

Executive Board Minutes
January 14, 2022

The regular meeting was held via Zoom web conferencing software and was called to order at 9:03 a.m. by the moderator, who prayed for the members and the churches. The agenda was approved as distributed. A quorum was present:

2022 JB Im, Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayama;
2023 Darrell Kim, Steve Kinney, Rev. Becca Niemeyer, Susan Sprague;
2024 Kevin Riley, Lorrie Nelson, Rev. John Mason.
Absent: Rev. Stephanie Hankey.

The Board engaged in acquainting with one another and then discussed the mission statement of the presbytery and to accomplish it in the immediate future.

Consent Calendar

The following items were APPROVED by unanimous consent:

Resolved, That . . .

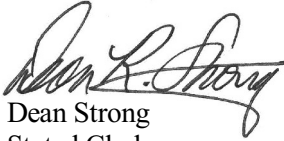
1. The presbytery hire the Rev. Amy Delaney as “Acting Executive Presbyter” according to the distributed contract.¹
2. The That Dissolution Agreement between Northwest Coast Presbytery & Former EP Corey Schlosser-Hall be approved.²
3. The Rev. Becca Niemeyer, Presbytery and Board Co-Moderator, be added as a signatory to all of the presbytery’s banking and investment accounts, and that resigning Executive Presbyter Corey Schlosser-Hall be removed from all accounts;
4. The presbytery’s insurance policy with the Insurance Board be renewed according to the Coverage Change Summary dated 12/15/2021 with a policy effective date of 1/1/2022 and expiration date of 1/1/2023.
5. That the Treasurer offer an educational financial seminar for Board members using the year end financial statements at a time to be coordinated with the participants.
6. That the resignation of Alaska Coordinator Nettie Covalt, effective Dec. 31, 2021, be received with regret.
7. That The Samish Island Fellowship be recognized as a New Worshiping Community of the Presbytery under the leadership of the Rev. Janice Smith, a member in good standing.
8. That the proposed presbytery meeting agenda as distributed be adopted, with an allowance for the co-moderators to make needed revisions.

Campbell Farm Clarity of Board Relationships. The following resolution was APPROVED after discussion and review of the document; “*Resolved*, That the Memorandum of Understanding between Campbell Farm Programs and the NWCP Executive Board be adopted.”³

New Church Chartering Administrative Commission. New Life Church hopes to charter on April 17th and Spring Church is working to charter shortly after the June Presbytery meeting. An Administrative Commission is normally empowered to oversee, and at its discretion, declare a church organized. The Board empowered the co-moderators to designate an administrative commission to organize these

two congregations according to the attached document *New Church Organizing Administrative Commission*; the designated member to be reported to the presbytery.⁴

The meeting was adjourned with prayer at 11:05 a.m.



Dean Strong
Stated Clerk

1. *Acting Executive Presbytery Contract with Rev. Amy Delaney*
2. *Dissolution Agreement between Northwest Coast Presbytery & EP Corey Schlosser-Hall.*
3. *Memorandum of Understanding between the Campbell Farm Advisory Board and the Northwest Coast Presbytery Executive Board*
4. *New Church Organizing Administrative Commission;*

**Acting Executive Presbyter Contract with
 Rev. Amy Delaney**

The Executive Board of the Presbytery of the Northwest Coast being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, Rev. Amy Delaney to serve as Acting Executive Presbyter following the resignation of Dr. Corey C. Schlosser-Hall on **Tuesday, January 18, 2022 through the start date of a Transitional Executive Presbyter**. These responsibilities are outlined in the attached position description. We anticipate this may last between 6 weeks and 4 months. If a transitional executive presbyter is not identified by June 1, 2022 this contract will be re-negotiated.

This role can be administered remotely from your home in Oregon with occasional physical trips as you discern important to the function of this role.

We promise and obligate ourselves to provide you the following effective salary and vouchered expenses. In this role we anticipate you serving at .5 FTE or 20-24 hours/week. This is a temporary, non-exempt, salaried position and will require that you keep track of hours to ensure we are paying you fairly if some weeks go beyond full-time per WA State minimum wage and overtime threshold laws.

<u>Effective Salary</u>	<u>Annual if 1 FTE</u>	<u>Annual for (.5FTE)</u>	<u>Monthly (.5 FTE)</u>
1. Cash Salary	\$ 18,000	\$ 9,000	\$ 750.00
2. Housing Allowances	\$ 48,000	\$ 24,000	\$ 2000.00
3. Deferred Compensation	<u>\$ 24,000</u>	<u>\$ 12,000</u>	<u>\$ 1000.00</u>
Total Effective Salary	\$ 90,000	\$ 45,000	\$ 3750.00
 Reimbursable Business Expenses	 \$ 6,000	 \$ 6,000	 \$ 500.00

Board of Pensions: Per NWC Presbytery personnel policy for .5FTE teaching elder employees, we will provide medical, pension, death and disability benefits through the Board of Pensions through your temporary service. You will have an option to enroll in the employer paid dental benefit through the BOP. Vision benefits and term life insurance and extended disability insurance are all optional benefits you can enroll in for your period of service at your expense through payroll withholding.

Continuing Education/Study Leave/Vacation: Annual CE and Vacation 10 working days (2 weeks or .83 monthly) and 25 working days (5 weeks or 2.1 working days monthly) annually pro-rated monthly.

_____	_____	_____
Transition Team Moderator	Printed Name	Date
_____	_____	_____
Executive Board Moderator	Printed Name	Date
_____	_____	_____
Acting Executive Presbyter	Printed Name	Date
_____	_____	_____
Stated Clerk	Printed Name	Date

Please attach a position description

COM: Pastoral Calls, Minimum Terms, Call Form

NWCP Approved 6/8/2017

4.3210

Addendum to Pastoral Call for Temporary Pastoral Relationships and Commissioned Ruling Elders to Particular Pastoral Service

Between the Executive Board of Northwest Coast Presbytery and **Rev. Amy Delaney**

G -2.05b Temporary Pastoral Relationships

Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.

Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.

Period

This agreement is for a period of up to 6 months beginning on January 18, 2022 written above and ending on or before June 1, 2022. This agreement may be extended or revised by the session and the pastor, with approval of the NWC Presbytery Executive Board.

Termination

This agreement may be ended by the Executive Board or the Acting EP by giving written notice 30 days in advance of the date of termination. Should the Acting EP terminate this agreement with less than 30-days notice, no further compensation will be paid beyond the last day of service.

Continuation of Salary

Because of the deliberate short-term bridging nature of this role no continuation of salary beyond final effective date will be provided.

**The period for a temporary relationship may not exceed 12 months and this shall be reviewed in May 2022 and may be revised or renewed with approval of the Executive Board.*



DRAFTED 01/05/2022

ACTING EXECUTIVE PRESBYTER POSITION DESCRIPTION

PURPOSE: To lead the people and congregations of Northwest Coast Presbytery into the mission God has given us: *To engage, equip, and encourage congregations and their leaders, dispersed yet connected, as together serve Jesus Christ to transform the world.* And specifically, to provide part-time, bridging executive leadership to NWC Presbytery between the resignation of Corey Schlosser-Hall as Executive Presbyter until a Transitional EP is onboarded.

GENERAL RESPONSIBILITIES

Promote through your work and attitude the mission of NWC Presbytery which is *“to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world.”*

Acting Head of Presbytery Staff

- Hold weekly staff meeting via zoom.
- Supervise, prioritize and coordinate the work of Associate EP and un-elected presbytery staff and volunteers-in-mission.
- As head of staff, the acting EP will have the authority to hire and terminate un-elected paid staff.
- Acting EP will consult with Personnel Committee as needed.
- Coordinate and consult with the elected Constitutional Officers of the Presbytery in their constitutional and corporate functions (i.e. Dean Strong as Stated Clerk and Treasurer)

Executive Function for Pastor Searches

- Assemble recommendations of temporary pastor candidates for congregations engaging in temporary/interim pastor searches including but not limited to: Interview potential candidates, conduct EP background checks, work with congregational liaisons to assess fit, etc.
- Conduct “Executive to Executive Background Checks” on top 3 candidates for congregations engaged in pastoral call process.

Ex-Officio Guide and Consultant with Presbytery Committees and Entities

- Collaborate as ex-officio member with Committee on Ministry, Executive Board, NOM commission and Personnel Committee of EB.
- Particular focus of COM work will be in partnership with congregations in pastoral leadership transition and their COM liaisons.
- Resource other committees, subcommittees, task forces, and networks as requested and time permits.

Maintain and Build Trust

- Maintain & build relationships of encouragement, trust & collegiality with NWCP Pastors and sessions.
- Nurture and steward NWC Presbytery’s healthy organizational culture.

Communicate Vision and Mission

- Communicate the mission, vision, and ministry services of NWC Presbytery with NWCP congregations and throughout our region and nation.
- Support Presbytery Connector, Jenine Taylor in executing NWCP communication strategy .

Financial

- Along with the Stated Clerk/Treasurer review and approve expenditures for payment ensuring they are with budgeted or approved by appropriate entity for payment.



DRAFTED 01/05/2022

SPECIFIC TASKS/PROJECTS

Guide Executive Board Transition Team in their search for Transitional EP

Onboard Transitional EP

Identify leadership for Commissioned Pastor development ministry following departure of Rev. Janice Smith in consultation with COM/CPM

Lead weekly staff meeting 9-10am Wednesdays (unless that changes)

Meet with COM every first Thursday of the month

Meet with EB when they meet.

Report and engage with NWC Presbytery at leadership summits

ACCOUNTABILITY

Accountable to the NWC Presbytery's Executive Board.

ROLES

- Acting Executive Presbyter
- Member of NWC Presbytery with voice and vote
- Acting Head of Presbytery Staff
- Ex-Officio member of: Executive Board, Personnel subcommittee, Commission on Ministry, Nominating Committee.



Dissolution Agreement Between Northwest Coast Presbytery & EP Corey Schlosser-Hall

This Dissolution Agreement is entered into as of January 14, 2022, by and between Northwest Coast Presbytery Executive Board hereafter referred to as **NWCP EB**; and Dr. Corey Schlosser-Hall; hereafter referred to as **Corey**. Corey reported to the Executive Board on December 9, 2022 that a call to serve the Presbyterian Mission Agency had been extended to him and accepted. Corey, the NWCP EB, and Personnel Committee announced to the NWC Presbytery on December 10, 2022. Corey and NWCP EB agree to conclude with mutual gratitude and blessing, the Executive Presbyter relationship that began on September 15, 2006, with the following terms:

TERMS OF DISSOLUTION:

I. **LOGISTICAL ARRANGEMENTS:**

Last Day of Service:	January 14, 2022
Date Corey will return all NWCP property	January 14, 2022
Effective end date (through which salary and benefits will be provided)	January 31, 2022
Other Provisions: Corey will be allowed to keep the 2018 MacBook Pro. <i>Note: It has fully depreciated, no other staff use Apple laptops, and NWCP will purchase new laptop for new EP.</i>	

II. **FINANCIAL TERMS:** *NONE* beyond January 31, 2022 paycheck and benefits.

III. **SEPARATION ETHICS:** All parties agree to abide by the Northwest Coast Presbytery Policy on Separation Ethics and the attached Covenant of Separation.

It is understood that this Dissolution Agreement is a final disposition of all matters between the Corey and NWCP.

APPROVED BY:

Corey Schlosser-Hall	Date
Co-Moderator of EB	Date
Co-Moderator of EB	Date
Stated Clerk of NWCP	Date

Copies of final, signed document to all parties above.



LETTER OF UNDERSTANDING RE: SEPARATION ETHICS

Between Dr. Corey Schlosser-Hall, Former Executive Presbyter (hereafter referred to as “EP”) & the Presbytery of the Northwest Coast

This is to make clear the former EP’s role as he continues to live in Bothell, WA and attends Emmanuel PC in Bothell with his family. This information is shared with the Executive Board, Personnel Committee, NWC Presbytery Staff and any other parties so that all may understand the role and responsibilities of the former EP.

