

Pacific Northwest Conference Board of Directors Meeting Minutes, October 29, 2024

Board Members Present: Indigo Brown, Moderator; Esther Sanders, Vice Moderator; Wendy Blight; Sandy Wisecarver; Diana Kutas, Treasurer; Leah Atkinson Bilinski; Deborah Tyler; Ron Patterson, Scribe; Dawn Koloi;

Staff: Designated Conference Minister Phil Hodson; Camp Directors Pam Peterson and Mark Boyd; Conference Accountant, Andy Warren.

Excused: Talaalemotu “ Leilani” Alaelau; Tevita Fakasiieike; Amy Johnson

Indigo called us to order and invited Phil to open our meeting with prayer. At her invitation, we shared a bit about how we were each feeling. Intense feelings were shared. Phil said that we need to draw from a deep well of hope.

Phil reminded us that we are receiving new board member partners. He invited us to check in with them in the coming weeks. This is a way to support one another. Esther shared the pairings:

- Amy-Leah-Pam
- Wendy-Diana
- Esther-Andy
- Dawn-Leilani
- Deborah-Sandy
- Indigo-Ron
- Mark-Arlene
- Tevita-Phil

We approved the minutes of the October 1 meeting by consensus.

Andy reviewed the financial statements. The highlights from September showed each cost center looking good. His forecasts noted that Conference income is tending better than budget, Pilgrim Firs very much better than budget and N-Sed-Sen somewhat worse than budget. He noted that we may need to spend more at N-Sid-Sen to ensure that there is no more water damage. The necessary steps to do this are costly. He suggested that providing a gate and posting signs to secure open spots during the winter is necessary.

The major funds have shown improvement because of market performance. The annual draw to support our budget will be reflected in the February report.

The audit has been completed. Diana presented the results as received from the CPA firm. The review letter is posted in base camp. The last review was ten or eleven years ago, so it was past time to have this done.

The Board received the CPA’s report and with Diana’s and Andy’s recommendation, we accepted it without issue or comment. (Moved, Seconded, Passed)

We thanked Andy and Diana for their hard work on this project.

Andy, as our accountant, reported that the numbers were properly presented and that there are no issues regarding their accuracy.

The additional cost of the audit was approved by the Designated Conference Minister.

Wendy noted that there had been a motion several years ago at a Conference Meeting to have this sort of Audit at least every five years.

After discussion, we agreed on the importance of collective memory and the possibility of posting all minutes on the Conference website. We could include a list of major Board actions in the annual report of the Board.

Diana suggested and we agreed, that a timeline for audits be included in our fiscal policy going forward.

Anti-Racism Training

The People's Institute dates for Board training are scheduled for mid-November. Phil and Indigo are setting this up and the times will be announced for those Board and Staff members participating in this cohort. An additional time will be provided for the remaining Board and Staff members to receive this training

By-Laws and Constitution

Ron reported that Cameron Sharp has been asked to do an initial review of the Constitution and By-laws. He is working on a total revision and update, consulting with others on this, including Phil, Wendy, and Ron and Esther. Esther will create space in Base Camp for discussion and suggestions for revisions. Diana noted that the length of the Treasurer's term (four years with one renewal for a total of eight years) might be too long. While the position of Assistant Treasurer is not an elected one, this could be reconsidered with the suggestion that the Assistant Treasurer could move into the Treasurer's position.

Camp Reports

Pam posted a report in Basecamp. She continues to prepare for the transition to new leadership at the end of the year. She has prepared some month by month procedure guides to help with future management.

Mark noted that he submitted a written report. He spoke of the gratitude he feels for the experience at Camp Fowler and the visionary young people he met there. He received some good ideas about helping the camp be more generative and ecologically faithful. He spoke about the leadership plan he has in place for his coming sabbatical and highlighted the upcoming schedule. He will leave for sabbatical November 16 at 6:00 am.

Phil's Report

He reviewed the written report he posted. Search and Call is picking up. We are ready to begin the process of database construction for the maintenance of records that are currently kept on paper. Home Team Consulting will build a cloud based record system. They are estimating the cost at under \$10,000, although there may be additional costs related to the use of AI to scan documents for transfer. This firm has been successfully used by several Conferences. He trusts this firm and what they hope to do. The Board will receive and vote on the final contract.

Phil is continuing to work on the Conference website. He is working with Ben Crosby, a retired CM who is a fine tech person and who has already created the new Website for N-Sid-Sen. A candidate is being interviewed to become the acting Director at N-Sid-Sen. Phil's travels include Alaska; a trip which offers some exciting possibilities.

The Annual Meeting in 2025 will be in Yakima. The cost is less than \$5,000 at the Convention center there. He wondered whether we should lock in this price for an additional year.

Indigo excused the staff, except for Phil.

Dawn raised some concerns about the January 9 retreat at Franklinton Center. These related to participants, associated costs, and expectations. Phil responded that her concerns will be addressed with the flexibility needed to ensure maximum participation in this important event.

We discussed Board committee liaison assignments.

A list was presented and discussed. Phil suggested that after a long discussion, we break and reconsider this at our next meeting.

Job Description of Board members had been placed in Base Camp and Wendy led us in a discussion of this document as proposed. Leah suggested some additional language and Wendy will rework the document with this additional language and bring it back to us in December.

Financial support for the Conference. Esther invited each of us to make a gift to the Conference in the next few weeks before she writes an appeal to the Conference at large, for support.

Phil presented a few items for our consideration:

That we invite the Committee On Ministry chairs (East and West) to participate and be funded in the training offered by the People's Institute during the first quarter of 2025. (Moved, Seconded, Passed)

That we approve the appointment of Margaret Iribarra-Swanson and Julia Erickson to the Outdoor Ministries Committee. (Moved, Seconded, Passed)

That a 'thank you' bonus be approved for the Director of Pilgrim Firs for outstanding performance and that the amount be determined by the Personnel Committee, the DCM and the Treasurer. (Moved, Seconded, Passed)

That a 'thank you' bonus be approved for the Conference Accountant for outstanding performance and that the amount be determined by the Personnel Committee, the DCM and the Treasurer. (Moved, Seconded, Passed)

That we switch \$12,000 from Salary to Housing Allowance for the DCM. (Moved, Seconded, Passed)

Phil will poll the Board to begin the process of setting retreat dates for the coming months.

Next Meeting: December 3, 2024 @ 6:30 pm.

Respectfully submitted.

Ron Patterson, Scribe

