

September 2009 Board Meeting - Houston

Meeting Minutes

Meeting Attendees: Don Frye, Keith Clark, Lee Anne Clark, Claire Joly, Mark Haneke, Shauna McFadden, Jonathan Quek, Pam Peters, Pat Neal, Terry Lester, Lou Amey.

Saturday September 19, 2009

Jonathan opened in Prayer

1) Sharing our passions....

Giving back; Women's Ministry; Ministry not organization; Diversity; Mentoring and involving new people (Volunteering), Mentoring new people for the Marketing and Outreach. Caring for people, loving, praying; Bringing parents. Inviting more straight people to come and experience ECWR. Seeing the younger generation come into ECWR and find reconciliation.

- Emphasis on helping people find their gifts and ministry.
- Testimonies at the beginning not at the end
- How do we get people involved and connected throughout the year?
- Prayer team – continually – through the year – on website?

Volunteerism; new people and long time members; leaving the organization in a HEALTHY place. Leave the organizational aspects to the President – not the whole board.....

Erosion of membership? Do we have enough people involved? Consider the people who come to Connection and want to be involved. We need to have a way to get people involved and plugged in.

2) Future Board Meeting Dates

January 22-24, Phoenix, AZ (Pam's birthday Jan 22)

April 16-18, Seattle, WA

3) Connection Review and Discussion

ConnEction Dates for 2010, July 14-18

Review of surveys: Comments by board members.

Family groups: Can we choose our family group leader? Would that be feasible?

How can we make family groups relevant for old timers (experienced EC'ers)?

Change of name for Family Group?

Contact with leader before hand, leverage the web and the Newcomers 101 meeting.

Workshops – need a revamp – people feel like they are the same every year.

We need to have speakers who meet us where we are Rev. Stacey.

Worship Style – Need a blend of hymns and contemporary.

Location –

Coordinator's Report (Lou):

Michael not able to attend due to health issues. Lou needs to get the rest of the information and data from Michael.

107 attendees including keynoters and staff – down slightly from last year

27 attendees at WR – down from last year.

About 22% new people.

17 came on scholarship

Scholarships – anyone who requests a scholarship gets one.

IDEA: Ride Share Utilize the website/forum bulletin board for finding room mates, ride sharing , etc.

Ideas for registration – Early Bird discount should be for paying in full.

Suggest having a non-refundable deposit.

It's much better to have a good count as far in advance as possible.

We will still use PayPal. Debit cards have a smaller fee than credit cards.

Shopping cart will need to be changed by Bobby to handle different transaction amounts.

Connection Financial – net income of \$295. Scholarship donations were way up.

(Was a special thank you sent out to the large donor? Pat would like the names and addresses so that they can get a personal thank you from the board.)

Scholarship fund: Remaining funds go into the main Connection fund.

There is a concern that these funds should remain earmarked for scholarship fund.

Pat noted that the letter did not specifically stipulate that all the funds would go for scholarships.

Use our non-profit status to enhance those who want to contribute – as opposed to individuals who donate to other individuals for their travel expenses.

Fund raising – In the past the biggest one was membership dues.

Total expenses: Approximately \$30,000 – this was after cutting costs – lower than usual.

ACTION ITEM: Lou will ask Peter to send the names and addresses of the large donors to Pat so that she can send a letter.

ConnECtion 2010 – Theme

Lou suggests the scripture For freedom Christ has set us free.

Other suggestions – we should make it relevant to today.

2 Cor 3:17 Where the Spirit of the Lord is there is freedom.

MOTION: Keith moved for the theme to be “Freedom through Christ” Seconded by Mark Haneke. Motion passed.

MOTION : Pat moves that the supporting verse be 2 Cor 3:17. Motion was seconded and passed.

Keynote Speakers:

Usually Ralph Blair has been selecting the speakers. Next years are chosen to be Chuck Smith Jr. and Michelle Friesen.
Discussion for allowing the board to select speakers.