1. The conclusion of the Former EP’s relationship signifies Corey’s understanding that all leadership functions with NWC Presbytery are terminated as of that time. Any invitations for pastoral or leadership services will be referred to the new EP and / or the Executive Board.
2. It is further mutually understood that this applies also to the transitional period before another EP is called and installed, since the Presbytery needs some time and space between installed EPs to discover who they are now, where they want to go, and with what new leadership. It is agreed that the NWC Presbytery’s Executive Board will make provision for transitional executive leadership for the Presbytery.
3. The former EP agrees that he will not participate in Presbytery-level activities connected with NWC Presbytery, unless invited by the Executive Board, future EP or Moderator(s) of Presbytery.
4. The Former EP agrees further that if attending Presbytery events in the future, it will be as a participant, and that he will not engage in any conversation that evaluates, assesses or comments upon the ongoing affairs of the Presbytery.
5. Two exceptions to #4 include the Former EPs participation and preaching at the February 10, 2022 NWC Presbytery Leadership Summit for the purpose of celebrating ministry together and saying good-bye. And the Former EP is invited by the NWC Presbytery’s Executive Board and its staff to consult with Acting EP, Transitional EP, or Stated Clerk in order to help them onboard and be briefed on situations in motion at the conclusion of the Former EP’s service. Or on other matters about which the above persons initiate inquiry.
6. If, after a suitable period of time, there is a desire on the part of the next EP or Presbytery leader to review any of the above items, they may instigate that with the consent of the Executive Board, and provided the Former EP is willing for such review and re-negotiation to occur.

Co-Moderator of NWC Presbytery

Date

Co-Moderator of NWC Presbytery

Date

Former EP

Date

Stated Clerk of NWC Presbytery

Date

MEMORANDUM OF UNDERSTANDING
Between
The Campbell Farm Advisory Board and
the Northwest Coast Presbytery Executive Board
Approved January 14, 2022

Composition, Authorities and Powers

The Campbell Farm Property and Ministry is owned by the Presbytery of the Northwest Coast and is dedicated to Christian ministry in word and deed. The Northwest Coast Presbytery Executive Board (Executive Board) constitutes the Campbell Farm Property & Ministry Board of Directors, holding ownership and responsibility for the Campbell Farm property, buildings, and operations according to Washington State Title 24, WASHINGTON NONPROFIT CORPORATION ACT and the Constitution of the Presbyterian Church (U.S.A.).

The Campbell Farm Advisory Board (Advisory Board) is hereby delegated authority and responsibility for the management of the property, programs and staff of the Campbell Farm, which must remain aligned with the Presbytery's goals, values and strategy for mission. The Advisory Board is self-appointed; members must be confirmed by the Executive Board. The Advisory Board oversees, advises, and empowers the Executive Director; assisting in planning, budget oversight, and fundraising. The Advisory Board is and will be chaired by an active member of a PCUSA congregation or presbytery.

One member of the Executive Board shall always serve on the Advisory Board. The Northwest Coast Executive Presbyter shall be an ex-officio member of the Advisory Board

The following is a delineation of the authorities of each entity and a recommended annual calendar of actions to demonstrate we belong to each other and work/play in ministry together.

The Purpose of doing this Memo of Understanding is to:

- 1) Ensure that Campbell Farm ministry programs are designed and led by those most knowledgeable and invested in the Yakama Nation/lower Yakima Valley community and those who are served at The Campbell Farm.
- 2) Invest authority for programmatic direction, autonomy, and self-definition to the Executive Director and those most familiar with the people, place, culture, and ways at Campbell Farm.
- 3) Give authority and responsibility for storytelling, fundraising, communications, and ministry oversight to the Executive Director and the Advisory Board
- 4) To recruit and develop the Advisory Board to be increasingly composed of people from the Yakama Nation/Wapato area community who see and feel the impact of this ministry but may not be members of PC(USA) congregations, and to ensure that they have full participation on the Advisory Board to shape the future of Campbell Farm programs.
- 5) To exercise integrity and healthy governance aligned with the PC(USA) constitution and the state of Washington which requires that the corporate board of directors of a Ministry

of the NWC Presbytery be composed of members in good standing of a PC(USA) congregation or presbytery.

- 6) To provide appropriate fiduciary oversight and support for the Campbell Farm property and facilities.
- 7) To provide healthy encouragement and accountability to the Advisory Board.
- 8) Through the Advisory Board, to ensure that the Executive Board is informed and advised regarding property and program issues and decisions at the Campbell Farm.

The **Executive Board** has the authority and responsibility to:

1. Make governing decisions regarding the disposition or development of any aspect of the Campbell Farm property, normally upon the recommendation of the Advisory Board. Each property related improvement or change may be financially supported by NWC Presbytery, Campbell Farm programs or a combination of both.
2. Negotiate and approve leases (such as the orchard lease) involving the property on the recommendation of the Advisory Board.
3. Approve the person serving Campbell Farms as Executive Director upon recommendation of Advisory Board. The Executive Director and other senior staff of Campbell Farm are included in presbytery staff activities, meetings, coordination, education and professional development and are presbytery staff.
4. Review, advise, approve annual capital budgets.
5. Review and advise the Advisory Board on annual program budgets.
6. Review and comment on annual financial statements and program reports.
7. Confirm members to the Advisory Board upon the recommendation of the Advisory Board.
8. Ensure corporate and ecclesiastical status and oversight is appropriately administered.
9. Serve as fiscal agent and co-sponsor of fundraising events and initiatives with ecclesiastical sources/partners.

The **Campbell Farm Advisory Board** has authority and responsibility to:

1. Provide oversight, advice and counsel, encouragement and accountability for the Campbell Farms Program Executive Director.
2. Provide formative feedback on Executive Director's leadership, professional development and effectiveness.
3. Provide feedback to the Executive Director for program development.
4. Review and approve hiring and employment policies which are administered by the Executive Director.
5. Support and encourage the Executive Director in administering the day-to-day operations of Campbell Farm.
6. Ensure that all corporate and civil laws are being observed.
7. Assist the Executive Director execute fundraising, events, grant writing, and donor relations according to approved plans.
8. Provide financial oversight of the capital and program budgets of the Campbell Farm.
9. Ensure property and liability insurance is adequate, maintained, and updated as needed.

- 10. Seek approval and/or consult with Executive Board on property improvements and enhancements.

Annually Advisory Board will meet with Executive Board to address the following matters:

- 1. Celebrate new steps and developments in the Campbell Farm ministry.
- 2. Report on Campbell Farm Programs and advancements anticipated.
- 3. Recommend annual capital and program budgets for the following fiscal year.
- 4. Recommend any modifications related to property to help anticipate property needs. Identify who will be responsible for costs and fundraising.
- 5. Report any changes in Executive Director terms of employment.
- 6. Recommend any Advisory Board members for appointment and report Advisory Board transitions.
- 7. Annual Financial Report and outlook for coming year(s).
- 8. Significant changes foreseen.

The Executive Board may rescind, suspend, amend or revoke this Memorandum at any time for any reason without notice according to the bylaws of the Presbytery and the Constitution of the Presbyterian Church (U.S.A.).

Northwest Coast Presbytery Moderator

Date

Campbell Farm Programs - Board Chair

Date

Presbytery of the Northwest Coast
New Church Organizing Administrative Commission

On January 14, 2022, The Executive Board authorized the Co-Moderators to designate an Administrative Commission to organize New Life Church and Spring Church according to the Book of Order, G-1.02

Receive applications for membership from those members of the New Life Church wishing to unite as a congregation of the Presbytery of the Northwest Coast, Presbyterian Church (U.S.A.), by obtaining the signatures of those persons on an Organizing Covenant, who shall covenant together as follows:

"We, the undersigned, in response to the grace of God, desire to be constituted and organized as a congregation of the Presbyterian Church (U.S.A.), to be known as _____. We promise and covenant to live together in unity and to work together in ministry as disciples of Jesus Christ, bound to him and to one another as a part of the body of Christ in this place according to the principles of faith, mission, and order of the Presbyterian Church (U.S.A.);

2. Oversee the process of educating applicants regarding the meaning of membership, entry, and ministry of membership according to the Book of Order, G-1.03, receive those who have covenanted together as church members according to G-1.0303;
3. With church leaders, review the New Life Church organization structure expressed in the bylaws, incorporation, and various policies, ensuring that governing documents are compatible with the Constitution of the PCUSA and that all policies required by the Book of Order are written and in effect, including, but not limited to,
 - a. Articles of Incorporation, State UBI number, Federal EIN.
 - b. Bylaws
 - c. Sexual Misconduct Policy
 - d. Child Protection Policy
 - e. Employment policies, benefits and contracts
 - f. Establish generally accepted financial policies and procedures, and bank accounts.
 - g. Purchase adequate insurance.
 - h. Obtain a General Assembly PIN from the Stated Clerk
4. With church leaders, develop a process of selecting or continuing current church officers, preparing them for service as elders and, if they so decide, deacons.
5. At its sole discretion, declare them an organized congregation of the presbytery. A member of this administrative commission will serve as moderator of a congregational meeting where the congregation shall then proceed to the election of ruling elders and, if they decide, deacons.
6. When all of the above items are executed, the presbytery, through this administrative commission, shall prepare, examine, ordain, and install these newly elected deacons and elders, and a pastor duly called by the presbyery, hosting a service of charter, ordination and installation.
7. In consultation with the Commission on Ministry, coordinate the calling and installing of pastoral leadership.
8. As the Presbytery, it shall continue to work closely with the congregation in plans for the service and witness of the congregation, in coordinating its work with other congregations, and in giving other forms of support and encouragement that will strengthen the mission of the congregation in the larger life of the denomination.

Executive Board
Minutes of the Special Meeting
February 3, 2022

The special meeting was called Jan. 26th via email by the Co-Moderators to address the following:

- 1) Receive and act on any recommendations in the Transition Team report;
- 2) Allocate funds for flood repairs at the Everson property;
- 3) Create a task force to address the needs of the Commissioned Pastor Program.

The meeting was open with prayer at 11:07 a.m. by Co-Moderator Matt Paul. Voting members present: Class of '22 – Jib Im, Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayama;

Class of '23 – Darrel Kim, Steve Kinney, Rev. Becca Niemeyer, Susan Sprague;

Class of '24 – Rev. Stephanie Hankey, Rev. John Mason, Lorrie Nelson, Kevin Riley.

Non-voting members present: Acting EP Rev. Amy Delaney, AEP Rev. Jinsuk Kim, Stated Clerk Rev. Dean Strong

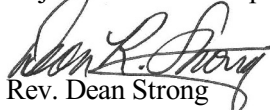
Executive Presbytery Transition. A report from the Transition Team, was received. The following resolution was APPROVED, *Resolved*, That the attached Transition Team Report and the recommendations contained therein be adopted and recommended to the presbytery, and that a slate of nominees, when completed, be placed before the presbytery for election to a Executive Presbyter Nominating Committee, at the next regular or called presbytery meeting.” The Board compiled a list of persons to be contacted for service on the committee by the Co-Moderators.

Everson Property Flood Damage Repairs. The Everson sanctuary and manse were damaged during the recent floods, and the property manager provided an estimate for repairs. The following resolution was APPROVED; *Resolved*, that not more than \$10,000 be allocated from unrestricted reserves to conduct needed repairs. Kevin Riley was authorized to review the situation, solicit additional opinions and estimates if needed, and accept an estimate and/or execute a contract.

Commissioned Pastor Program. Presbytery staff Rev. Jan Smith, who is retiring, has developed and executed a high quality program to train, examine and commission ruling elders for pastoral service, under the oversight of the Commission on Ministry. Since future presbytery staffing is unclear, and since the Board is responsible for the mission and program strategy of the presbytery, the following resolution was APPROVED, *Resolved*, That the following task force of the Executive Board be designated to consult with Jan Smith, interview CP Program participants, consult with the Stated Clerk regarding relevant polity and the existing structure of the presbytery, and then make a recommendation to the Board regarding an entity (person, committee, commission, etc.) to assume responsibility for the program and to be equipped by Rev. Janice Smith; composed of CP Danielle Riley and a teaching elder to be named by COM, Rev. Kevin Nollette and Dan Sanford of CPM, and former CP Lorrie Nelson of the Board.

Additional Church Charter AC Member. Co-Moderator Rev. Becca Niemeyer was previously authorized to designate members of this administrative commission. She reported that the Rev. Jenine Moriarity had agreed to serve, to be recorded in these minutes and reported to the presbytery.

Adjourn Closed with prayer at 11:58 p.m.


