

**Executive Board Regular Meeting
MINUTES**

January 18, 2024, 11:00 AM PDT

Join Zoom Meeting

<https://us02web.zoom.us/j/89708412099?pwd=NkVSb25hVURaQ1NEMVNVN0Joa25tZz09>

Meeting ID: 897 0841 2099 Passcode: 944643

Call to Order with Prayer

The meeting which was held via zoom was called to order and opened with prayer at 11:02 AM by Stated Clerk Lillian Pak.

A quorum, which is a majority of the voting members, was present as follows:

Attendance (8): Greg Ellis, Emily Mitchell, Rebecca Holland, Lorrie Nelson, Matt Paul, Susan Sprague, Mark Terayama, Brad Vardy.

Presbytery Staff (4): Matthew Appel, Lillian Pak, Dionna Bennett-Pimms, Laura Terasaki.

Excused Absence (4): Stephanie Hankey, Steve Kinney, John Mason, and Kevin Riley.

Board Moderator Election

Stated Clerk Lillian Pak declared the moderator chair vacant and called for nominations from the floor. Matt Paul nominated Mark Terayama. There were no other nominations, so the board proceeded to vote. Mark Terayama was elected as Executive Board Moderator. Term: January 2024-June 30, 2024.

Approval of the Agenda

The agenda was approved by consent.

Lectio Divina-Joshua 3

Executive Presbytery Laura Terasaki led a thought provoking lectio divina and closed with prayer.

Campbell Farm Report

This was the first time Executive Director Dionna Bennett-Pimms met with the Board. After introductions she shared the diverse ways the farm serves the community: A feeding program (meals are cooked at the farm and delivered to community members), Summer Day Camp (children K-5 are on campus 7:30AM-5:30PM, M-Th) service learning groups come and work with the kids, STEM Program (in collaboration with UW), and the Empowerment Program prepares Highschool students for the work force.

The farm's biggest partnership is with Ttáwaxt Collaborative (a wellness center that rents space at the farm). The Ttáwaxt Collaborative provides natal care services to the tribal communities.

Current building project repairs and necessary upgrades include replacing the pipes in the boys bathroom, solution to annual basement flooding, replace heating system in the wellness clinic.

Executive Presbyter (EP) Report

- Property Management Position:

EP proposed the Administrative Assistant and Asset Manager roles be combined into a single, full-time position and that the position be offered to Kim Westling.

- Sacred Calls Consulting LLC:

EP reported the opportunity to contract with Sacred Calls LLC to provide high quality training for ruling elders. After some discussion, the board suggested EP explore options to offer online content on the presbytery website.

- Fundraising efforts:

The following resolution was APPROVED, ***Resolved, That presbytery staff is authorized to fundraise by selling merchandise with presbytery logo.***

The following resolution was APPROVED, ***Resolved, To authorize presbytery staff to authorize annual year end giving campaign beginning 2024.*** Approved

Stated Clerk Report

2022 General Assembly requirement to adopt the following policies: a sexual harassment and misconduct policy, a non-sexual harassment policy, a child and youth protection policy, and an antiracism policy.”

The following resolution was APPROVED, ***Resolved, That the Executive Board form a task force to create anti-racism and non-sexual harassment policies.***

Moderator Mark Tereyama recognized Greg Ellis, Lorrie Nelson and Stated Clerk to be members of the task force. Moderator will extend the opportunity to absent board members.

The following resolution ***Resolved, That the Administrative Commission for Oak Harbor Korean Presbyterian Church be approved to dismiss the congregation. The members of the AC are:***” was DISMISSED due to lack of timely information. Circumstances of Oak Harbor Korean Presbyterian Church were discussed.

Treasurer Report

The following resolution was APPROVED, ***Resolved, That Treasurer Matthew Appel be authorized to open checking and savings accounts at First Financial Northwest Bank. Authorized signers will be: Matthew Appel, Treasurer; Kris Green, Bookkeeper; Lillian Pak, Stated Clerk; and Laura Terasaki, Executive Presbyter.***

The following resolution was APPROVED, ***Resolved, That Terrace View Presbyterian Church’s 2023 per capita balance of \$222.40 be written off.***

Property Oversight Committee Report

The following resolution was APPROVED, ***Resolved, That the executive board authorize the Property Oversight Committee to research the redevelopment of unused land for second-step housing at Trinity Presbyterian, Sedro Wooley.***

Personnel Committee Report

Personnel report was submitted and attached.

- The following resolution was APPROVED, ***Resolved, That the Administrative Assistant and Asset Manager roles be combined into a single, full-time position and that the position be offered to Kim Westling.***
- The following resolution was APPROVED, ***Resolved,***
 1. ***That the Executive Director of Campbell Farm job description be approved.***

2. **That Dionna Bennett-Pimms' be provided paid administrative leave to attend the trial affecting her family in February.**
3. **That a 12 week Sabbatical in 2024 be provided in recognition of Dionna Bennett-Pimms' 17 years as a NWC Employee with the provision that the time may be reasonably divided to accommodate the Campbell Farm ministry schedule and her personal goals for the Sabbatical time.**

Moderator's Report

None

Consent Agenda

1. Minutes of the last meeting
2. Ratify the actions taken by the Executive Board:

The motion: **"To approve up to \$4,900 for roof repairs on the Tieton Property to address leaking prior to the onset of winter weather.**

Approved by unanimous written consent 11/2/23

The resolution: **"Resolved, That terms for the lease agreement for 720 Franklin Rd. Tieton, WA, 98947 be presented to the current tenant(s) for a 6 month term at \$1250/month."**

Approved by unanimous written consent 12/1/23.

The consent agenda was approved with a correction in last meeting minutes, Lorrie Nelson was present.

Presbytery Meeting (February 8, 2024)

Site: Zoom

Worship Suggestions: John Mason, Brandon Bailey, and/or a variety of churches.

Preacher Suggestions: Joshua Nam, John Park, Lillian Pak

Participate:

Schedule:

4:00 PM: Workshops Suggestions: Mike Neeley "Hearing the Heartbeat of God", Valerie Grissom-"All Ages Becoming," Dave Hackett present on "What every Presbyterian pastor and elder needs to know about AI, and how to use it in ministry in life"

5:00 PM: Worship

5:45 PM: Meeting

Discussion:

- Save the date should include time.
- All presbytery meetings held over zoom should not exceed 2 hours.

A motion was approved to authorize EP, Laura Terasaki to assign tasks for the upcoming February presbytery meeting.

New Business

- Introductions of board members
- Modifying the meeting time with a proposed start time of 10 AM was discussed.

Adjourn

Moderator Mark Terayama adjourned the meeting with prayer at 12:59pm

Next Executive Board Meeting: April 18, 2024 at 11:00 AM



Lillian Pak
Stated Clerk

Attachments:

1. Campbell Farms Executive Director
Job Description
2. Personnel Meeting Proposed Report
3. Sacred Calls Training Proposal