

Governance Council Meeting May 11, 2016 Minutes

Present: Peggy Alfonso (Moderator), Mary Grossnick, Paul Leistra, Amy McKee, George Singleton, Gary Walbridge (Moderator-Elect)

Ex Officio: Rev. Tim Tutt (Senior Minister), Rev. Alexis Kassim (Minister for Youth, Adults)

Absent: Lisa Choate (clerk), Casey Fannon, Jan Lilja

The May 11 meeting was held in the library and started at 7:30 pm.

Spiritual practice.

Tim presented exerts from Philippians 1. We had a brief discussion following the reading of parts of Paul's letters. Each person wrote a note to a member of the congregation selected from a page of names.

Approval of Agenda

Consent Calendar

Agenda. The agenda was approved.

Minutes

The minutes of the April 13, 2016 meeting will be presented in June for approval.

Membership. The changes in membership will be reported in June.

Discussions

- Pastoral Relations Committee for Alexis. Alexis asked four members to support her in both working in the church and helping to maintain healthy relationships with the congregation.

Motion 16 GC-#15: That the Governance Council establish a Pastoral Relations Committee to support Rev. Alexis Kassim in her work at Westmoreland to include: Doris Taylor, George Singleton, Trey Holloway, and Jumoke Balogun.

Motion: George Singleton Second: Gary Walbridge Vote: All in favor

- Personnel Handbook

A discussion was held to share our reactions to the changes made in the Personnel Handbook. We began talking about what we like about the handbook. Reactions included the importance of going through this important process, cleaning up administrative pieces, and answering questions that have been unclear and caused confusion in the past as significant. We discussed what we might do differently in the handbook. Topics included: 1) Include maternity/adoption/family leave policy. 2) Leave/Vacation time: Is enough allowed for professional staff? How is leave granted for full time/part time staff? It should be clarified that we follow CAC guidelines or not. 3) Page 6 regarding housing allowance for associate minister: Is the decision to leave this out based on the fact that it is more an IRS issue than a physical benefit? Does this need more clarification? 4) Appendix 5 Background checks: Discussion was focused on how these are used for both professional staff, support staff, and volunteers.

Clarification of various background checks for these groups is important. It was mentioned that confidentiality and a code of conduct for ministerial staff should be noted. 5) Page 7 *search committee works in conjunction with the personnel committee...explain what this entails.* 6) Page 9 *Personnel Committee seeks information from everyone—change to the congregation.* 7) Clarify the difference between a part time employee, full time, and an independent contractor. 8) The *Senior Minister is responsible for the files*—perhaps this is a responsibility of the Personnel Committee; not the Senior Minister's job. 9) Include Resources for training/staff development expectations. 10) A statement of confidentiality or code of conduct regarding information collected by those in Personnel positions.

Peggy noted, We are grateful for the feedback gathered, consolidated, and reviewed to update this document. GC members will send notes/comments about the handbook to Peggy or Gary so they may consolidate the information and forward to Personnel.

- Capital Campaign update

Jo Jo Shelton joined the meeting to present the recommendation from the Capital Campaign Committee (CCC) regarding the incorporation of Social Justice Values in the Capital Campaign (CC) and to share the proposed Timeline. The CCC received proposals from Social Justice and Action Committee (SJUA) and Volunteer Corps Board (VCB), ideas about projects from the Middle East Committee (MEC), the Building 2020 Committee, and individual church members. Based on the feedback the CCC unanimously recommends to GC the following social justice commitments be included in the capital campaign: 1) Funding of a yet-to-be-determined amount that we approximate to be between \$50,000-\$100,000 for upgrades (especially accessibility related work) at the Volunteer Corps House. This will address neglected upkeep and modest improvements including the kitchen, updating bathrooms, and a ramp to make the house more accessible. These needs represent capital improvements to the church. 2) Funding “green” best practices for water run-off and other infrastructure. This “green” approach will cost more than traditional construction but is an important social justice statement as it will protect our downhill Westmoreland Hills Neighbors, the Little Falls watershed, Potomac, and Chesapeake Bay. 3) Affirming our commitment to the entire Building 2020 plan as a way of articulating our commitment to social justice, not for ourselves but for the broader community our building welcomes and serves. These social justice commitments – Volunteer Corps house upgrades, “green” building best practices, and overall inclusion and accessibility are compelling.

Motion 16 GC-#16: To accept the report and recommendation for the timeline from the Capital Campaign Committee to proceed as recommended.

Motion: George Singleton Second: Amy McKee Vote: All in favor

A discussion was held as to how to thank the MEC, SJA, Building 2020, and Volunteer Corps Board for their input. Peggy will thank each group. Both GC and CCC wish to honor the proposals for Social Justice made by the SJA and MEC. GC will meet with these groups and encourage the congregation to a discussion about how Westmoreland can become even more involved in issues of social justice in the community around us and throughout the globe (especially using our newly modern, accessible and welcoming physical plant).

GC also agreed to use Edith Wilkerson's gift to the church to inspire others. It allowed the church to move ahead on accessibility.

Staff and Committee Reports - Highlights

Pastor Tim Tutt

Pastor Alexis Kassim

Because it was late we dispensed with staff reports.

Closing Prayer. Peggy shared a closing prayer at 9:40

Mary Grossnick

Acting note taker