Suggestions on talking to Ralph: Asking him to lead some Bible exposition. Asking him to make the keynote shorter, or asking him to simplify the topics. Continue to respect Ralph, while asking him to make it relevant.

Suggestions on keynote: Have the Friday night concert spot dedicated to an “entertainment/keynote speaker” --- this would allow us to select someone.

Location for 2010

Contract signed for Palm Springs but we do have until January to change this.

Other options: Sacramento; Denver (Renaissance Hotel); San Francisco Bay Area
Lou asks for funds to investigate places.

MOTION: Pat moves that we allow funds to allow Lou to travel to Denver if needed. Claire seconds the motion. Motion passed.

Lou will investigate by November 1 and return her findings.
We will plan for a conference call to vote on this.

Future considerations: (from Michael)

- Expenses of the keynoters – they sometimes make their arrangements at the last minute. Appoint someone to arrange keynote travel in advance.
- Decrease in numbers – consider doing away with annual conference? Survey?
- Consider having mini Connection retreats.
- Develop a strong conference committee. Shift conference duties from Peter.
- We should move to an online registration only – no mail in registration in flyer.
- Conference registrations should have a deposit.

ACTION ITEM: Lee Anne will find out from Peter, how many newsletters are sent out in hard copy. Also how many people mailed in their registrations for Connection.

Honoraria

Presently: \$1500 per keynoter. Current time frame for the keynote slot is 75 minutes. Lou has the idea to cut the time for the keynote speaker.
Board discussion on lowering the honoraria.

ACTION ITEM: Conference committee will back to the board with a recommendation. - Keith

Other suggestions by Lou:

More testimonies; Communion earlier – Saturday ?

Questions for Lou: Does she want to have specific board members to chair various parts of the conference committee?

Lou does need a conference committee chair. Keith volunteers (Jonathan feels that we will need someone to lead the Paraclete committee.)

We need 3 other coordinators.

-Volunteer coordinator

-Music Coordinator

-Fundraising Coordinator

4) Agenda Item - Women's Retreat Review and Marketing and Website reports will be written up and sent out to board members, in the interest of time.

ACTION ITEM- Shauna and Mark will write up their reports.

5) DISCUSSION AND REVIEW OF BYLAWS – Terry and Pat

Terry's background as a physician has given him good experience with organizational bylaws.

Overall very good, structure is appropriate. Non-profit orgs can be audited at any time. The org must function the way that it says it does. If there is a lawsuit, the bylaws will be examined.

Areas to revamp:

1. **Job descriptions** for officers and board members.
 - a. Need to state how the **officers** are elected and released.
 - b. If board member leaves, how is their replacement chosen. The time frame is not defined – this should be dealt with. Need 9 functioning members.
 - c. **Committees – How are they formed?**
 - i. The TORs should all be reviewed to make sure that they are current.
Information is available on website for board members.
 - d. **Liability** information
2. Define the quorum.

Change in bylaws: The specific information on formation of the Nominating Committee should not be in the Bylaws, it should be in the TORs.

The time frame for reviewing the bylaws should be stated (e.g. 4 to 7 years)

Draft a correction to the bylaws, and open it up for review and comment to the membership (via the website.) Pat will volunteer to review the bylaws and

MOTION: Pat moved to form a committee to review the bylaws and make proposed changes this year. Pat will chair the committee, which may include past board members, current board members or general membership as needed.

Motion was seconded by Don. 8 in favor, 1 sustaining, motion passed.

ACTION ITEM: Pat will form an ad hoc committee for bylaw review.

Note: At annual meeting it was suggested that the entire bylaws document should be reviewed.

6) Financial Report

Board members will look at financial report

7) Executive Session (Board of Directors only)

Filling of board Treasurer/Fundraiser position(s)

Mark Haneke has volunteered to be the treasurer for this coming year.

Fundraiser role: Don Frye has volunteered to serve as fundraising chair.

8) Paraclete Ministry

Jonathan reported on the Paraclete ministry and also the web ministry. At Connection, the (12) Paraclete training participants were given some homework (to assess their gifts.)

