

Week of Compassion Board of Stewards
April 30-May 2, 2019
First Christian Church, Scottsdale, AZ

May 1, 2019--

Minutes recorded by: Caroline Hamilton-Arnold and Erin Wathen

In attendance:

Vy Nguyen, Executive Director
Erin Wathen, AD for Marketing and Communications
Caroline Hamilton-Arnold (via Zoom), AD for Domestic Disaster Response
Cindy Kim, Chair
Jake Caldwell, Secretary
Milca Rivera
Patice Holland
Bill Lee
Cathy Myers Wirt, Vice Chair
Angel Peralez
John Kuebler
Terri Hord Owens, General Minister and President
Judi Frost
Jake Caldwell
Rebecca Smith

Cindy Kim called the meeting to order at 8:45am

Milca Rivera offered an opening reflection on Philippians 2.

Cindy Kim welcomed the group and gave an overview of our time together.

Cindy raised the question of whether an executive session should be added to the agenda.

Vy said the main purpose of this meeting is to understand the function of the new board, and the Executive Committee will report later in this meeting, so an executive session was not necessary at this point, but Bill Lee noted the committee can call an executive session if they identify a need.

Jake Caldwell moved for approval of agenda as presented. Judi Frost seconded. Unanimous vote of approval.

After a review of the Fall 2018 Committee Meeting minutes; Jake Caldwell moved to approve the minutes as presented. Judi Frost seconded. Unanimous vote of approval.

Presentation: From a Committee to a Board, Vy Nguyen

- Summary of the strategic planning process that led to our revised Mission, Vision, and Core Values
- Overview of the past structure and function of the Week of Compassion Committee and the challenges around reporting, accountability, and decision-making authority
 - Through review of the Committee organizational chart and example scenarios, board discussed the dysfunction of the Committee model
 - Terri noted the challenge that posed for the GMP and other OGMP staff in understanding the role of the Week of Compassion Committee and the conflict of authority between the Administrative Committee and the Week of Compassion Committee
 - Vy shares “roles and responsibilities of WoC committee,” see [“From a Committee to a Board of Stewards” Document](#)
- Vy notes that out of the strategic planning process, task force made a recommendation to transition from a Committee structure to a Board structure-- see [“From a Committee to a Board of Stewards” Document](#)
 - “What is a Board?”
 - Jake questioned why the “owner” is the General Board; Terri responded that it is a definition of accountability, though the General Board cannot direct the Board in its activities, it provides a final location of accountability
 - “Governing Board Roles and Responsibilities” Rebecca questioned if role of “determining” programs and services is more appropriately the role of the ED and staff; monitoring and strengthening are appropriate board roles
 - John asked for clarity of relationship with the OGMP
 - “Governing Board Financial Oversight Role”
 - Bill asked about the receipt of the audit vs the receipt of a report of the audit -- because our financials are part of the OGMP Audit, the Administrative Committee receives and approves the audit; this Board receives a report of the audit; does that hold moving forward?
 - This Board needs to decide if they will delegate responsibility for reviewing the audit to the Administrative Committee and needs to have clear documentation of that decision
 - Discussion re: function of audit, and how much of audit board needs to access and review. What levels of involvement in the audit are necessary for the ED and the Board?
 - Ideally ED should have primary review of audit findings; Administrative Committee should receive summary report of audit findings from the ED. At this time still discerning.
 - Some of the requests for reporting and transparency from partners should come from the Board and not just ED
 - “Standing Rules WoC Board of Stewards”
 - #5 in the Standing Rules needs amending to reflect the role of the Administrative Committee in reviewing the audit

- Possibly rephrase as “including financial statements and *proof of audit* by a Certified Public Accountant”
- Terri notes that moving forward, it might be helpful to have a personnel committee within the Board, and Vy responded that it is listed as part of the new standing rules as a responsibility of the Executive Committee; it may be appropriate at a future date to establish a separate personnel committee
 - Led to an extended discussion about grievance policies, including for incidents across separate ministries of the denomination and relation of the Board with GCOM
 - When OGMP Revised Employee Handbook is complete, the Board should review that document and determine what addendums would be necessary for Week of Compassion
- “Reporting” Revised Organizational Chart
 - Terri raised the question of where the point of connection is to the general church -- is it still through affiliation of OGMP? (which means reporting to the Administrative Committee) Or will Week of Compassion report directly to the General Board, which creates a different line of connection to the general church
 - Bill clarifies how we operate vs how structure appears on paper. It is important to have clarity and consistency.