Rev. Dean Strong
Stated Clerk

Attachment: *Executive Presbyter Transition Recommendation*

Executive Presbyter (EP) Transition Recommendation

The Executive Board reports the following resolution to the presbytery:

Resolved, That

1. That the presbytery immediately form a search committee of seven people (must be clergy/lay balanced and representative, see below) to call the next installed EP (not transitional).

The Rationale to not call a transitional/interim EP:

- i. We affirm that the mission statement is strong, and doesn't need to be reworked, which would likely be the role of a transitional/interim EP
 - ii. We'd like to maintain our current momentum— expecting the new EP to grab onto current projects with energy and imagination, and within the first year take time to evaluate our current staffing for visioning 5 years out. Hiring a transitional/interim EP at this time has the potential to press pause on the momentum and energy we already have.
2. The Board will clearly communicate to the Presbytery the mission and vision of how we know ourself today and hope to maintain that momentum. A new EP will impart more energy into the work that is already in motion. Our NWCP mission and vision is embodied in the members of our presbytery serving, and we'd expect a new EP to embody it as well.
 3. Per the bylaws, the Board will nominate members of the NWCP to a nominating committee, to be elected by the presbytery, with a cross section of various presbytery roles: Geographical regions (Alaska, Central, WA Coast), ethnic groups, traditional and innovative congregational exposure, ruling/teaching elder split, (triple threats as much as possible – e.g. Korean new worshipping congregation). This team would be put forward to the Presbytery to elect.
 4. This committee is be encouraged to take the time it needs, to not rush the process.
 5. The EPNC evaluates job description for review and changes (2-4 weeks to explore who is implicated by the job description and if changes need to be made) – identify core functions so that we hire to those core values, removing what was specific to the former EP.
 6. The EPNC will draft a Mission Information Form for posting on Church Leadership Connection, to be approved by the Board and subsequently the Presbytery.
 7. The EPNC will publicize: Time limit for applications to be received and reviewed, evaluate if open time needs to be extended (work with Acting EP around extending time or not)
 8. The EPNC will conduct interviews, review recommendations, conduct background checks, and select a nominee, and when ready, request that the Board call a presbytery meeting for an election.
 9. The Board will provide ample opportunity for the Presbytery to become aware of the transition and understand the EP selection process, ask questions, and participate in the process as appropriate.

Executive Board
Regular Meeting Minutes
April 21, 2022

The meeting was opened with prayer at 11:05 am. All members were present:
Class of '22: JB Im, Emily Mitchell, Matt Paul, Mark Terayama;
Class of '23: Darrell Kim, Steve Kinney, Becca Niemeyer, Susan Sprague :
Class of '24: Stephanie Hankey, John Mason, Lorrie Nelson, Kevin Riley
Ex Officio: Amy Delaney, Acting EP, Jinsuk Kim, AEP, Dean Strong, Stated Clerk.

Consent Calendar

The following items were approved by common consent:

Meeting Schedules. *“Resolved, That the following actions approved by written unanimous consent (email) on March 30th be ratified, 1) That the June regular presbytery meeting be held via internet conferencing software; and 2) That the the fall regular presbytery meeting be rescheduled to October 7th and the Verge Conference be revised to October 8th.”*

MDC Investments Rollover. The Mission Development Agency recently required the presbytery to review, renew and clarify its portfolio of Mission Development Certificates, in writing, according to new Securities and Exchange Commission requirements that became effective Jan. 1st. The Treasurer acted on behalf of the Board. *“The attached schedule¹ of MDCs, amounts and maturity dates, was APPROVED.*

Reports

Acting EP. Amy reported by complementing the current staff, highlighting a need to provide added support, and describing current major tasks and projects.

Associate EP. A written report from Rev. Jinsuk Kim of his recent activities was received and reviewed.

Treasurer’s Report. A statement of operations for 2021 was received and reviewed. A budgeted loss of \$203,556 compared to an actual loss of \$67,686 resulted in a positive variance of \$135,870.

EP Nominating Committee. Steve Kinney and Mark Terayama, the Board’s EPNC representatives, reported that the committee has been refining the position description and time line while interviewing presbytery leaders and members about desired characteristics of a future EP. It is likely that the current contract with the Acting EP, which expires in June, will be extended.

Commissioned Pastor Task Force. Lorrie Nelson reported that, "The CP Task Force has reviewed past and current practices and is in the process of writing up and reviewing new possible changes which will be reviewed at our meeting next week."

New Church Chartering AC. Brandon Bailey submitted the following statement, “The chartering AC has with the leadership of both Spring Church and Seattle New Life and has reviewed the steps needed to be chartered. We are beginning to receive the required documentation from these future congregations. Spring Church has a target chartering date of Sunday, June 5 (Pentecost). Seattle New Life is working through the process but would like to coordinate chartering with the ordination of Eric Noh. Since Eric is still working through that process with CPM and COM chartering will likely be a bit later.”

The June Meeting Worship Design Team (Steve Kinney) and Verge Design Team (Emily Becca, JB, Jenine) reviewed their respective assignments.

Budget Request

Mending Wings. A letter was received from Corey Greaves, Mending Wings Director, asking “will the Presbytery consider supporting us for two more years to make up for the time that the pandemic took away from us? After discussion, a motion was APPROVED to include \$13,500 in the 2023 operating budget to support Mending Wings, to be supervised by the Mission Partnership Committee.

Meetings

The following schedule of Presbytery and Board meetings was approved:

<u>Presbytery</u>	Executive Board
2nd Thu of February	3rd Thu/Fri of Jan
2nd Thu of June	3rd Thu of May
2nd Fri/Sat October	3rd Thu of Sept. (budget meeting)
	3rd Thu of July if needed (quarter presbytery does not meet)
	Special Meetings have occurred early Nov/Dec. Year end/Retreat Prep

October Presbytery Meeting. A motion that the October presbytery meeting be in person if allowed by current health guidelines was APPROVED.

A motion that **Verge** be held virtually adjacent to the presbytery meeting was APPROVED.

A motion that July Board meeting in person, at Calvin, with transportation costs provided, was APPROVED.

Operating Year. The Board discussed the advantages and disadvantage of revising the operating year to June to June instead of January to January, considering the impact elections, meeting schedules, and the budget. A motion was APPROVED directing the co-moderators to appoint a task force to conduct further research and make a recommendation.

Meeting Nomenclature. A resolution was APPROVED replacing the term “Leadership Summit” with “Presbytery Meeting(s)” for meetings of the presbytery as set forth in the Constitution and bylaws.

Rationale: 1) Robert’s Rules and GA require that the minutes state that a presbytery meeting is either “regular” or “special,” since the agenda and rules are specific for those kinds of meetings. The term “Leadership Summit” is not and cannot be used in the minutes.

2) There is no provision for “Leadership Summits” in the bylaws, which by rule address meetings of the presbytery, Executive Board, and the corporation. A “Leadership Summit” is not recognized as a legal meeting of the corporation.

2) Presbytery meetings are not gatherings of “leaders” but are gatherings of presbyters who “shall come together in councils” to “seek together to find and represent the will of Christ (G-3.0203-0204). The *annual retreat* is a gathering of commissions members, officers, staff, and moderators and might appropriately called a “leadership summit.”

3) The term “Leadership Summit” was coined by Bill Hybels for the nationwide conferences hosted by Willow Creek Community Church, which late became the Willow Creek Association, and is not descriptive of the PCUSA.

4) Presbytery meetings are often attended by national staff and leaders who are puzzled by the term “Leadership Summit” as are new ministers joining the presbytery; most churches use the term “Presbytery Meeting.”

Committee Appointments

No committees were constituted during 2021 so technically none existed since appointments are for one year.¹ Since previously appointed task forces must be “voted out of existence,” so they have continued. The Board reviewed its committees and task forces. The following resolutions were APPROVED,

1) *Resolved*, That the following entities of the Board be dismissed with thanks:

- Covid-19 Task Force;
- Grants Committee (there is no current grant program);
- Immediate Transition Team (Superceded by the EPNC);
- Task Force on Racial Equity & Privilege (has become inactive).

2) *Resolved*, that the following be appointed to these respective committees:

- Personnel Committee: Stephanie Hankey, Joe Bettridge, Emily Mitchell, Jim Alter.
- Finance & Corporate Affairs: Dean Strong, JB Im, George Eastman, Janine Moriarty.
- Property Management: Kevin Riley, Matt McCoy, Appointed if accept: Liz Stulz, Warren Weber, Carmin Crispeno.
- Mission Partnership Review. Mark Terayama, Becca Niemeyer, Kevin Riley, Lorrie Nelson, Matt Paul.

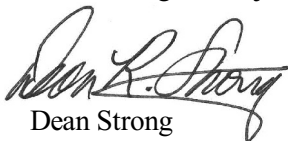
Personnel Committee

Budget Director/Treasurer Position. Dean Strong had arranged to resign last year, decreasing his hours from .75 FTE to .55 FTE in anticipation of serving as Stated Clerk only. Former EP Schlosser-Hall asked him to remain during his sabbatical, then resigned upon his return. Rev. Strong has continued in the position without compensation since May 1st, 2021.

A motion was APPROVED to create a quarter time treasurer/budget director position and for the committee to seek a candidate. A motion was also APPROVED for the committee to propose compensation for Dean Strong’s service as Budget Director & Treasurer from May 1, 2021 until a replacement is hired without increasing his hours.

Administrative Assistant Contractor. Presbytery Communicator Jenine Taylor hours were previously reduced at her request but the administrative work load is currently exceeding her ours. A motion was APPROVED to provide a temporary administrative contractor for up to ten hours a week at \$22.00/hour.

The meeting was adjourned with a prayer by Co-Moderator Becca Niemeyer at 11:20 pm.



Dean Strong
Stated Clerk

These minutes were approved per the presbytery’s rule May 16, 2022

Attachment:

1. Schedule of Mission Development Certificates.

¹Board Committee appointments are for one year, must consist of clergy and lay members in numbers as equal as possible, and each must include a Board member.

Mission Development Program 2022 Renewals as fo February 24, 2022

Note: 12 certificates will be combined as indicated. As of Dec. 31, there will be seven (&) Growth Certificates

	Certificate Number	Maturity Date	Balance	Investment Description	NEW Type	12 month .65%	24 month .80%	36 month 1.25%
1	31129	3/2/2022	\$100,000.00	12-Month Income Certificate	24-month GROWTH		100,000.00	
2	32433	4/22/2022	\$36,140.75	12-Month Income Certificate	12-month GROWTH	\$36,140.75		
3	31519	6/8/2022	\$1,415.37	12-Month Growth Certificate	No change	\$1,415.37		
	80192	7/1/2022	\$3,000.00	12-Month Income Certificate		\$3,000.00		
	80193	7/1/2022	\$2,003.53	12-Month Income Certificate		\$2,003.53		
	80195	7/1/2022	\$2,002.03	12-Month Income Certificate		\$2,002.03		
	80197	7/1/2022	\$2,001.53	12-Month Income Certificate		\$2,001.53		
4	80198	7/1/2022	\$31,949.45	12-Month Growth Certificate	12-month GROWTH 127,309.21	\$31,949.45		
	80199	7/1/2022	\$2,003.99	12-Month Income Certificate		\$2,003.99		
	80200	7/1/2022	\$5,007.46	12-Month Income Certificate		\$5,007.46		
	80201	7/1/2022	\$1,134.07	12-Month Growth Certificate		\$1,134.07		
	80202	7/1/2022	\$78,207.15	12-Month Income Certificate		\$78,207.15		
5	80203	7/1/2022	\$118,537.02	12-Month Growth Certificate	36-month JUMBO GROWTH			\$118,537.02
6	32629	11/1/2022	\$49,223.66	12-Month Growth Certificate	24-month GROWTH		\$49,223.66	
7	32630	11/1/2022	\$46,001.77	12-Month Growth Certificate	36-month JUMBO GROWTH			\$46,001.77
			\$478,627.78			\$164,865.33	\$149,223.66	\$164,538.79
						34%	31%	34%

Executive Board
Special Meeting Minutes
May 26, 2022

The special meeting was called by the Co-Moderators on May 23rd according to the bylaws. It was opened with prayer by Co-Moderator Becca Niemeyer.