Jonathan and Keith are working on a Request for Mentoring form for the website.

Website ministry has taken a lot of time. There have been a lot of requests.

Web ministry includes a Contact form. Lots (50%) of requests are for local groups – something that we do not have everywhere.

We need to put more resources (finances and people) into supporting the web ministry.

Jonathan feels that he is having a hard time fulfilling all the requests that come in.

Jonathan requests creating a staff position for triage and responding to all the emails. It has been a constant every day requirement,

Keith: Create a virtual local group – as a webcast – where people can interact.

MOTION: Jonathan moves that the board assess the possibility of hiring a part time position to handle the Web Ministry. Pam seconded the motion. Motion Passed.

ACTION ITEM: Jonathan will write up a job description for the role of Web Ministry Coordinator.

Discussion points: Finances will be assessed also when the job description is presented.

ACTION ITEM: Mark will talk to Bobby and ask him to investigate what would be needed to implement an online webcast for Bible studies and group interaction.
Find out whether Joomla supports a streaming video webcast.

Suggestion from Lee Anne: Develop a workshop, for the general membership, similar to the Paraclete workshop, called Ministry of the Holy Spirit.

- Jonathan will be out of the country on vacation for 6 weeks, from Nov 24 through January 8. He will not have access to computer and will need a backup for the website ministry. Bobby will forward the emails.
- Keith volunteers to cover December from December 4 through January 8.
- Pat will cover Nov 24 to December 4.

9) Positions: Volunteer coordinator

- a. Pam volunteers to be Volunteer Coordinator, she will form a committee of people to help.
- b. Pat noted that Pam is already Vice President and already has responsibility for TORs. Pat suggested that Claire can be the coordinator and that Pam can assist.

Music Ministry Coordinator: Keith volunteered to be Music Coordinator.

Women's Ministry Chair and Women's Retreat Coordinator

New: Ministry Outreach Coordinator – Women, Parents, and Youth

Important to make the ministries visible at Connection.

Each time we have General session, reinforce what the ministries are.

Ideas: Thursday's general session (or one of the sessions) would be for talking about the ministries.

Spiritual Gifts survey can be given in registration packet.

Information from Bobby. Paypal charges a fee for each transaction. We could possible add this in to the cost. An online store shopping cart is more expensive.

Joomla supports streaming videos – but not interactive webinars. Pat will ask her contact about e-learning.

Closing prayer.

Sunday September 20, 2009

Opening prayer

1. Review of ECWR Board Committee Policy

- a. We may need to write these guidelines as a TOR (to make them conform to the bylaws.)
- b. Notes - the conference calendar should be put into a TOR, since it defines the timeframe dates and checkpoints or milestones.
- c. Local groups TOR should be rewritten to include the current work with the Paraclete program, and the Web Ministry Coordinator. (Or to write a separate TOR.)
- d. All TORs should be revised when there is a new chairperson.
- e. The TORs need to have a revision process. Maintain an archive of past revisions.
- f. Identify new or revised TORs needed:
 - i. Volunteer Coordinator
 - ii. Marketing (include internet/website)
 - iii. Parents' Ministry (?)

ACTION ITEM: Each officer should write up a job description for their position. Reference the bylaws and past officers for information. –All

Also need job description for Volunteer Coordinator (Claire) and Web Ministry Coordinator (Jonathan)

ACTION ITEM: Pat will write up Non-Committee (Process) TOR – Pat

2. Walk through of the Vision 2012 presentation
 - a. Building Community
 - i. Ministry Interest is Parents, Youth, Couples, ... etc.
 - ii. Jonathan brought out that most of the contacts are gay people in straight marriages.
 - b. Outreach
 - i. Do we need a TOR for the Outreach Coordinator ?
 - ii. Women's Ministry – create relationships with some women's organizations.
 - c. Leadership
 - i. Leadership training – we need to develop a plan/strategy
3. Prioritize the ministries
 - a. Youth – develop a strategy this year
 - i. Mentor the youth
 - b. Parents
 - c. Leadership and Conflict management
 - d. GCN – We ought to have a banner that can travel to the GCN conferences, that shows who we are in ECWR
 - e. Reword the “Evangelical” statement on the website

- i. Emphasize that we are here for those with an evangelical background but we are open to everyone. Our roots are evangelical but now we minister to all.

