

**Presbytery of Yellowstone
Leadership Cabinet Meeting Minutes
May 27, 2014
Phone Conference Call**

Moderator Jody called the meeting to order at 9:30 a.m.

Present were:

Jody McDevitt
Debbie Blackburn
Jed Cauffman
Susan Thomas
Dan Holland
Don Holland

Absent/Excused

Lanny Rounds

Also Present:

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

1. **Opening Prayer** – The opening prayer was offered by Jody.
2. **Higher Ed Grant Application** – There was a period of discussion regarding the revised Grant Application process. It was stated that we need to formally acknowledge this change to the entities involved. Also it was suggested that we need to have conversations with applicants and provide supporting documents (Assessing Questions, Criteria Questions) to them as they work to complete their applications. Jody will work with Susan S. to have the document included in the packet for the June Presbytery meeting.
 - ✓ The LC voted to add the following wording to the document after the definition of Synergy: This is a change in the method that has been used in the past. We encourage the participants to inquire as to the definition of specificity.
 - ✓ The LC voted to adopt the document as amended.
3. **Staff Transitions** – The Personnel subgroup reported on their recent meeting concerning the transitioning of George and Kathy to ½ time beginning October 1, 2014.
4. **Position Description (Co-General Presbyters)** – It was suggested than an item 8 be added to the proposed document. This item would state: To serve as the chief administrative officer of the Presbytery with the authority to delegate certain administrative functions in consultation with members of the Leadership Cabinet.
 - ✓ The LC voted to approve the position description with final adjustments to be made by Susan Thomas.
5. **Terms of Call** . There was discussion of the proposal, which calls for George and Kathy working from the first of the month to the 15th of the month. Mondays would be their designated day off. They would be available for emergencies and unexpected but significant opportunities for ministry that might arise during their nonworking weeks.
 - ✓ The LC voted to approve the financial portion of the terms of call which are as follows: Salary of \$14,332, Housing Allowance of \$20,000 and Pension/Medical of \$14,728. (It was understood that the Pension/Medical amount might be slightly different.) Study Leave allowance of \$700 and one week paid Study Leave are included.
6. **Paid Vacation**. There is still work to be done to clarify this portion of the terms of call. There will be an email vote on this once more information is available.
7. **F.A.Q. Handout for Presbytery** – Susan Thomas will work on a document that includes both a narrative and potential questions/answers about the change for George and Kathy. The goal is to have this available for the June Presbytery meeting.
8. **Office space** – Possibilities for new office space are being considered.
9. **Adjournment** – Jody gave the closing prayer and the meeting was adjourned at 10:45 am.