The meeting was opened with prayer at 11:05 am. Members present:
Class of '22: JB Im, Emily Mitchell, Matt Paul, Mark Terayama;
Class of '23: Steve Kinney, Becca Niemeyer, Susan Sprague :
Class of '24: Stephanie Hankey, John Mason, Lorrie Nelson, Kevin Riley
Ex Officio: Amy Delaney, Acting EP, Dean Strong, Stated Clerk.
Absent: Darrell Kim.

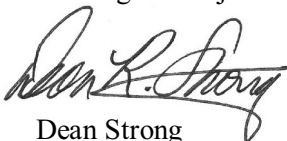
E.P. Nominating Committee. Committee members Elizabeth Shen O'Connor, Danielle Riley, Dottie Villevik were welcomed, in addition to Steve Kinney of the Board, who presented the Mission Information Form. The Board reviewed the form, commended the committee, and provided some minor edits. The MIF was APPROVED as amended.

Commissioned Pastor Task Force. Lorrie Nelson presented the received written report. The report's recommendations appeared to differ from the recollections of task force members present at the group's last meeting. A motion was APPROVED to refer the report, or a revised report and any recommendations to the Commission on Ministry.

Sedro-Woolley Property. A resolution was APPROVED directing Property Management Committee to hire a property management firm for the Sedro-Woolley property to replace Doug Patten, who has resigned as of June 1st, and executed a new lease as needed.

Alaska Church Property Assessment. A resolution was APPROVED increasing the 2022 COM budget by the actual amount of the costs of Warren Weber's travel and accommodations to survey church property in Southeast Alaska as determined by COM and staff, to report to the Property Management Committee.

The meeting was adjourned with a prayer by Co-Moderator Becca Niemeyer at 12:02 pm.



Dean Strong
Stated Clerk

Executive Board
Minutes of the Regular Meeting
July 21, 2022

The meeting was opened at 11:05 with prayer at Calvin Presbyterian Church. Some members attended by internet conferencing software. A quorum was present as follows:

Class of '22: JB Im, Emily Mitchell, Matt Paul, Mark Terayama;

Class of '23: Steve Kinney, Becca Niemeyer, Susan Sprague;

Class of '24: Stephanie Hankey, Lorrie Nelson, Kevin Riley .

Absent: John Mason, Darrell Kim, Dean Strong (non-voting member).

The agenda was approved as distributed.

Personnel Sub-Committee. Elder Matthew Appel of Maplewood has been interviewed by Dean Strong and the Personnel committee; both recommend that he be hired. The following resolution was APPROVED, “*Resolved*, That Matthew Appel be hired as Treasurer and Budget Director at \$33/hour.

October Presbytery Meeting. The following resolution was APPROVED, “*Resolved*, That the October Presbytery meeting (in-person) be held Thursday Oct 6th at Maplewood Presbyterian Church in Edmonds according to the proposed schedule subject to church availability):

1:00 Registration/fellowship/workshops

5:00 Worship

5:45 Meal

6:30 Discern, Discuss & Decide”

Presbytery Meeting (Oct. 6) Accommodations. The current policy is for the presbyter to provide double occupancy rooms for commissioners attending a meeting beyond the allowed commuting distance (Alaska and Eastern WA). Since Covid is still an issue (though being widely ignored), a motion to provide single occupancy rooms for commissioners was APPROVED.

Property Management Task Force. The following resolution was approved by written common written consent via on July 7, 2022: “*Resolved*, That the estimate of \$14,717 from Blue Line Home Services to install a vapor barrier and sump pump at the Everson Property be accept as recommended by the Property Task Force.” A motion to ratify the action was APPROVED.

Presbytery Staff Holiday. The following was APPROVED, “*Resolved*, That *Juneteenth* be included as a paid holiday for Presbytery staff.” How to recognizing the holiday Presbytery wide was discussed.

Campbell Farms Request. A motion was APPROVED authorizing Dean Strong and Susan Sprague be to assist Michael Friedline, Campbell Farm Advisory Board Moderator, in applying for a WA State Commerce Grant, in keeping with the Memorandum of Understanding most recently passed, and obtaining legal advice if necessary.

Mission Partner (Collide) Request. The following resolution was APPROVED, “*Resolved*, That a \$2,000 assistance grant for funding during the low contributions summer months be provided to Collide to match contributions from other donors; upon review and approval of the Mission Partner Task Force.”

Meeting Cycle Calendar Revision. The Presbytery Calendar task force met and settled on a July 1-June 30 calendar for terms of service and reported the following recommended schedule revisions, with usual annual business items:

February Presbytery (Virtual) – Dec. 31 previous year financial report & business as needed.

June (Face to Face) Presbytery + Training

- Annual Statistics & Terms of Call reported
- Number of Church Commissioners determined by statistics
- Necrology (previous year)
- GA Overtures (best face to face, but could occur at other meetings.)
- GA Overture Concurrences (could also occur at other meetings)
- GA Commissioner/YAAD Elections
- Elections (Officers, Board Commissions, Committees)

July 1st - Officer, Board, Commissions, Committees Terms beginOctober Presbytery (Virtual)

- Operating Budget received and approved.
- GA Commissioner reports

Suggest from further discussion:

- Start the new cycle in 2024, in relation to terms and adjustments for Nominating committee, etc.
- Hold a virtual gathering in Jan, with in-person social time in June to correspond with Presbytery in-person meeting.

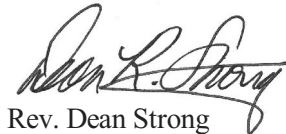
EP Nominating Committee. A motion was APPROVED to replace Matt McCoy, who has resigned, with Jessie Bloss who has agreed to serve.

Mark Terayama and Steve Kinney provided an oral progress report.

General Assembly. Commissioner Becca Niemeyer provided observations and a summary.

The meeting was closed with prayer by Co-Moderator Becca Niemeyer.

These minutes were edited and redacted by the Stated Clerk from notes recorded by Becca Niemeyer.



Rev. Dean Strong
Stated Clerk

Executive Board Minutes
September 15, 2022

The meeting was held on Zoom and was opened with prayer by Becca Niemeyer at 11:03 a.m. A quorum present:

Class of '22: JB Im, Emily Mitchell, Matt Paul, Mark Terayama;
Class of '23: Darrell Kim, Steve Kinney, Becca Niemeyer, Susan Sprague :
Class of '24: Stephanie Hankey, John Mason, Lorrie Nelson, Kevin Riley
Non voting: Amy Delaney, Acting EP, Jinsuk Kim, AEP, Dean Strong, Stated Clerk.
Darrell Kim was absent. The agenda was approved as distributed.

Generative Discussion

What challenges does the diverse nature of the presbytery (urban, suburban, rural, Korean, indigenous people) present?

Consent Calendar

The following items were APPROVED by unanimous consent:

Tieton Dissolution Administrative Commission – COM has been working with the Tieton congregation and the session, in consultation with the members, have requested dissolution. ***Resolved, That the following be designated to dissolve the congregation and corporation of Tieton Presbyterian Church, transferring all remaining property to the presbytery and hereby authorized to execute the appropriate state and legal documents to accomplish this task: Ruling Elders Michelle Wyles and Laona Mason of Tieton and Rev. Bob Johnson, HR.***

Peacemaking Grant Usage – KHNUC was awarded a \$2,600 grant in 2020 for youth scholarships to the Point Hope Alaska Youth Congress for the global elimination of nuclear weapons. The congress was canceled due to Covid. They requested the following, ***“That the KKNLUC Social Justice Committee be allowed to use the previously awarded grant in partnership with the Juneau Chapter of Veterans for Peace in an effort to declare the Arctic a Nuclear Weapons Free Zone, a similar usage.”***

Accounts Signatory – ***Resolved, That Treasurer Matthew Appell be added to the presbytery bank and investment accounts as a signatory.***

Alaska Property Assessment Costs – ***Resolved, That all costs associated with Warren Weber’s recent Alaska trips to assess property be reimbursed from the Village and Small Church Ministries 2022 budget (\$50,000 unused to date).***

Staff & Co Moderator Reports

Acting EP Amy Delaney and Associate EP Jinsuk Kim briefly reported.

Cascade View Grant Request – A request received from Cascade view for \$7,000 grant for renovating the former presbytery office into a residence “to be used by Interfaith as a satellite site of their shelter for families experiencing homelessness” was APPROVED.

Kwalkan Property Transfer– The Stated Clerk was authorized on July 15, 2021 to “return ownership without coast and legally transfer the title of the Klukwan Presbyterian Church property to the Chilkat

Indian Village of Klukwan.” A quitclaim deed has been received from the tribe’s council and will be executed this week.¹

Program Calendar Revision – The Presbytery Calendar/Meeting Task Force Proposal² was APPROVED. Implementing revised terms of office and commissions will require amending the bylaws.

2023 Operating Budget – **After discussion the following resolution was APPROVED, “Resolved, That the proposed budget be recommended to the presbytery, including presbytery per capita of \$42.50, an increase of \$2.00.**

Treasurer Matt Appel, Dean Strong and Amy Delaney have drafted a proposed 2023 budget. It is “status quo” in terms of presbytery initiatives and direction during this period of transition. Items of note (highlighted on the schedules):

- Per capita income does not cover basic operating overhead, leaving a \$149,000 deficit.
- A 3% rate of return on investments was used to forecast interest & earnings—a complete guess.
- Funding for Vital Congregations is no longer provided for a person or resources.
- Will there be an Alaska Coordinator? \$10,000 total was included for administrating Alaska.
- Funding for New Church Expressions is no longer provided for a person or resources.
- Campbell Farm funding of \$20,000 is provided, from unrestricted reserves.
- Establishes a budgeted annual limit of \$25,000 for church grants, including property repairs.

Committees & Task Forces

EP Nominating Committee – Steve Kinney reported that interviews are being conducted. The committee hopes to have a final candidate by the end of the year.

Property Management – A proposal was received and reviewed from the Property Oversight Committee Proposal.³ The task force was directed to continue developing details and a financial analysis.

Yakutat Property Assessment Visits – A report⁴ was received from Warren Weber.

Presbytery Meeting & Verge

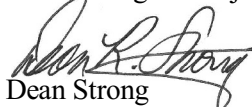
The preliminary presbytery meeting agenda was approved. Current state Covid protocols will be followed.

Stephanie Hankey, Steve Kinney and Susan Sprague volunteered to provide liturgical leadership and to organize Communion.

The Rev. Laura Terasaki, Interim Pastor of Lake Forest Park PC was named as the preacher.

Workshops: GA Discussion led by Commissioners, Korean Pastors, Orientation for 1st Time Commissioners, How to be a Matthew 25 Church.

The meeting was adjourned with a prayer by Co-Moderator Becca Niemeyer at 1:07 pm.


Dean Strong
Stated Clerk

Attachments:

1. Quitclaim Deed
2. Presbytery Meeting Calendar Proposal.
3. Property Oversight Proposal.
4. Alaska Churches Property Inspection Report.

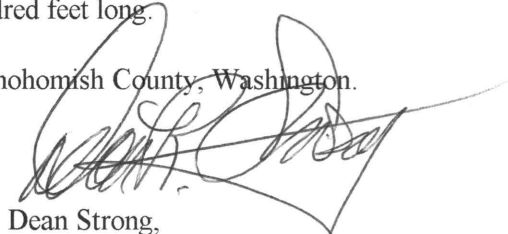
QUITCLAIM DEED

Grantor, Presbytery of Alaska, a non-profit religious entity, whose address is 11024-A, Auke Lake Way, Juneau, Alaska 99801, for Ten Dollars and other good and valuable consideration, in hand paid, hereby conveys and quitclaims to Grantee Chilkat Indian Village, a federally recognized Indian Tribe, of HC 60, P.O. Box 2207, Haines, Alaska 99827, all of Grantor's right, title, and interest in and to the following described real estate, situated in the Haines Recording District, First Judicial District, State of Alaska:

A portion of land lying in Klukwan, Alaska, located in Section 33, Township 28 South, Range 56 East, Copper River Meridian, Haines Recording District, First Judicial District, State of Alaska, described as:

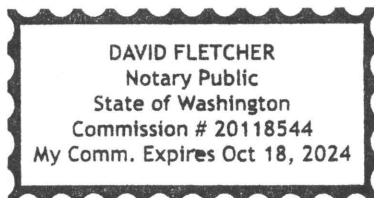
Beginning at the post marked Number 1 on line between lands owned by William Johnson and William Claney and running west one hundred feet to post Number 2, thence North two hundred feet, thence east one hundred feet and thence south two hundred feet to the place of beginning and containing a pieced of ground one hundred feet wide and two hundred feet long.