ACTION ITEM: Mark will put together a “conference kit” that we can travel to the different conferences. - MARK

MOTION: Pat moved that we send 2 board members (Keith and Lee Anne) to the GCN conference. Mark seconds. Motion passed.

ACTION ITEM: Develop a survey for changing the date of Connection. – Mark
Lou will contact the Holiday Inn in Palm Springs about the rates. – LOU

Claire emphasized that she is not able to attend the conference unless it is in the summer, and she would rather not take on the board position if she is not able to attend ConnECTION.

Diversity Integration –

Pat notes that each Committee TOR should include (under accountability) a method or process for incorporating diversity within that committee. This can mean both a diverse committee and diverse activities.

ACTION ITEM: Pat will update the ECWR Board Committee Policy to reflect this.

We will end up with 3 policies: Job descriptions, Committees, and non-committee (process TORs)

Convert the Diversity committee into a Process TOR.

New Board member chairs/TORs

Youth - Pam (Barry will help write the TOR.)

Parents - Lee Anne

Women’s Retreat – Pam

Women’s Ministry and Outreach – Shauna

Local Groups – Jonathan

Conference – Keith

Communications Marketing and Outreach – Mark

Fundraising - Don

ACTION ITEM: Board members write or revise the TORs for their chair/ownership – All
Due date : Next board meeting. Please send them out by January 15.

Youth Ministry strategy should be in place earlier since the GCN conference is in January.

Discussion on how to involve youth members – possibly have members organize a Saturday night event.

Claire notes that we should reach out and interact with MCC – in order to contact more women. Conference in Puerto Rico.

Jonathan notes that reaching out to straight churches will bring in more people who need the reconciliation ministry. Possible Chuck Smith Jr can do a workshop on how to reach out to the straight evangelical churches.

4. Plan the next Conference Call.
 - a. Wednesday October 28, 6:00 PM (PDT)

1-800-884-7689
Passcode 746018

Agenda will be:
Conference location
Survey results (date)
Strategy for 20-30 somethings
Strategy for Parents ministry
Cost for the conference kit

5. Open Discussion
 - a. Survey – about changing the date.
6. Bio of board members on website.
7. Turn in airfares to Peter.

End of meeting

Summary of Action Items

- Lou will ask Peter to send the names and addresses of the large donors to Pat so that she can send a letter.
- Lee Anne will find out from Peter, how many newsletters are sent out in hard copy. Also how many people mailed in their registrations for Connection
- Conference committee chair (Keith) will come back to the board with a recommendation on changing the keynoters' honoraria.
- Shauna and Mark will write up their reports on Women's Retreat and Marketing and Outreach and will email to the board.

- Pat will form an ad hoc committee for bylaw review.
- Jonathan will write up a job description for the role of Web Ministry Coordinator.
- Mark will talk to Bobby and ask him to investigate what would be needed to implement an online webcast for Bible studies and group interaction.
 - Find out whether Joomla! supports a streaming video webcast.
- Each officer should write up a job description for their position. Reference the bylaws and past officers for information. –All
- Pat will write up Non-Committee (Process) TOR – Pat
- Mark will put together a “conference kit” that we can travel to the different conferences. – Mark
- Develop a survey for changing the date of Connection. – Mark
- Lou will contact the Holiday Inn in Palm Springs about the rates. – Lou
- Pat will update the ECWR Board Committee Policy to reflect that diversity should be incorporated into each TOR.
- Board members write or revise the TORs for their chair/ownership – All
 - Due date : Next board meeting. Please send them out by January 15.