Report of Audited Financials, John Goebel via video-conference

see [March 2019 Financials](#)

- The Audited Financials are not currently available; delayed due to General Board scheduling. John will provide the audited financials to Vy, who will share with the board when they are available.
- Rebecca asked why the distribution of CIA funds was below budget; John turned the question over to Vy, who responded the decision was made not to distribute the full budgeted amount based on the sustainable development and emergency grant proposals we received
- Cindy asked for clarification on Foundation Investments
- Vy asked John to clarify for the Board about how we determined the proportion of funding with CCF and with DCEF -- liquidity of funds, balancing risk and return percentages
- Rebecca asked: Does Week of Compassion have an investment policy for large gifts, legacy gifts, etc.?
 - Vy and Erin described the current practice that large gifts go to the Foundation unless the donor designates otherwise; John noted there is a document called

the “Week of Compassion Endowment Fund Policy,” which Vy can share with the Board

- a/i for staff: create a share folder for Board, containing financial policies, gift policies, standing rules, roles and responsibilities, etc
- Discussion of the importance of endowment for sustaining the ministry, given trends in undesignated giving

Update on Hispanic Ministries, Rev. Lori Tapia

- Obra Hispana is really focused on establishing their identity and generating resources
- 5 areas to work on:
 - Pastoral care, especially with high percentage of pastors who are in roles with only part-time compensation. This is about the health of whole congregations. Creating a network of chaplains and retired pastors to make sure there are regular check-ins, retreats, care for spouses and families
 - Most of the calls coming into the Central Pastoral Office were around the immigration crisis and increase in fear post 2016 election; pastors saying ‘we don’t know how to handle this’ and it was taking a toll on the mental and emotional health of pastors.
 - Capacity building for clergy and lay leaders
 - A number of pastors who were undocumented and needed unique supports
 - Creating avenues of access for theological education and capacity building for the leadership of the church
 - e.g. the CMS program through Disciples Seminary Foundation
 - Developing new programs, such as those in Florida and through LTS
 - Continued development among young adults and youth
 - YALE (Young Adult Leadership Experience)-- a 3.5 day experience for young adults including history and polity education, anti-racism training, mental health training
 - More than 25 young adults have participated
 - Seeing record numbers of Latinx young adults registered for GA
 - Resources
 - Not enough to just translate resources from a dominant white context; need resources that are contextually as well as linguistically appropriate
 - We are underdeveloped to deal with the current immigration crisis
 - Most of the affected churches are predominantly communities of color and dominantly white churches are unfamiliar with the stories of our churches and members who are living this reality -- developing resources to try and help share those stories
 - We need to be equipping people to be responding to the full situations, not just the crisis of the day
 - Intentionality around branding and identity-building as the Obra Hispana

- Cindy asked how they landed on these 5 priorities.
 - During her time as interim, through visioning with the board and surveys across the Obra-- 3 needs: identity, resources, and connection
 - Disconnect with General church affected their ability to strengthen relationships between congregations; efforts to remedy this brought out the need to help the local church reach young adults and feel empowered to be who they are called to be today. Feedback from all this work/conversation led to the 5 focus areas. Lori ended with sharing desire to be 'whole church' and not just a program.
- Cindy asked Lori to share more about the recent proposal to Week of Compassion
 - One of the most affected communities in the immigration crisis. Necessary to expand reach to churches that don't think they are impacted by the situation; as well as to increase capacity of church to respond. We (OH) don't have resources to do this alone, but can create a pilot experience to equip church.
- Cindy asked for more detail about the proposed timeline for this pilot program
 - Recognition that WoC is engaged in both domestic and global crises; the immigration issue is a domestic crisis that will become global. Church needs to support that system. 'Seed funding' to enable vital work. How we spend our resources is a direct reflection of our values. The next 19 months are critical, help set benchmarks and demonstrate how vital this work is.
- Terri H.O. asking if congregations that supported resolution (#) have been approached for support for this project.
 - Continue to be in partnership with others involved in resolution; continuation of same convo
 - Funds are not always immediately available, based on the structures of our ministries; if we can begin responding immediately, we can affect the budget cycles of other ministries
- Cindy asked about logistics of financial control in OH and staff reporting with RIM
 - An intentional strategy--OH has best access in this moment to the folks who are directly affected
 - Placing funding in OH is a statement of empowerment of the most directly affected communities in the midst of this crisis
 - OH is within TS, which sets them up to distribute funds to regions
 - OH is the most engaged around the direct impact to families
- Vy asked Lori to talk about timeline
 - If the Board funds this proposal, it would go public next week
 - Plan to hire by end of June, with kick-off work at GA--using some of the pre-existing workshop slots that are being co-led
- Cindy asked what else was needed
 - Relationships