DATED this 10th day of September, 2022, at Snohomish County, Washington.


Dean Strong,
Authorized Representative, Presbytery of Alaska

STATE OF WASHINGTON)
) ss.:
SNOHOMISH COUNTY)

On this 10th day of September, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Dean Strong, who is known to me, and who acknowledged to me that he signed this Quitclaim Deed on behalf of the Presbytery of Alaska freely and voluntarily for the uses and purposes therein mentioned.




Notary Public, State of Washington
My Commission Expires: 10-18-24

Record in Haines Recording District

After Recording, Return to:

Chilkat Indian Village
HC 60, P.O. Box 2207
Haines, Alaska 99827

Presbytery Calendar/Meeting Task Force Proposal

Resolved:

The presbytery meeting and nomination calendar shall be revised to a July 1 to June 30 orientation effective in 2024. The result of which will align presbytery meetings and terms of service according to the following schedule (with primary business noted):

February (Virtual Meeting)

- Financial report of the previous calendar year is received
- Annual terms of call are reported
- Elections (Officers, Board Commissions, Committees)

Note: Terms begin for new officers, commissioners, and committee members on July 1

June (Face-to-Face Meeting)

- Annual Statistics reported
- Number of Church Commissioners determined by statistics
- Necrology (previous calendar year)
- GA Overtures, every other year (deadline 365 days from close of GA)
- GA Overture Concurrences, every other year (one year before GA)
- GA Commissioner/YAAD Elections, every other year (one year before GA)

October (Virtual Meeting)

- Operating Budget received and approved.
- GA Commissioner reports

If approved, the Nominating Committee will adjust terms of service for new officers, commissioners, and committee members beginning in 2023 in preparation for implementation of the new calendar in 2024.

Background/Rationale:

With the move to more virtual presbytery meetings, the importance of an annual face-to-face grows. Face-to-face meetings in October are problematic due to the likelihood of inclement weather conditions for people traveling from Southeast Alaska and over the Cascade Mountain passes. The same is true for committee orientation meetings held in January. Also, October meetings come just as people are spending more time indoors, increasing the chance of viral transmission.

Under the proposed format, committee orientation meetings will be held in the days immediately preceding to the June meeting, saving the expense of additional travel for new officers, commissioners, and committee members (see notes below).

The fiscal calendar would remain the same—January 1 through December 31.

Other Notes:

The task force proposes the following schedule for June presbytery meetings beginning in 2024:

- [Thursday noon-Friday noon, Onboarding Retreat for presbytery leaders]
- Friday evening, fellowship banquet
 - Thank-yous for people finishing their terms
 - Celebration of presbytery people/events
 - Ask Doug Bunnell to emcee!
- Saturday morning worship/meeting, finishing by noon
- Optional Saturday evening Mariners game when they are in town!

Presbytery would cover the following costs for commissioners:

- Transportation and Friday night stay
- Extra night—or perhaps two, depending on flight schedules—for Alaska commissioners

NORTHWEST COAST PRESBYTERY

PROPERTY OVERSIGHT COMMITTEE

Dreaming for the future

Dreaming for the future



One Goal:

The Property Oversight Committee has but one goal: Continue the multigenerational stewardship of physical buildings. Nearly every church building in our presbytery is older than the congregational members! We have a long legacy of maintaining buildings for the next generation, and we want to continue that legacy.

Objectives & Key Results

OBJECTIVE: 1

Objective 1a:

Provide oversight and management of all presbytery buildings that do not have a viable congregation, vacant, or should be repurposed/sold

Key Result 1a: Oversight and management should be self-funded and the budget managed by POC with reporting to EB

Objective 1b: Self-funded through market appropriate rental income.

Key Result 1b: Triple net leases at market rates (not discounted rates) will help maintain our stewardship capacity.

OBJECTIVE: 2

Objective 2:

The POC will become a Self-funded committee through asset sales

Key Result 2a: When rental income is insufficient to cover expenses (for example, if a church closes and the building is suffering from years of deferred maintenance), the POC will work with the EB to sell a property in the portfolio.

Key Result 2b: The POC will work closely with the EB to create and maintain criteria by which we determine how to sell properties.

How "self funding works":

On the one hand - The POC will not take funds from the EB.

On the other hand - The EB will leave all funds from property sales with the POC.

OBJECTIVE: 3

Objective 3: Build the POC into a regional property management committee.

Key Result 3a: recruit and train a regional property manager to manage our portfolio, who is paid a percentage of lease value.

Key Result 3b: recruit and train a POC chairperson who is paid a percentage of lease value. Responsibilities of the POC as a presbytery-wide property oversight committee would allow for the following authority:

Maintain buildings to optimize value and viability

Lease any vacant buildings to provide income for building maintenance and capital improvements

Recommend uses for building to include leasing and selling for the EB review and approval.

OBJECTIVE: 4

Objective 4: Oversee the smooth transition to local control when someone has a viable plan for connecting a Presbyterian ministry to that particular neighborhood.

Key Result 4a: Build an inspection schedule to ensure the buildings stay in great condition.

Key Result 4b: Sign leases with options to return the buildings to Presbyterian ministries.

**THANK YOU, AND WE LOOK FORWARD TO
WORKING WITH YOU.**

ALASKA CHURCH PROPERTY INSPECTION REPORT – WARREN WEBER

I visited four of the churches in Southeast Alaska—Ketchikan, Craig-Klawock, Hydaberg, and Juneau. All are in decent repair. It is apparent to me that because of previous investment in the roofs of these buildings, they have remained functional and in acceptable condition.

With that being said, to make the buildings more useful and safe, to save energy costs, and to address the aesthetic concerns of the congregations, there are a number of incidents of deferred maintenance that should be addressed.

KETCHIKAN:

On Tuesday, June 22, I met with Steve from Ketchikan Presbyterian. He did not have any major concerns with the church building itself. The main concern is the steps going from the parking area to the street level of the church, and the sloping driveway. We discussed reinforcement and expansion of the retaining wall, which has been completed. We discussed some thoughts I had regarding building a new staircase.

CRAIG:

On Wednesday, June 23, I met with Victoria Merritt Craig. I toured her mission at P.O.W.E.R., which provides food, clothing and other basic needs for the residents of Craig and Prince of Wales Island. I also met with some of her mission partners there. Inspected Craig-Klawock. Some deferred maintenance—clean gutters, trim back vegetation, seal up crawl space to keep out critters. Other projects—leaking seals in windows, cedar siding needs to be replaced, electrical covers, moisture in the walls where sheetrock tape is coming loose. Walked the cemetery trail, visited Klawock totem park, pizza at Papa's. Finally got into Manse after several days. Some sheetrock repairs needed in the hallway. Badly in need of serious cleaning, new flooring throughout, Garage, converted to Youth Activity Center, is in need a new roof. Deck on back of Manse in serious need of work—cleaning has been minimal, at best. Needs to be cleaned so that it can be assessed. Surface looks to be in very bad condition.

The one project that should be done before the weather turns bad is to replace the roof on the Youth Activity Center. Some shingles came off and were replaced, however the roof is in extremely poor condition. I would recommend a new metal roof to match the church and manse.

Thursday drove to Hydaberg.

HYDABERG

On Thursday, June 24, I met with Sonny Peale and his sister Sylvia. I looked at the potential repairs on the church and obtained the following list of repairs that the congregation had put together.

1. Repair the cross (cut into front of sanctuary to let light in, framing has deteriorated, should be removed or re-done)
2. Side room next to choir loft needs to be sheetrocked. Want to convert room to media room for Zoom, etc.
3. Stained glass windows—need plexiglass on the outside for storm windows
4. Ceiling leak in old Sunday School room annex
5. Ceiling leak in bathroom
6. Sanctuary and annex outside double doors need to allow for casket
7. Electrical upgrade for new equipment in sanctuary and annex
8. Replace two florescent lights in upstairs and in annex
9. Fix window in annex Sunday school room—replace broken pane
10. Repair ceiling (sheetrock) in entry

11. Finish bathroom in annex
12. Install attic door
13. Paint
14. Carpet
15. New rug for sanctuary
16. (Dreams) pavement in parking lot
17. Trim along fascia (metal on roof isn't long enough)
18. Church exterior needs to be painted
19. Manse exterior needs to be scrubbed and painted, and finish needs to be applied to decks and rails
20. Positive connection from floor joists to the pillars in crawl space

Sylvia shared that though the community is building a longhouse, most people want to have their funeral at the church. She said that the community came together (not just church members) to build the manse in the early 90s. Projects around the church have been undertaken by groups from the Foursquare Church. The congregation was told 15+ years ago that the Presbytery promised to find a retired pastor who would come out, but that never happened. Sylvia shared that she doesn't consider herself a member of the church because they haven't had a pastor for 30 years. She also spoke with pride about the fact that the congregation has kept the doors open for 30 years in spite of the fact that they don't have a pastor.

YAKUTAT (August 30)

Upon arrival I was introduced to Steve, the visiting pastor, and Dave, a guest of his. They drove me to the church property, introduced me to Jim, the maintenance person. That evening after a fantastic potluck dinner, I met with Steve, Jim, and several members of session to discuss my findings. They were relieved that I felt that both buildings were structurally sound and in overall good shape but need only some small repairs which Jim and the session should be able to complete. A church group could, weather permitting, paint the exterior of the church.

Due to COVID, we didn't make any attempt to contact anyone at Northern Lights United Church, but judging by the exterior, the church is in immaculate condition. Connie got Covid while in Craig and I tested positive in Juneau. We had a session meeting scheduled with Craig and were going to attend church at Hydaberg, but everyone involved thought it would be better not to meet. Our plan was for Connie to fly from Juneau to Seattle and I would go to Yakutat, then I tested positive so we both flew back to Seattle on July 2, once I was cleared to fly.

Warren Weber



Ketchikan
Placement for future staircase
from parking lot to street



Ketchikan
Bulkhead retaining driveway



Craig-Klawock
Gutters on church overrunning
because they're plugged



Craig-Klawock
Vegetation overgrowing deck



Craig-Klawock
Seals broken on windows



Craig-Klawock
Rotting Siding



Craig-Klawock
Church sitting on piers—no sign of positive attachment



Craig-Klawock
Sanctuary window with Lord's Prayer in Tlingit



Craig-Klawock
Hole in wall of manse



Craig-Klawock
Deck over the carport, off dining area of manse



Craig-Klawock
Rotting siding



Craig-Klawock
Roof of youth center—needs to be replaced

Executive Board Minutes

November 17, 2022

The meeting was held on Zoom and was opened with prayer by Becca Niemeyer at 11:04 a.m. A quorum present:

Class of '22: Emily Mitchell, Matt Paul, Mark Terayama;

Class of '23: Darrell Kim, Becca Niemeyer, Susan Sprague;

Class of '24: Stephanie Hankey, John Mason, Lorrie Nelson, Kevin Riley;

Absent: JB Im ('22), Steve Kinney ('23), Stephanie Hankey ('24).

Non voting members present: Amy Delaney, Acting EP, Jinsuk Kim, AEP, Dean Strong, Stated Clerk.

The agenda was approved as distributed.

Synod Commissioner – The Synod will meet December 8th. Teaching Elder Commissioner Emily Mitchell is unable to attend. The Synod bylaws allow for a substitute. John Mason volunteered to attend.

Consent Calendar

The following items were APPROVED by common consent:

Personnel Committee Recommendations.

- 1) That a new Medical FSA program for presbytery employees be established by:
 - a) Amending the personnel manual of the presbytery to include the following new paragraph “D” in the section “Benefits.”

D. Section 125 of the Internal Revenue Code permits an employer to establish a program through which an employee enters into a salary reduction agreement with the employer to pay for his or her contributions for health care coverage on a pretax basis. Staff may begin participating in this Plan upon enrollment in a Medical Plan. The Employer will notify staff when they become eligible to participate in the Plan.
 - b) Adopt the Employee Healthcare Contributions Only Plan as adapted from the Board of Pensions sample plan, including using *Further*, a FSA administrator recommended by the Board of Pensions to administer our FSA employee benefits, beginning in 2023.¹
 - c) Confirm the unanimous written consent resolution to authorize the opening of a new bank account for the administration of the *Further* Flexible Spending Account with Treasurer Matt Appel and Bookkeeper Kris Green as signatories.
- 2) Stated Clerk Compensation – “*Resolved*, That the 2023 effective salary for Rev. Dean Strong to serve as Stated Clerk be declared as eligible for pre-tax contributions to his 403b Retirement Savings Plan and that 100% of the amount paid directly to him after pre-tax contributions, if any, be declared as housing allowance.”

