**Upper New York Annual Conference**

**Board of Trustees Meeting Minutes**

**July 19, 2016**

Voting Members Present: Rev. Richard Barling, Rev. Barbara Brewer, Rev. Cheryl Brown, Ms. Pam Deckard, Ms. Kathy King-Griswold, Mr. John Frary, Mr. Peter Abdella, Rev. Jack Keating.

Excused: Mr. Howard Simonin, Rev .John Jackson, Mr. Hal Schmidt.

Ex-officio Present: Bishop Mark Webb, Mr. Kevin Domanico, Rev. William Gottschalk-Fielding, Rev. William Mudge, Rev. Everett Bassett.

Guests Present: Ms. Pat Toukatly, Ms. Vicki Putney.

The meeting was called to order by Richard Barling at 10:00am. in the 3rd Floor Conference Room at the Upper NY Conference Office.

Rich Barling offered an opening devotion based on Luke 10: 25-37, The Story of the Good Samaritan. Rich then offered an opening prayer.

**ELECTION OF OFFICERS** – Conducted by Bishop Mark Webb.

The Nominating Team presented a slate of Officers for the upcoming year. These resulted in the following actions:

Richard Barling was nominated for President. There being no further nominations, Barbara Brewer moved that nominations be closed and this motion was seconded by Kathy King-Griswold. The motion carried unanimously and Bishop Webb declared Richard Barling elected to the office of President.

Peter Abdella was nominated for Vice President. There being no further nominations, Kathy King Griswold moved that nominations be closed and this motion was seconded by John Frary. The motion carried unanimously and Bishop Webb declared Peter Abdella elected to the office of Vice President.

Kathy King-Griswold was nominated for Treasurer. There being no further nominations, Peter Abdella moved that nominations be closed and this motion was seconded by Barbara Brewer. The motion carried unanimously and Bishop Webb declared Kathy King-Griswold elected at Treasurer.

Jack Keating was nominated for Secretary. There being no further nominations, Peter Abdella moved that nominations be closed and this motion was seconded by Kathy King-Griswold. The motion carried unanimously and Bishop Webb declared Jack Keating elected as Secretary.

After expressing our thanks to the Nominating Committee, President Rich Barling assumed leadership of this meeting.

**PREVIOUS MINUTES**

No previous minutes were available to be acted upon.

**NEW CONFERENCE CENTER DISCUSSION**- Conducted by Bishop Mark Webb and Barbara Brewer

Bishop Webb discussed the background of the purchase of a new conference center location and explained the hoped for usage of this facility by the Annual Conference. Barbara Brewer, representing the Design/Buildout Team reviewed the buildout plans for usage of the building. Barbara reviewed the updated cost estimates for completion of the Henry Clay Boulevard property. Barbara explained that several building systems including electric, heating and air conditioning, plumbing and additional site work, which were originally hoped to be able to be reused, would instead need to be replaced and this results in a need for an additional $583,895 to complete the building as previously presented to the Annual Conference. During a long discussion the Trustees asked Conference Treasurer Kevin Domanico and Trustee Treasurer Kathy King-Griswold to provide information on how much of the asset growth realized since the birth of the new Annual Conference might be funds that are under the control of the Conference Trustees. Kevin and Kathy’s estimate, based on a conservative and simple passbook return rate on investment of 2%, would amount to approximately $833,000.

A motion was made by Barbara Brewer and seconded by Kathy King-Griswold that the Trustees establish a “not to exceed cost” of $4,000,000 for the building renovation project at the Henry Clay Boulevard Conference Center. Following a discussion on how to effectively communicate this situation, the motion passed unanimously.

A motion was made by Barbara Brewer and seconded by John Frary that we take from the estimated asset growth under the Trustees control the needed additional funds up to $583,895. The motion carried unanimously.

**TRUSTEES RESPONSIBILITIES AND ROLE IN THE ANNUAL CONFERENCE** – Led by Rev. Bill Gottschalk-Fielding. Bill reviewed pages 724-735 from the Book of Discipline and a power point presentation he prepared to detail the responsibilities of Conference Trustees and the role the Trustees play within the Annual Conference. (Copy attached) In this discussion Bill compared the role of Trustees in a “normal” non-profit organization and the role of our Annual Conference Board of Trustees.