DISCUSSION OF PROPOSAL see [Immigrant Crisis Response Grant](#)

- Rebecca asked about how we evaluate the success of the program and the impact of our funding

- There are some benchmarks and quantitative and qualitative measures in the proposal; quarterly reports to Week of Compassion are included in the MOU we would have between the ministries
- Bill: if we do not fund at 100%, what is plan B?
 - There is a plan B, but Week of Compassion is the primary source of immediate funding within the church; getting funding from other ministries has a longer timeline
- Rebecca asked if OH is the hiring entity, but the supervisor is not within the structure of OH, does that pose an HR problem?
 - It's a bit muddy
 - Benefit of not "housing" employment and supervision in a single ministry is it communicates this isn't the program of that single ministry
- Patrice asked if we have precedent for funding salaries?
 - Vy: yes, Disciples Volunteering, RIM, and Disciples Immigration Legal Counsel
- Bill raised a concern about precedent (or perceived precedent) of funding staff positions for the constituency groups. How would we communicate about this program to counteract that?
- Milca questioned why this program wouldn't be through DHM
 - Discussion of the benefits of doing this through OH
 - Cathy referred to a precedent for seconding(?) staff from one ministry to another
 - Bottom line- be strategic about communication so that expectations aren't set for WoC supporting staff positions for other ministries
 - Terri noting, there are bigger conversations here that Week of Compassion needs to have about relationship with DHM, especially around funding of immigration-related staff. Complicating factor is perception of WoC's work as being primarily disaster response. Refugee work lesser known.
 - Pause in convo for now -- this is about optics, we want to be supportive but how to communicate it is important
- The Board is in favor of the proposal as a whole, but there are concerns about optics, precedent, and the logistics of implementation

Bill Lee and Cathy Myers Wirt-- Design of the Christian Church (Disciples of Christ) (available on Board Portal) and History of Week of Compassion

- Highlighted the importance of understanding the Design to be a responsible Board member
- Special Emphasis on "Recognized Ministry Partners" (74-78)
 - Week of Compassion is not named in the Design, but perhaps fits best within this category
 - Cathy questioned if Week of Compassion was ever officially recognized as such
- Special Emphasis on "Continual Renewal and Structural Reform" (79)

- On its face, this provision is unclear about whether Ministry Partners are included, since the language used is “general ministries”
- Bill argues if general ministries are included, recognized ministry partners are also included
- Prior to being situated in the OGMP, Week of Compassion was part of Church Finance Council
- What themes show up throughout the history of Week of Compassion (per Cathy)
 - Global scope and vision
 - Worked through partners, with ecumenical commitment
 - Communication of stories of need and transformation
 - Creativity in engagement of the church
 - Recognizing interconnection of issues
 - Incredible legacy of trust, even beyond our congregations
 - Continued evolving to meet needs
 - Cooperation across the breadth of the church
 - Innovation, Cooperation, Enunciation, Invigoration
- What themes others see:
 - The history as written, needs updating
 - Global ecumenical presence
 - Clear Disciple identify

Logo and Website Review

- There is nothing that communicates “Disciples” to those who are outside the denomination/don’t know the chalice
- Suggestion for t-shirts at GA
 - Mark-up the cost and tell people where the mark-up will go
- Have these been road-tested?
- Is there a way to click on a specific story to click easily to give?

Executive Committee Report, Cindy Kim

- Had conversation about where we have been and where we are going as an organization
- Conversation about the policies currently before the Board:
 - There are some questions about how we can make addendums or revisions to the OGMP handbook. How much autonomy does the Board have to establish policies related to Week of Compassion staff. We don’t want to create a situation where staff receive conflicting policies.
 - Could there be appropriate addendums or a delegative policy that gives ability to the Board to create revised policies -- need consistency
 - Patrice noted there are some legal and ethical challenges to having different “departments” with different handbooks -- Terri responded that consistency is a major consideration for the new handbook (with enough flexibility to meet various ministry contexts)

- How are these policies implemented in the interim, while the handbook is being reviewed?
- Maternity/Paternity Leave for Week of Compassion ([see Parental Leave Proposal](#))

Vy requested the addition executive session to the start of the agenda for tomorrow morning.

Meeting adjourned at 4:52pm

May 2, 2019

Cindy called the meeting to order at 8:55am.

Isai opened the meeting with a devotional.

Cindy presented an amended agenda with rescheduled executive report and executive session. Jake moved to adopt the amended agenda. Rebecca seconded. Unanimous vote of approval.