GA Amendments – “*Resolved*, That a workshop be held and voting on the Amendments occur at the February meeting of the presbytery.”

Generative Discussion

Presbytery Held Property. The presbytery holds two former church sites and Campbell Farm, and is likely to inherit several more church sites as small churches dissolve in the coming decade. Decisions about the use of, leasing, managing, maintaining, or selling properties should be based on a guiding

mission or principle. *“The property of the Presbyterian Church (U.S.A.), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world” G-4.02.* The Board informally discussed the following question: How might the Presbytery hone its expression of this statement to guide current and future oversight or divestiture decisions, as well as to clarify our ownership of Campbell Farms?

- Campbell Farm has no current, but yet required, statement of “vision, mission, and programming . . . in a manner that is consonant with the mission of the presbytery.”
- While the presbytery owns the Farm it is overseen by an Advisory Board, yet most provisions of the Letter of Agreement are not being observed.
- The Advisory Board moderator has raised current operating issues and suggested & requested that the AB be given complete control of the operation, self incorporate, and lease the property from NWCP. Should the presbytery explore this option? Sell it? Exert more control? How might a presbytery property vision help?

Business

3rd Quarter Financial Statements were posted to the website by meeting time, but were not reviewed.

Property Management Committee – A proposal for the long term management of the presbytery’s properties had been received at an earlier meeting. The Board had requested further financial analysis, which was presented and reviewed.²

Sedro-Woolley Property Capital Repairs. The following estimates were APPROVED for the work to be completed:

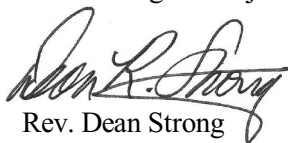
- 1) HG Craftsmen, in the amount of \$20,829.48, to make the restrooms ADA compliant;³
- 2) S & S Roofing, \$69,498.57. for roof repairs.⁴

Annual Leadership Retreat – Rainbow Lodge is still reserved for January 12-13 for the annual leadership retreat for the Board, COM and CPM. **A motion to postpone the retreat until a new EP is elected was APPROVED.**

Executive Presbyter Search – Board members discussed their experiences of being interviewed by the candidates for E.P as requested by the EPNC. The resolution approved Feb. 8th 2022 by the Presbytery which delineates the Board’s authority and participation in the search process was reviewed. After discussion, the following motion was APPROVED, “That the Executive Board conduct a conversation/ interview) with the EPNC’s final candidate, to occur *before* the person is made aware that the PNC intends to nominate him or her to the presbytery for the position, and before the Board calls a meeting of the presbytery to elect.”

Gratitude for Service – Members JB Im and Darrel Kim, who are retiring from service on the Board, were recognized and thanked.

The meeting was adjourned with prayer at 1:11 p.m. by Co-Moderator Matt Paul.



Rev. Dean Strong
Stated Clerk

Attachments: (4)

1. *Sample Employee Healthcare Contributions Only Plan Document for Presbyterian Church (U.S.A.) Employers.*
2. *Ten Year Presbyery Property Pro-forma Statement.*
3. Cost Guideline: Sonrise Church Bathroom ADA Conversion; H.G. Craftsmen, LLC., dated 9/27/2022.
4. S & S Roofing Estimate dated 10/24/2022.

**SAMPLE EMPLOYEE HEALTHCARE CONTRIBUTIONS ONLY
PLAN DOCUMENT
FOR PRESBYTERIAN CHURCH (U.S.A.) EMPLOYERS**

(Short Form Version)

Instructions and Legal Disclaimer

The Board of Pensions of the Presbyterian Church (U.S.A.) offers the attached sample **Section 125 Employee Healthcare Contributions Only Plan** as part of a toolkit for employers who want to enable their employees to pay any healthcare contribution requirement on a pretax basis.

In producing this document, the Board of Pensions intends only to supply a sample of the documentation that an employing organization needs to prepare when adopting such a program. The Board does not provide legal or tax advice to employing organizations and the sample plan is not intended to substitute for the advice of your legal or tax counsel. **If your organization elects to adopt a plan, it should adopt its plan with the advice of its own legal and tax counsel.**

The Board has posted two sample plan documents at pensions.org. This document is sample #1.

#1: Section 125 Employee Healthcare Contributions Only Plan (Short Form Version)

The only benefit provided by this sample plan is pretax coverage for an employee's healthcare contribution under the Medical Plan. If you would like to offer additional plan features, for example, to allow for the payment of out-of-pocket Medical expenses on a pretax basis, then another type of plan may be more suitable.

This sample plan incorporates certain default provisions with the intent of providing a plan that is fairly simple to administer. However, the default provisions may not be the most advantageous to employees or the least risky to an employing organization. The default provisions that were selected by the Board in drafting this sample plan are explained on the next page. **Each employing organization must make its own decisions about the plan design provisions before it prepares and adopts a final plan document.**

Coverage under a plan must be provided for a full 12-month period (referred to in the sample plan as the *Plan Year*). However, if an employing organization wishes to adopt a plan in the middle of a plan year, it may do so, provided that coverage is available for the entire short plan year. For example, if a plan uses the calendar year as a plan year, but the plan is adopted July 1, the full amount of coverage elected by eligible employees must be available from July 1 through December 31.

The tax benefits of a Healthcare Contributions Only Plan are contingent upon compliance with the technical and operational compliance requirements of the Internal Revenue Code and the U.S. Department of the Treasury and Internal Revenue Service regulations, rulings, and interpretations. In recent years, these legal requirements have been modified several times. **If**

your organization adopts a plan, it is the responsibility of the organization to keep current with the law and regulations governing such plans and to administer it in accordance with all applicable laws and regulations. The Board of Pensions does not assume legal responsibility for these plans and shall not be responsible for your plan or its operation.

Each employing organization should review the sample plan provisions, particularly the following default provisions, to determine the applicability of the terms to its organization. The plan document should be customized for each organization's needs.

- Eligibility. The sample plan provides that all employees who are regularly scheduled to work a minimum of 20 hours per week are eligible upon enrollment in the Medical Plan. The provision may be revised to cover only a particular class of employees (e.g., salaried or hourly). Also, the minimum hours requirement and/or the initial waiting period could be modified or eliminated. The Affordable Care Act requires that the maximum waiting period for health coverage is 90 days. Coverage must be effective no later than the 91st day of employment.
- Coverage Following Severance. Under the sample plan, coverage is not available if an individual is receiving severance. This provision could be revised to allow coverage if permitted under the severance agreement.
- Leaves of Absence. The sample plan permits employees who take unpaid leaves of absence to continue coverage during the leave in accordance with the employer's policy on Medical Plan enrollment. Alternatively, this provision could prohibit coverage during an unpaid leave (which would eliminate the administrative burden of processing after-tax contributions).
- Administration of the Plan. The sample plan provides that the employing organization is legally responsible for administering the plan and is treated as a fiduciary of the plan. The employing organization may delegate some or all of its administration duties to a person or committee.

EMPLOYEE HEALTHCARE CONTRIBUTIONS ONLY PLAN FOR PRESBYTERY OF NORTHWEST COAST EMPLOYEES

Section 125 of the Internal Revenue Code permits an employer to establish a program through which an employee enters into a salary reduction agreement with the employer to pay for his or her contributions for health care coverage on a pretax basis. Your Employer has established such a program called the Healthcare Contributions Only Plan (the “Plan”). This document sets forth the terms of the Plan and answers questions that you may have about the Plan.

ELIGIBILITY AND ENROLLMENT

Eligible Participants. You, your spouse* and dependents will be eligible to participate in the Plan if you are employed to work an average of at least 20 hours per week and enrolled for Medical Plan participation by your Employer. You may begin participating in this Plan upon enrollment in the Medical Plan. The Employer will notify you when you become eligible to participate in the Plan.

* Under IRS regulations adopted since the June, 2013 U.S. Supreme Court decision in the U.S. v. Windsor case, for purposes of federal tax law the term “spouse” includes a same-gender spouse who has a marriage certificate. The term “spouse” does not include a same-gender covered partner who has entered into a civil union under state law, even if the state’s civil union statute gives comparable rights and privileges to individuals joined in a marriage. Covered partners with civil union certificates do not qualify for benefits under this Plan. The dues contributed by both the member and the employer for civil union partners are subject to federal income tax.

Enrollment. To participate, you will be required to complete all forms determined necessary by your Employer, including an election form that authorizes a salary reduction. Your salary will be reduced on a pretax basis to pay the dues you are required to contribute for the Medical Plan (towards your spouse and dependent coverage) and/or the Optional Dental Benefits under the Benefits Plan. The amount of your salary reduction will depend on which benefits you elect and if your spouse* and dependents will be covered. The election form must be completed, executed and returned to Bookkeeper Kris Green, Kris@northwestcoast.org, no later than [(fill in for new employee)]. If you follow these instructions, your coverage will be effective as of [(fill in for new employee) .] If you fail to submit a completed election form for this Plan when you are first eligible to participate in the Medical Plan, you will be deemed to have elected not to reduce your salary to pay any required employee contributions on a pretax basis under this Plan.

Plan Year. A consecutive twelve (12) month period commencing January and terminating December 31.

CHANGING YOUR COVERAGE ELECTION

Generally, your coverage elections and salary reduction agreement will remain in effect until the end of the Plan year, which is December 31st. Before each Plan year, your Employer will give you the opportunity to elect, terminate or modify your coverage under the Plan. At this time you

may add, cancel, or change coverage for yourself, your spouse and for any of your dependents who qualify for benefits under the options available under the Plan.

Default Coverage. If you fail to complete and submit any required enrollment form by the end of the annual Plan enrollment period, your coverage elections for this year will automatically carry over to next year, subject to any modifications to this Plan, the benefit options you have elected, and the costs of those benefit options.

You may change your coverage election and make appropriate changes in your salary reduction if you experience a qualifying change in status, a special enrollment event or certain other mid-year election events. All of these events are subject to limits prescribed under the law.

Qualifying Change In Status. A qualifying change in status includes a change in: the number of your dependents; your spouse's or your dependent's employment status (*e.g.*, a termination or commencement of employment); your dependents' eligibility for coverage; your, your spouse's or your dependent's residence; or your legal marital status.

Special Enrollment Event. A special enrollment event includes: marriage; the birth, adoption, or placement for adoption of a child; a loss of other health coverage due to the exhaustion of COBRA or Continuation coverage or the loss of eligibility for coverage (other than COBRA and Continuation coverage); the termination of employer contributions towards coverage (other than COBRA or Continuation coverage).

You are responsible for notifying your Employer of a qualifying change in status or special enrollment event. If you, your spouse or your dependents experience a special enrollment event, you may elect to enroll them for coverage under the Medical Plan, provided that you notify your Employer within 30 days of the date on which the event occurs. Except as may be provided for changes in status that are also special enrollment events, your change in election will be effective as of the first day of the month after you notify your employer and complete any required forms.

Other Mid-Year Changes. In addition to qualifying changes in status and special enrollment events, you may also change your salary reduction agreement election on account of certain other mid-year events. For example, if (1) the cost of a benefit option you elected increases significantly during the year, (2) coverage under a benefit option you elected under the Plan ceases or is significantly curtailed, or (3) a benefit option is eliminated or a new option is added, you may revoke or change your election accordingly. You may also change your election on account of and in correspondence with your spouse's or dependent's change in election under another cafeteria plan. If a qualified child coverage order requires a health plan to provide coverage to your child, or requires your spouse or former spouse to provide health coverage for your child, you may change your election to cancel your child's coverage. In addition, if you or your dependent become entitled to Medicare or Medicaid coverage, or you or your dependent lose eligibility for such coverage, you may change your election to cancel or reduce coverage.