Bishop Webb detailed four (4) areas in which he feels the Trustees need to gain some traction in the coming year.

1. Management of closed church properties- we have begun to make some progress in this area and we are now trying to enlist the help of our District Committees on Locations and Grounds. A recent training for these groups was held at Casowasco Camp and we hope to see some help coming in this task in the near future. We also briefly discussed an outside firm who has offered to help us in this task based on receiving a percentage commission when the properties are sold.
2. Developing a process for dealing with District Parsonages. In the next 4 years we will need to provide additional parsonages in three (3) districts. The Bishop requested that we look at a policy, to be completed this fall, for inclusion in the 2018 Ministry Share budget.
3. Developing a policy for the net proceeds of the sale of closed churches. Although some work has begun on this subject, a policy needs to be finalized for implementation.
4. The report provided by the Trustees at Annual Conference needs to include financial reporting, as required by the Book of Discipline. This has not occurred in the past but must for next year’s Annual Conference.

**ONEONTA AND MOHAWK DISTRICT PARSONAGES**

Our new DS in the Oneonta District, Everett Bassett, discussed the current situation regarding the purchase on a new district parsonage in the district. Housing costs in Oneonta and our conference parsonage standards are making it very difficult to acquire an acceptable dwelling at the price limit we established. Despite looking at many available homes we have been unable to find an existing home with the $250,000 price cap the Conference Trustees previously set. Pre-manufactured housing has also been investigated and may present the best option to secure an acceptable district parsonage in Oneonta. After discussion Kathy King-Griswold moved to increase the purchase cap limit to $300,000 for the Oneonta District parsonage. Barb Brewer seconded this motion and it passed unanimously.

A discussion on the length of time it is taking to acquire the needed parsonages in the Oneonta and Mohawk District was held. Since we have District Superintendents and their families waiting and needing adequate housing, Peter Abdella made the following motion: That Rich Barling and Howard Simonin be the assigned Trustees for the Oneonta parsonage purchase and that Jack Keating and Howard Simonin be the assigned Trustees for the Mohawk District parsonage and that these Trustees be empowered to act on behalf of the Conference Trustees in completing these purchases working in coordination with the District Parsonage Coordinators. Barbara Brewer seconded this motion and it carried unanimously.

Cheryl Brown moved that these 2 Trustees be allowed to spend up to an additional $10,000 on appliances for each of these two parsonages. Pam Deckard seconded the motion and it carried unanimously.

**PROPERTY TEAM** – Pam Deckard has accepted this responsibility and has reviewed the current list of closed church properties listed for sale. Pam is looking for people who might like to work with her on the Property Management team. A discussion followed about the important considerations in taking care of these properties.

**INSURANCE REVIEW** – Peter Abdella reported that concerns about coverages, possible gaps in coverage and claim situations will result in the Annual Conference seeking competitive quotations for the upcoming insurance program renewal on 1/1/2017. A Request For Proposal (RFP) has been drafted and will soon be shared with selected insurance professionals across our Annual Conference. Peter reported that the subcommittee continues to look at churches who are not paying their current premiums and, although the list is greatly reduced, this situation still needs to be addressed.

**COMMUNICATIONS** – Rich Barling led a discussion on the communication needs of the Board of Trustees. An updated list of members of the Board of Trustees is attached to these minutes for usage by all Board members.

**FUTURE MEETINGS** – Following up on the work begun by Kathy King-Griswold, we set the following dates for future meetings of the Annual Conference Board of Trustees:

 Saturday, 10/15/2016 at the Conference Office

 Saturday, 1/21/2017 at the Conference office

 Saturday, 4/29/2017 at the Conference Office

 3rd Thursday of every month at 7:00pm via ZOOM

 1st Tuesday of every month at 4:00pm via ZOOM

All Trustees are asked to enter these dates into their personal calendars (although regular reminders will be available).

Accordingly, our next meeting of the Board of Trustees will be held on Tuesday, 8/2/2016 at 7:00pm via ZOOM. Instructions will be sent out prior to the meeting.

The meeting was adjourned following a motion by Barbara Brewer and second by Cheryl Brown at 3:10pm.

Respectfully submitted,

Jack Keating, Secretary