Executive Director's Report, Vy Nguyen

- Vy highlighted several items within the report including:
 - Board development
 - Plan for continued ministry during Caroline's maternity leave
 - Special offering continues to come in
 - Erin has already become a valuable part of the staff
 - Board will have an important role going forward to increase fundraising and endowment development efforts
 - Suspension of Sustainable Development grants for ecumenical partners
 - Struggles of our partners in the current climate for refugee and immigration ministries
 - Church World Service is working on a pilot program to take a holistic approach to global migration
 - Refugee crisis continues to get worse and resettlement numbers decline, in part because decisions in the US have ripple effects globally
 - Major international disaster responses: proposed supporting relief in Mozambique at \$100,000; will discuss proposal later in agenda
 - Disaster Preparedness efforts among regions
 - Overview of current domestic disaster responses
- Cindy noted for the Board that this report is a great place to start for talking points for sharing about what Week of Compassion is doing
 - Rebecca: is there a way for Board members to get Week of Compassion business cards? (a/i for Erin & Suzie-- cards for board members w/ new logo)
- Rebecca: is part-time enough administrative support time?

- Erin and Vy responded that most of the time, yes. The work comes in cycles, and Suzie's flexibility makes our current model work well.
- Cathy lifted up the Regional Disaster training in the Oregon/SW Idaho as a very helpful resources Week of Compassion is providing.
 - Terri seconded that observation.
- Judi celebrated Erin's gifts and Week of Compassion's increased social media presence

**Cindy called the Board into Executive Session, excusing Erin and Caroline at 9:26am.
Exited Executive Session at 10:42am.**

Sustainable Development (all reports and proposals available on [Board Portal --2019 Spring](#))

- Jake presented for the Board's review Sustainable Development Project Proposals from DOM with recommendations from Jake and Judi -- we have requested audited financials for these partners; DOM's response was that these organizations are too small; after some negotiation, DOM agreed to try to get more detailed financial reports
- IECA: Vocational Training -- request for \$10,000; recommendation to fund
 - Cindy asked about other funding sources
 - Judi noted the budget seemed reasonable and appropriate
- Venezuela well construction-- request for \$12,000; recommendation to fund
 - Jake noted the significant reach and impact
 - Judi noted the wall around the site was a new element we haven't seen in water-related projects
 - Milca asked if we have other projects in Venezuela. Do we want to inquire about providing other kinds of support, given the current situation there. *A/I for Vy, ask for reporting from partners there and learn how effectively resources are reaching the places where we intend for them to be. Board enables Vy to make the decision whether to send these funds or not based upon response from DOM.
 - Isai asks, if we find there are issues, do we discontinue support, or do we seek solutions and try to find other ways to get support to needed areas. Vy says we will find a way.
- MEE: Sustainable Agriculture -- request \$10,000; recommendation to fund
 - Cindy noted this is year 3 of a 3-year project, which we have supported in the previous 2 years
- Southern Asia: Environmental Stewardship Training -- request for \$18,000; recommendation to DECLINE
 - Project proposes establishing a new class at the existing vocational training school
 - The concept seemed worthwhile, but much of the budget was not directly related to the proposed class, but rather to the overall operation of the school (e.g. laptop, t-shirts, phone, internet)
 - "Didn't have much meat" re: what the program would be. (-Judi)
 - Milca (or Rebecca?) asked if we provide feedback about why we decline

- Jake: we do provide some feedback about reasoning, but need to be careful not to suggest a promise of future funding
- Milca moved to accept recommendations* (attached-notes from Jake) as submitted by Jake and Judi. John seconds. Unanimous approval.

CIA/Unrestricted Fund (proposals available on [Board Portal --2019 Spring](#))

- The Executive Committee has decided to carry over the Committee procedure for approval of use of unrestricted funds. Anything distributions of CIA/Unrestricted funds above \$12,000 will require Board approval
- Mozambique Appeal from ACT Alliance
 - Vy noted that some of our Global Ministries partners are members of ACT Alliance, but are not implementing partners on this appeal, either because of lack of implementation capacity or inability to provide required reports
 - Vy recommends a distribution of \$100,000 toward the \$8,814,191 appeal
 - Rebecca asked about the “plan b” if the whole appeal is not funded; Vy responded that they have priorities and plan, knowing they won’t get fully funded
 - Cindy asked how many other partners/potential funders receive the appeal; Vy estimated around 200
 - Judi moved to approve Vy’s recommendation of a \$100,000 distribution; Cathy seconded. Unanimous vote to approve.
- Proposal from RIM, OH, and Capital Area Region
 - Vy recommends the Board approve this proposal, and he will follow up with the three ministries about how we communicate the partnership and project
 - Judi moved to approve the proposal as presented; Cathy seconded. Unanimous vote to approve.

Cindy adjourned the meeting at 11:28am.