To make any change to your election under the Plan, you must complete the required forms and return them to your Employer within 30 days of the event. **The change will be effective on the subsequent paycheck.**

LEAVE OF ABSENCE

You may participate in the benefit options offered through the Plan during a period of family or medical leave in accordance with the Employer's policy under the Family and Medical Leave Act of 1993. You may participate in such benefit options during any other leave of absence in accordance with the personnel policies and practices of your Employer. However, if your leave of absence is unpaid, your participation in the Plan will be suspended until you return to work.

PLAN ADMINISTRATION AND CLAIMS

This Plan is sponsored by a church organization and is intended to be a church plan as defined in section 414(e) of the Internal Revenue Code, as amended ("Code") that has not made an election under section 410(d) of the Code and is therefore exempt from the requirements of the Employment Retirement Income Security Act of 1974 generally applicable to such plans.

The Plan is offered on an integrated basis with other health plan coverage offered or approved by the Employer. The provisions of this Plan shall be interpreted in accordance with that intent.

Your Employer serves as Plan administrator responsible for the administration of the Plan and makes all determinations under the Plan. With respect to claims arising under any of the benefit plans paid through this Plan, you should submit claims in accordance with the claims procedure of each benefits plan.

TERMINATION OF COVERAGE

Your participation in the Plan will end as of the earliest of the following: (1) the date the Plan is terminated, (2) the date as of which the Plan is amended to make you no longer eligible for benefits, (3) the date as of which the benefit options you elect under the Plan cease to be offered or your coverage under the Medical Plan as an active employee is terminated, subject to any rights you have under this Plan to change your elections, (4) the date as of which you elect to stop participating in the Plan, (5) when your eligibility for enrollment as an active employee ends upon termination of service, retirement, death or otherwise, or (6) the date on which you enter the armed forces of any country in active, full-time duty.

RIGHT TO AMEND OR TERMINATE PLAN

The Employer reserves the right to amend the Plan at any time, in any manner, including, without limitation, the right to amend the Plan to reduce, add or to modify the type and amount of benefits provided for any and all participants. Any amendments shall be formally adopted in writing. The Employer reserves the right to delegate this authority to amend, in whole or in part, to any committee, office, officer, or other person or persons as it deems appropriate.

Although the Employer intends to maintain this Plan for an indefinite period, the Employer reserves the absolute right to terminate or partially terminate the Plan at any time, for any reason by or pursuant to a resolution of the board of directors of Employer. Salary reduction amounts made prior to the Plan termination will not be affected.

ADDITIONAL PLAN INFORMATION

Detailed information about the benefits offered through this Plan and the Plan's operation may be made available through open enrollment and other materials. Contact the **Executive Presbyter** at **425.355.0922** if you need additional information on the terms of this Plan.

List of Assumptions

Fixed Assumptions

Property Management Fee	10.00%	percent/\$\$
Owner rep Fee	10.00%	percent/\$\$
Capex required upon receipt	\$ 100,000	per Property
Assumed starting rent	\$ 3,000	\$\$/Month
Rent escalation	3.00%	percent/\$\$
Vacancy Factor	5.00%	percent/\$\$
Expense escalation	3.00%	percent/\$\$

Cap Rate for Sale	7.50%	percent/\$\$
Proceeds from sale of Property	\$ 500,000	

Property Sale One sale in year 2

New properties 5 properties staggered over 10 years

Global Cash Flow - Multiple Properties										
	Year Ended									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29	Dec-30	Dec-31	Dec-32
Property Cash Flows										
Sedro Woolley	\$ (114,640)	\$ 14,320	\$ 18,280	\$ 18,744	\$ 19,284	\$ 19,824	\$ 20,440	\$ 21,056	\$ 21,648	\$ 22,240
Everson	\$ (102,622)	\$ (2,792)	\$ (2,920)	\$ (3,048)	\$ (3,176)	\$ (3,220)	\$ (3,264)	\$ (3,408)	\$ (3,552)	\$ (3,712)
Property #1	\$ -	\$ (100,000)	\$ 13,240	\$ 13,564	\$ 13,888	\$ 14,212	\$ 14,620	\$ 15,028	\$ 15,520	\$ 16,012
Property #2	\$ -	\$ -	\$ -	\$ (100,000)	\$ 13,240	\$ 13,564	\$ 13,888	\$ 14,212	\$ 14,620	\$ 15,028
Property #3	\$ -	\$ -	\$ -	\$ -	\$ (100,000)	\$ 13,240	\$ 13,564	\$ 13,888	\$ 14,212	\$ 14,620
Property #4							(100,000)	13,240	13,564	13,888
Property #5									(100,000)	13,240
Proceeds from Sale of Property		500,000								
Annual Cash Flow	(217,262)	411,528	28,600	(70,740)	(56,764)	57,620	(40,752)	74,016	(23,988)	91,316
Cumulative Cash Flow	(217,262)	194,266	222,866	152,126	95,362	152,982	112,230	186,246	162,258	253,574

			Single Property - Sedro Woolley									
			Year Ended									
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
			Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29	Dec-30	Dec-31	Dec-32
Revenue												
Rent	Annual increase	3.0%	\$ 36,000	\$ 42,000	\$ 48,000	\$ 49,400	\$ 50,900	\$ 52,400	\$ 54,000	\$ 55,600	\$ 57,300	\$ 59,000
NNN			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Revenue			\$ 36,000	\$ 42,000	\$ 48,000	\$ 49,400	\$ 50,900	\$ 52,400	\$ 54,000	\$ 55,600	\$ 57,300	\$ 59,000
Vacancy Factor	Percent of Rent	5.0%	\$ (1,800)	\$ (2,100)	\$ (2,400)	\$ (2,470)	\$ (2,545)	\$ (2,620)	\$ (2,700)	\$ (2,780)	\$ (2,865)	\$ (2,950)
Net Rent Revenue			\$ 34,200	\$ 39,900	\$ 45,600	\$ 46,930	\$ 48,355	\$ 49,780	\$ 51,300	\$ 52,820	\$ 54,435	\$ 56,050
NNN Expense												
Management Fee	percent of Rev.	10.0%	\$ 3,420	\$ 3,990	\$ 4,560	\$ 4,693	\$ 4,836	\$ 4,978	\$ 5,130	\$ 5,282	\$ 5,444	\$ 5,605
Owner rep Fee	percent of Rent	10.0%	\$ 3,420	\$ 3,990	\$ 4,560	\$ 4,693	\$ 4,836	\$ 4,978	\$ 5,130	\$ 5,282	\$ 5,444	\$ 5,605
Property Tax & Insurance	Annual increase	3.0%	\$ 15,000	\$ 15,500	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,100	\$ 19,700
Maintenance	Annual increase	3.0%	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800	\$ 2,900
Total Expenses			\$ 23,840	\$ 25,580	\$ 27,320	\$ 28,186	\$ 29,071	\$ 29,956	\$ 30,860	\$ 31,764	\$ 32,787	\$ 33,810
Net Operating Income			\$ 10,360	\$ 14,320	\$ 18,280	\$ 18,744	\$ 19,284	\$ 19,824	\$ 20,440	\$ 21,056	\$ 21,648	\$ 22,240
Capex												
Expenditure			(125,000)									
Funding												
Annual Cash Flow			(114,640)	14,320	18,280	18,744	19,284	19,824	20,440	21,056	21,648	22,240
Cumulative Cash Flow w/Capex			(114,640)	(100,320)	(82,040)	(63,296)	(44,012)	(24,188)	(3,748)	17,308	38,956	61,196

Questions:

Cap Rate 7.00%
 Estimated Value based on In 317,714

When will this property break even on initial capex and provided adequate cash flow to support another properties capex.

This property is projected to break even cash flow in year 7 with sufficient cash flow to support another property by year 6

		Single Property - Everson										
		Year Ended										
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
		Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29	Dec-30	Dec-31	Dec-32	
Revenue												
Rent	Annual increase	3.0%	\$ 25,450	\$ 26,200	\$ 27,000	\$ 27,800	\$ 28,600	\$ 29,500	\$ 30,400	\$ 31,300	\$ 32,200	\$ 33,200
NNN			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Revenue			\$ 25,450	\$ 26,200	\$ 27,000	\$ 27,800	\$ 28,600	\$ 29,500	\$ 30,400	\$ 31,300	\$ 32,200	\$ 33,200
Vacancy Factor	Percent of Rent	5.0%	\$ (1,273)	\$ (1,310)	\$ (1,350)	\$ (1,390)	\$ (1,430)	\$ (1,475)	\$ (1,520)	\$ (1,565)	\$ (1,610)	\$ (1,660)
Net Rent Revenue			\$ 26,723	\$ 27,510	\$ 28,350	\$ 29,190	\$ 30,030	\$ 30,975	\$ 31,920	\$ 32,865	\$ 33,810	\$ 34,860
NNN Expense												
Management Fee	percent of Rev.	10.0%	\$ 2,672	\$ 2,751	\$ 2,835	\$ 2,919	\$ 3,003	\$ 3,098	\$ 3,192	\$ 3,287	\$ 3,381	\$ 3,486
Owner rep Fee	percent of Rent	10.0%	\$ 2,672	\$ 2,751	\$ 2,835	\$ 2,919	\$ 3,003	\$ 3,098	\$ 3,192	\$ 3,287	\$ 3,381	\$ 3,486
Property Tax & Insurance	Annual increase	3.0%	\$ 12,000	\$ 12,400	\$ 12,800	\$ 13,200	\$ 13,600	\$ 14,000	\$ 14,400	\$ 14,800	\$ 15,200	\$ 15,700
Utilities	Annual increase	3.0%	\$ 10,000	\$ 10,300	\$ 10,600	\$ 10,900	\$ 11,200	\$ 11,500	\$ 11,800	\$ 12,200	\$ 12,600	\$ 13,000
Maintenance	Annual increase	3.0%	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800	\$ 2,900
Total Expenses			\$ 29,345	\$ 30,302	\$ 31,270	\$ 32,238	\$ 33,206	\$ 34,195	\$ 35,184	\$ 36,273	\$ 37,362	\$ 38,572
Net Operating Income			\$ (2,622)	\$ (2,792)	\$ (2,920)	\$ (3,048)	\$ (3,176)	\$ (3,220)	\$ (3,264)	\$ (3,408)	\$ (3,552)	\$ (3,712)
Capex												
Expenditure			(100,000)									
Funding												
Annual Cash Flow			(102,622)	(2,792)	(2,920)	(3,048)	(3,176)	(3,220)	(3,264)	(3,408)	(3,552)	(3,712)
Cumulative Cash Flow w/Capex			(102,622)	(105,414)	(108,334)	(111,382)	(114,558)	(117,778)	(121,042)	(124,450)	(128,002)	(131,714)

Questions:

Cap Rate 7.50%
 Estimated Value based on In (49,493)

When will this property break even on initial capex and provided adequate cash flow to support another properties capex.

This property is not projected to break even cash flow, or provide sufficient cash flow to support a second property.

			Additional Property Proforma									
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Revenue												
Rent	Annual increase	3.0%	\$ -	\$ 36,000	\$ 37,100	\$ 38,200	\$ 39,300	\$ 40,500	\$ 41,700	\$ 43,000	\$ 44,300	\$ 45,600
NNN			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Rental Revenue			\$ -	\$ 36,000	\$ 37,100	\$ 38,200	\$ 39,300	\$ 40,500	\$ 41,700	\$ 43,000	\$ 44,300	\$ 45,600
Vacancy Factor	Percent of Rent	5.0%	\$ -	\$ (1,800)	\$ (1,855)	\$ (1,910)	\$ (1,965)	\$ (2,025)	\$ (2,085)	\$ (2,150)	\$ (2,215)	\$ (2,280)
Net Rent Revenue			\$ -	\$ 37,800	\$ 38,955	\$ 40,110	\$ 41,265	\$ 42,525	\$ 43,785	\$ 45,150	\$ 46,515	\$ 47,880
NNN Expense												
Property Management Fee	percent of Rent	10.0%	\$ -	\$ 3,780	\$ 3,896	\$ 4,011	\$ 4,127	\$ 4,253	\$ 4,379	\$ 4,515	\$ 4,652	\$ 4,788
Owner rep Fee	percent of Rent	10.0%	\$ -	\$ 3,780	\$ 3,896	\$ 4,011	\$ 4,127	\$ 4,253	\$ 4,379	\$ 4,515	\$ 4,652	\$ 4,788
Property Tax & Insurance	Annual increase	3.0%	\$ -	\$ 15,000	\$ 15,500	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,100
Maintenance	Annual increase	3.0%	\$ -	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800
Total Expenses			\$ -	\$ 24,560	\$ 25,391	\$ 26,222	\$ 27,053	\$ 27,905	\$ 28,757	\$ 29,630	\$ 30,503	\$ 31,476
Net Operating Income			\$ -	\$ 13,240	\$ 13,564	\$ 13,888	\$ 14,212	\$ 14,620	\$ 15,028	\$ 15,520	\$ 16,012	\$ 16,404
Capex												
Expenditure			(100,000)									
Funding												
Annual Cash Flow			(100,000)	13,240	13,564	13,888	14,212	14,620	15,028	15,520	16,012	16,404
Cumulative Cash Flow w/Capex			(100,000)	(86,760)	(73,196)	(59,308)	(45,096)	(30,476)	(15,448)	72	16,084	32,488

Questions:

Cap Rate 7.50%
 Estimated Value based on In 218,720

When will the assumed property break even on initial capex and provided adequate cash flow to support another properties capex.

