

**Presbytery of Yellowstone
Leadership Cabinet Meeting Minutes
January 31, 2014
1st Church, Billings, Montana**

Present were:

Curt Kochner, C&Y
Don Holland, Moderator
Jim Tarr, Vocations
Jed Cauffman, Presbytery Moderator
Debbie Blackburn, Presbytery Vice Moderator
Gayle Holland, Nominations
Dan Holland, B&F
Neva Rathbun, COM

Also Present:

George Goodrich, Co-General Presbyter
Kathy Goodrich, Co-General Presbyter
Ron Hanson, Stated Clerk

1. **Call to Order** - Moderator Don called the meeting to order at 10:10 a.m. The opening prayer was offered by Dan Holland.

2. **Christ Candle** – Don read the Litany of the Christ Candle and lit the Christ Candle.

3. **Quorum** – The Clerk declared that a Quorum was present.

4. **Docket** – The docket was approved after some adjustments.

5. **Minutes of October 30, 2013** – Don read the minutes of the October 30, 2013 meeting.

ü The LC voted to approve the minutes, as read.

Minutes of October 26, 2013

ü The LC voted to approve the minutes of October 26, 2013.

6. **Dwelling in the Word** –Kurt led this item. His selection of scripture was Micah 6:1-8. Kurt provided four different translations of the passage. Following the reading of this selection, there was a time of reflection and discussion. Kurt offered a closing prayer for this section.

7. **Finances** – Dan Holland reviewed the 2013 information which showed an overall deficit of \$12,781.06.

ü The LC voted to approve a transfer of \$12,781.06 from the General Program account to the Unreserved Fund Balance. This transfer will make the Unreserved Fund Balance zero at the end of 2013.

ü The LC voted to recommend to Presbytery adoption of a policy that allows the Leadership Cabinet to authorize without Presbytery approval the transfer of up to \$5,000 from designated or restricted funds.

There was a discussion regarding the need for clarity about who has authority over specific funds (especially with changes resulting from a new structure). It was suggested that the group responsible for a particular fund should be indicated next to the fund name on the balance sheet. Also Budget & Finance needs to present a motion at Presbytery meeting to reflect these changes.

Dan next presented the budget for 2014. There was a discussion about the need to have a narrative budget to help people better understand how funds are used.

Ü The LC voted to recommend to Presbytery approval of the 2014 budget as presented.

8. Bozeman Campus Foundation Restricted Fund – Ron reviewed some of the history of this fund (see attached report).

Ü The LC voted to recommend to Presbytery to approve the process (with adjustments) outlined for the Bozeman Campus Foundation Fund. [The reference about grants on an academic year is to be removed. Also the Leadership Cabinet would finalize the grant application. The 2014 budget includes the use of some of these funds in the program budget.

9. Lunch – Debbie offered a blessing for our food

10. Reconvene – The LC reconvened after a break for lunch.

11. Mission Funding Grant Request – Dan presented a request from Presby Cats for funds for their Spring Break Mission Trip. Funds are to be payable to FPC Bozeman

Ü The LC voted to approve the grant request of \$3,650. The funds are to come from the Equip an Encourage fund.

12. Per Capita – Ron discussed a new form from GA, Commitment to Pay Per Capita. The consensus of the group was to pay the full invoice from GA (based on 2,018 members).

13. Assistant Clerk Position – Ron mentioned that he has appointed Debbie Blackburn as Assistant Clerk. He felt it is important that more than one person be familiar with some of the procedures and responsibilities of the stated clerk. Ron will compensate Debbie for her work.

14. Convocation Planning Team for 2014 - George announced that the 2014 Convocation would take place at FPC Bozeman. Glacier has their people to be on the planning team. We need some people from Yellowstone to be on the planning team with George. Susi Ennis will probably be on the team. Suggestions from FPB Bozeman were Susan Gibb or Donna Beck. George will check to see who might join the team.

15. VSTF Update – The only significant change to the documents presented in November concerns the section on email voting. The added language states that half of the voting body (for that group) needs to respond with a “yes” answer within 48 hours. The LC agreed by consensus to the wording change in the Standing Rules. COM has some minor suggestions that will be brought up at the Presbytery meeting in February. There were some grammatical corrections made to the pages for the Operations Manual.

16. Representation/Nominating Ministry Team– Gayle presented a list of nominations to be presented at the Presbytery Meeting. There are a couple of people who have not yet given an answer. It was pointed out that each person on the Leadership Cabinet should have a class year shown. Also those people who are on the Leadership Cabinet by position should have the position noted. In addition to the nominations listed, there will also need to be nominations for the delegates to General Assembly. There has been an application received for the YAAD delegate. The application for RE delegate needs to be resent to the large mailing list of the Presbytery. Kathy will talk with Susan in the office about this. The TE delegate needs to be confirmed based on the rotation schedule. Jim Tarr pointed out that in the future this Ministry Team will also need to nominate exam readers.

Ü The LC voted to endorse Susan Thomas and Jim Tarr as exam readers for 2014.

17. Cluster Activities – George gave an update on the various cluster groups within the Presbytery.

18. Montana Association of Churches – George reported that the association is in the process of developing a major reorganizational model. Dan Krebill is on the reformation committee.

19. Go-General Presbyters Report – George and Kathy reported on various aspects of their work. George is continuing with his Spiritual Direction studies. A written report was also received.

20. Task Forces – There is a possibility of some task forces emerging, particularly in the area of prayer and in the area of peacemaking.

21. Committee Written Reports

- **COM** – Neva gave a report on the webinar focusing on Ministerial Housing Allowance. There was also a written report from COM.
- **PW** – A written report from PW was received.
- **Camping & Youth** – A written report was received.
- **St Timothy’s Chapel** - A written report was received.

