion that we stream the worship service portion of the next presbytery meeting, if that is possible.
- Appointed the following ad hoc team that will give out the core strategies to the committees, commissions and teams so that they can flesh out how the core strategies are to be addressed: Holly Dillon Inglis, Joe Albright, Edd Norris, and Jerie Lukefahr.
- Confirmed that the longer meetings that are held once a month will begin at 10:00 a.m. rather than 9:30 a.m.

The meeting was adjourned with prayer led by Edd Norris at approximately 12:05 p.m.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council

**MINUTES**  
**Presbytery Coordinating Council**  
**March 4, 2021 at Noon**  
**by Electronic Conference**  
**Edd Norris, Chair**

The Coordinating Council of the Presbytery of St. Augustine held a stated meeting on March 4, 2021, at noon, by means of an electronic conference through Zoom. A quorum was present.

Present: Joe Albright, Vickie Bossuot, Steve Crowley, Barbara Darby, Julie Higbee, Bill Hoff, Walk Jones, Yvan Kelly, Do In Kim, Suzi Lemen, Edd Norris, Patti Phillips, and Joe Rigsby.

Absent/Excused: Larry Green.

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

Edd Norris called the meeting to order at noon and offered the opening prayer.

Members shared information and updates, and input was provided for the upcoming "Staying Connected" communication. No official actions were taken.

The meeting was closed in prayer led by Julie Higbee at 12:45 p.m.

Submitted by:  
Sandra Hedrick, Clerk of the Coordinating Council

**MINUTES**  
**Presbytery Coordinating Council**  
**March 18, 2021 at 10:00 a.m.**  
**by Electronic Conference**  
**Edd Norris, Chair**

The Coordinating Council of the Presbytery of St. Augustine held its monthly stated meeting on March 18, 2021, at 9:30 a.m., by means of an electronic conference through Zoom. A quorum was present.

Present: Vickie Bossuot, Steve Crowley, Barbara Darby, Larry Green, Julie Higbee, Bill Hoff, Yvan Kelly, Do In Kim, Suzi Lemen, Edd Norris, Patti Phillips, Joe Rigsby,

Absent/Excused: Joe Albright and Walk Jones.

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

Coordinating Council Chair Edd Norris called the meeting to order, and Barbara Darby led the opening devotional and prayer.

The Coordinating Council took the following actions:

- Approved minutes of its meetings held February 18 and March 4, 2021. The minutes of the Winter Stated Meeting of the presbytery were presented for review and approval at the April 15, 2021 Coordinating Council meeting.
- Approved a motion to celebrate the Lord's Supper at the Spring Stated Meeting.
- Received reports from its committees, administrative commissions, the Ministry and Mission Coordinator, and the stated clerk.
- Approved a motion to formulate a process by which the Coordinating Council will send a description of certain designated funds to all committees, commissions and teams with instructions on sending requests for disbursement of the funds to the Coordinating Council through the stated clerk. The Coordinating Council Moderator will appoint a small group to work on a more detailed proposal; this group shall report its recommendations back to the Coordinating Council at its next meeting.
- Approved a motion to add an Area Regional Coordinator for validated and at-large ministers as soon as the position can be filled and an open search is conducted.



- Approved a motion to apply for a one-time \$10,000 seed grant from the Presbyterian Mental Health Ministry Grant Program called: "Comfort My People: Mental Health and Wellness Companions."
- Appointed Julie Jensen, Patti Phillips and Barbara Darby to reach out to the moderator of the Presbyterian Women of the Presbytery of St. Augustine regarding concerns expressed at the last presbytery meeting and to report back to the Coordinating Council.

The meeting was adjourned at noon with prayer led by Yvan Kelly.

Submitted by:

Sandra Hedrick, Clerk of the Coordinating Council