The assumed property is projected to break even cash flow in year 9 with sufficient cash flow to support another properties capex

Mens' Bathroom		
DEMOLITION/DISPOSAL:		\$2,400.00
<ol style="list-style-type: none"> 1) Remove & dispose of existing stall walls & doors 2) Remove & dispose of existing flooring 3) Remove & dispose 2 toilets - (Urinal unchanged) 4) Cap and fill (concrete) existing middle toilet flange 5) Terminate existing water supply for middle toilet inside wall to remove valve from public access - requires drywall removal to terminate. 6) Remove & dispose existing cove base rubber mold 7) Remove and dispose of existing 32" entry door & trim 8) Remove drywall & existing framing to open doorway to accommodate 36" door 		
REBUILD:		\$8,145.00
<ol style="list-style-type: none"> 1) Frame new rough opening for doorway 2) Furnish and install new 36" LH door to match women's RR door color 3) Repair sheetrock around doorway - drywall, tape mud, texture, prime - ready for paint 4) Furnish and install new door trim to match existing style and color 5) Prep floor 6) Furnish and Install new flooring (Glue down Vinyl plank) Color & style TBD 7) Furnish and install approx. 52 LF rubber cove base to match church's new style/color 8) Furnish and install 1 ADA toilet in new single stall @ current corner toilet location 9) Repair wall @ water supply termination - drywall, tape mud, texture, prime - ready for paint 10) Furnish and install new stall walls & doors - Design and color TBD 11) Furnish and install all stall accessories - toilet paper holder, seat gasket holder, and coat hook 12) Furnish and install grab bars per ADA guidelines in ADA stall 		
NOTE: This is based on one site visit and conversation with the property manager. This should be considered a cost guideline and is not a binding estimate.		
subtotal		\$19,180.00
state and local sales tax (8.6%)		\$1,649.48
Estimated Cost		\$20,829.48

VISIT US AT: WWW.SandSRoofingllc.com
 LIC., BONDED & INSURED: LIC #SSOOSR918MM

ESTIMATE

CUSTOMER INFORMATION:

Date: 10/24/2022

Will Babcock
 10217 Collins Road
 Sedro Woolley, WA 98284

Email: Will@keynorthwestwa.com

Phone: 360-708-7741



PROPOSED WORK/PACKAGE: () PABCO (X) OWENS CORNING () MALARKEY

1. S&S Roofing will protect grounds & landscaping w / tarps & plywood as needed when removing the existing roof. S&S will require access to the driveway and use of electrical outlets during the roofing process.
2. S&S will remove (1) layer of existing roofing & haul away all roof related debris from property.
3. If any sheathing is needed due to defects or rot, upon consent, S&S will match up material on existing decking, and it will be billed @ **Market Price plus delivery & labor**. Lumber prices are changing daily, it's hard for us to give an exact price at this time. Our suppliers are working hard for us to keep the rising cost at a minimum.
4. Install type of Underlayment: **Owens Corning** Titanium X- 30- High Performance synthetic Roof Underlayment with Moisture protection.
5. Install 2" 26 gauge (pre-painted) baked enamel finish drip edge metal flashing on all vertical rakes.
6. Install 24" galvanized painted 26-gauge W- formed W-Valley flashing with baked enamel finish in all valley areas.
7. **Install: Owens Corning Oakridge Shingles with StreakGuard Protection & Algae Protection.**
8. **S&S will install fire resistant fiberglass base sheet over roof deck. This is for the torch down flat section.**
9. **S&S roofing will install Torch-Down roof system over base sheet to manufactures written specs. This is for the torch down flat section.**
10. Install new 3" scupper down spout drains to the flat area of the roof line.
11. Install 26-gauge RVO-38 metal vents for proper ventilation to the attic.
12. Install Pre-painted IPS - No Caulk Pipe Boots vents which are not prone to weathering and cracking over time.
13. Replace any existing bathroom and/or kitchen vents with new 4" or 6" upgraded PBK metal roof exhaust vents (typically one-way flapper vents). It is the homeowner's responsibility to insure there is currently tubing that connects the fan to the actual vent on the roof.
14. Install safety roof anchors if needed during project. Anchor(s) will remain on the roof after project is completed.
15. Install: (X) **Owens Corning** Pro Edge Hip & Ridge cap.
16. Shingles will be nailed with galvanized nails to the Manufactures spec (Not staples)
17. S&S Roofing will paint all roof projections to include pipe boot seals, and gas flue vents to match the color of the roof. This is done to help rust proof any metallic items exposed on the roof. This also enhances the look of the roof visually.
18. S&S Roofing will clean up each day. When the job is completed, we will clear your roof, gutters and grounds of all roofing material, debris and do a final magnetic sweep of the grounds.
19. Any additional work to be approved by the homeowner and billed @ **\$75.00** per hour (plus material cost). S&S Roofing is not responsible for sheetrock or plaster cracks due to roofing operations.
20. Standard Warranty 10-year Workmanship by S&S Roofing LLC & a Limited Lifetime Manufactures by **Owens Corning**.
21. Approximate time to complete the job will be **10-12** day(s). Jobs are always weather permitting.

ESTIMATE TOTAL
Oakridge 30 - Year Shingles
Smooth/ Granulated 2 ply torch system

Subtotal: <i>Valpak Coupon Included In Subtotal</i>	\$	63,995.00
Tax 8.6%	\$	5,503.57
Total contract amount:	\$	69,498.57

- Permit pricing for the City of Sedro Woolley commercial department is included in this estimate.

Licensed Bonded & Insured: Lic. # SSOOSR918MM
 Our workers are fully covered by Workmen's Compensation Insurance
This estimate is valid for 10 days.

ACCEPTANCE OF ESTIMATE:

The above prices, specifications and conditions are satisfactory. You are hereby authorized to do the above specified work and are hereby accepted. I have read & agree to S&S Roofing's terms & conditions and agree to payment of: **Deposit 20% Balance Paid upon completion**, above work/prices are accepted, you are hereby authorized to complete the above work. *By accepting this scope of work, you are agreeing to the terms and conditions put forth by S & S Roofing, LLC.

Acceptance: _____

DATE: _____

Estimator: Cameron Hanson

DATE: _____

Color Selected: _____

Please return signed contract to: Cameronsandsroofing@hotmail.com
 OR Mail To: 104 S. West Ave Arlington, WA 98223
 Cameron Hanson: (425) 343-4014

TERMS: 20% Down Balance Paid upon completion

TERMS AND CONDITIONS

S&S Roofing L.L.C. ("S&S") will perform all work in a workmanlike manner and to industry standards and codes. S&S will promptly return to the project and will repair or replace, at its sole discretion and as necessary, any defective workmanship at S&S's sole expense. **THE FOREGOING WARRANTIES ARE THE SOLE WARRANTIES PROVIDED BY S&S.** S&S works with high quality materials, but customer acknowledges that S&S does not make any warranty concerning any defects in materials. Customer warrants that Customer will obtain and pay for necessary permits, approvals, and charges required for the work to commence, and that S&S is authorized to commence work. Customer is responsible for having the premises and work area ready for S&S installation. We will remove and dispose of all roofing debris. This excludes any attic debris. Customer will make arrangements to allow workmen continuous access until entire job is complete. Customer agrees to pay remobilizing fees and the cost of rescheduling in the event the work is not ready to proceed or if delayed by customer. Customer warrants that Customer is the owner of the property to be improved or is the authorized common law agent of owner.

If unknown physical conditions, including without limitation rot, delaminated plywood, broken skip sheathing, rotted fascia boards and rafters, damaged siding, sheetrock, stucco, masonry, and plaster, and/or asbestos abatement are encountered at the site that have not been previously disclosed to S&S, S&S shall be entitled to a change order to adjust the Contract to provide for the cost of the unknown condition. Your quote will include the amount of layers that are visible at the time of the estimate. During the roofing project any other layers that are found will be \$1.00 extra (per square foot) per layer. This includes material and labor.

Customer is responsible for any and all painting, staining, and finishing that may need to be done in association with this project. S&S takes precaution to protect landscaping, however it is not responsible for any damage. S&S is not responsible for any damage to the interior of the house, including without limitation internal wall or ceiling cracks that may occur, nor for any plumbing or electrical work that may need to be done prior to, during, or after its work. Customer is responsible for preparation of the site, including all window coverings, whether inside or out, before S&S begins its work. If S&S removes old roofing over a garage that does not have a ceiling, the customer is responsible for and agrees to remove all cars from the garage during the tear off. Any other sensitive or valuable items stored in the garage or attic must be removed or covered by customer prior to and during tear off of old roof.

S&S will remove any existing satellite dishes from the roof. Due to technical considerations, S&S will not reinstall the satellite dish and is not responsible for its alignment. S&S recommends that customer has the satellite company reinstall the satellite dish to the side of the house or fascia board.

Customer approves of S&S accessing the driveway for delivery of roofing material and for dump truck use, if applicable, and customer assumes liability for any damage caused by vehicle and equipment access on the property. If customer does not assume liability, S&S is entitled to a change order.

Any alteration or deviation from the work described herein involving extra costs will be performed upon written change orders and will become an extra charge on a time and materials basis. Time will be charged **\$65.00** per man-hour, plus tax, including drive time. Only authorized S&S representatives may execute a written change order.

All materials delivered to the site for incorporation into the work shall become the property of the Customer upon delivery to the job site and the Customer shall thereafter bear all risk of loss and shall be responsible for payment therefore notwithstanding such loss; provided, however, S&S is entitled to remove any surplus materials that were delivered to the jobsite at its sole discretion without any shifting of the risk of loss.

All work and materials are contingent upon and subject to strikes, fires, accidents, carrier's delay, other causes of delay effecting supply of finished products or raw materials, or causes beyond the control of S&S, and the obligations of S&S under this Contract shall be suspended during the continuance of such events, and this Contract may be terminated upon S&S's written notice to Customer. The Customer and S&S, recognizing the uncertainty of events beyond the control of S&S, mutually acknowledge that the intent of this Contract is not to hold S&S responsible for damages accruing through the failure to carry out this Contract when such failure is due to reasons beyond the control of S&S. In the event any permitting or regulatory office subsequently requires work to be performed which is not specified in this Contract, S&S will advise the customer and agree to modification of the Contract to allow for the work to be performed by another contractor or by S&S by written change order.

S&S will maintain general liability insurance, workers' compensation, and public liability insurance in connection with the execution of the work in this contract.

Customer waives all rights of action against S&S for all loss of use of the Customer's property, including without limitation, profits consequential or incidental damages.

In the event of an attempt to cancel this Contract prior to S&S beginning tear off or installation, the greater of any and all down payments or 20% of the total contract will be charged to Customer as liquidated damages for breach of contract. In addition, Customer is responsible for full payment for any custom-made products or non-returnable products, such as siding, etc. There is a 3% credit card convenience fee for use of credit or debits cards. Payments due and unpaid under the Contract shall bear interest from the date payment is due at the highest rate allowed by law or one percent (1%) per month, whichever is lesser. In the event of a dispute, or any breach, Customer agrees to pay all attorney's fees and costs regardless of whether or not a suit is filed. S&S may pursue legal action in any state court or private binding arbitration at its sole discretion. Venue of any suit to collect this contract may be had in Snohomish County, Washington, at the option of S&S.