22. Docket for the February Presbytery Meeting – Ron handed out a draft docket. George and Kathy will work on a presentation for the time allocated for Resourcing the Presbytery. It was pointed out that voting on the new structure should include a specific time when the new structure would be become effective (at the end of the February Presbytery meeting).

ü The LC voted to approve the draft docket for the Presbytery meeting.

23. The Dream Team – Neva requested that the Dream Team be dismissed.

ü The LC voted to dismiss (with thanks) the Dream Team.

24. Next Meeting- Suggested dates for the next meeting are March 12th or March 14th in Bozeman. George will check with other member of the Leadership Cabinet to see which date works best.

25. Adjournment – Neva gave the closing prayer and the meeting was adjourned at 3:10 pm.

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Bozeman Campus Foundation Restricted Fund

The following is what I know, or think I know, about the Bozeman Campus Restricted Fund (Account Number 3.90.2910.000).

In 1957 the Local Operating Committee of the Westminster Foundation of the Synod of Montana bought the Manse owned by the First Presbyterian Church of Bozeman for \$17,000. The house was to be used as a Manse for the Campus Minister at Montana State College (Personnel communication from Paul Krebill).

After the Campus Pastor, Jack Jennings, left a new Campus Pastor by the name of Rev. Sharna Sutherin (UCCM) was called. She assumed her duties in June of 1983. I was told by Paul Krebill that she chose not to live in the Manse.

The manse was subsequently sold. Paul thought that happened in 1984. He thought the price was about \$75,000 and that the proceed were deposited with the Presbyterian Foundation. This investment yielded about \$3,000 annually for the campus ministry at MSU (Personnel communication from Paul Krebill).

In researching the minutes of the presbytery I could find no reference to the sale of the Manse, the amount received, the investment of that amount or the purpose/use or the quarterly return on that investment. I did find that the Treasurer reported an amount of \$68,720.28 as a Liquid Capital Income Fund in the May 3, 1983 minutes. It is conceivable that this represents the proceeds from the sale of the Manse if there were any realtor costs and possibly some payment for the campus ministry at MSU. With this one exception of listing the Liquid Capital Income Fund the Treasurer's reports to the presbytery only dealt with the Administrative and Program budget and no Balance Sheet was ever recorded in the minutes.

In practice the quarterly return on the investment with the Foundation was used to support the campus ministry at MSU.

I asked Eric Chavis, of the Presbyterian Foundation, if there were any restrictions on the use of the Bozeman Campus Foundation Restricted Fund. He replied:

["The Boze Campus Ministry Fund was established in December of 1990. The funds are assets of the presbytery. They may be utilized in any way in which the presbytery see fit. You may check with your internal documents to see if the presbytery has placed any restrictions on the fund"](#).

Based on the minutes of the presbytery and the practice of using the investment return from the Bozeman Campus Foundation Restricted Fund deposited with the Presbyterian Foundation, the only conclusion that I can reach is that the quarterly return on the investment was restricted to, or designated for, campus ministry at MSU by the Councilor its designee. Therefore, the Leadership Cabinet, has the authority to change the Restriction/Designation. However, it might be prudent to have the presbytery concur with any decision the Leadership Cabinet makes.

Proposal:

That the presbytery change the Designation/Restriction on the Bozeman Campus Foundation Fund so that it becomes available for higher Education, including UKirk, throughout the presbytery. Also, that the fund be managed as an annual grant process under the authority of the Leadership Cabinet. Further, that the 2014 Program Budget continue to provide funds for the current Higher Education entities for 2014. Attached is a draft of a grant application. A critical element of the grant process is periodic written reports, to the Leadership Cabinet, on the accomplishments of the entity receiving the grant. The timing of these reports needs to be established by the Leadership Cabinet. The accomplishments under the grant

need to be presented in relation to the planned accomplishments. These reports would be used as part of the evaluation process for subsequent grant applications. Grant applications would be due annually at a time specified by the Leadership Cabinet.

Potential Benefits of the Proposed Change (while there is a downside to nearly everything, I deliberately chose to cast this proposal in a positive vein):

- It provides for funding of the presbytery's Higher Education mission, under a grant process, which could equal past annual amounts for the next 5 years. This provides adequate time for searching out other funding options should the presbytery no longer be able to fund this ministry.
- It brings a degree of transparency and accountability to the Higher Education program through the required reporting.
- It acknowledges UKirk as a Higher Education program and authorizes expenditures for that program under a grant process.
- It frees up Mission Budget dollars for other needed mission efforts.
- It gives us an opportunity to assess what our mission priorities really are. Currently (2013) our mission income from churches is budgeted at \$25,000. Authorized expenditures for Higher Education are \$16,500 or 2/3 of the anticipated income. The other big item is Camping and Youth which has authorized expenditures of \$14,800 above the fees they collect. Fortunately, we were able to use \$23,350 of the funds we received from the Synod. This was part of our presbytery's share of the sale of the Geller Center at Colorado State University. Without the infusion of that money our total Mission Program might only have been Higher Education and Camping and Youth. Unless we address our Bozeman Campus Foundation Restricted Funds those two efforts may well be our total Mission Program in 2014 and beyond and even then possibly at a lower level than in 2013.
- It could free up mission dollars and thus provide some funding for George for his mission activities that are currently paid for by Per Capita funds.

Grant Application

(Not all application elements apply to all Grant opportunities)

Grant Fund: _____

Applicant: _____

Contact Person: _____ e-mail _____ Phone _____

Name of Project/Program: _____

Amount Requested: _____

Other Funding (Source and Amounts):

Description of Project/Program:

Budget:

Anticipated outcome of the Project/Program:

Action of the Leadership Cabinet: Amount Granted \$ _____, Date _____

Comments: