

Deaconess Community of the ELCA  
Board of Directors  
July 20, 2009  
Atlanta, Georgia

Monday, July 20, 2009

A. **Present:** Sister Mary Arie, Sister Davia Baldauf, Sister Melinda Lando, Sister Elizabeth Steele, The Rev. Don Stiger, The Rev. Ray Tiemann, Sister Carol Weaver, The Rev. Jim Wilson. **Leadership team present:** Sister Anne Keffer, Sister Sylvia Countess, and Barbara Swartling.

B. **Opening Prayer** was given by Sister Melinda.

C. **Agenda** –add 2008 audit

**BOD07.09.01 M/S/A adopt the amended agenda.**

D. **Review of open items from January board meeting**

- a. Board vacancies
- b. Experience & Attributes Matrix

Sister Melinda welcomed Sister Sylvia Countess as the new DoVE to the Board.

E. **Leadership Staff Reports**

**Note: Each of the three members of the Leadership team presented her draft job description for the Board to examine, and to be discussed at the October Board meeting**

- a. Directing Deaconess - Sister Anne presented a written report and then gave clarifications and highlights. A question was asked as to why the new Deaconess Book was postponed – discussion followed. Another question was asked in regard to Sister Anne’s “green card” status; the Board was informed that it is being investigated at this time.

**BOD07.09.02 M/S/A to accept with regret the resignation of Sister Jean Johnson from the Deaconess Community. The Chair of the Board will send a letter of regret with a copy to the Office.**

- b. Executive Director – Barbara presented a written report and gave additional comments. Barbara led a discussion on the decision to combine the half-time Director of Communications position and the full time Administrative Assistant position into a single full time position. This configuration will be evaluated to see if it meets the staffing needs of the community.

Sister Melinda will write a letter of employment for Barbara.

- c. DoVE – Sister Sylvia presented a written report with additional comments.
- d. CoVE – Sister Davia gave an oral report
  - i. Sister Barbara Peterson – has left the candidacy process, she had been given a positive Investiture decision (endorsement) . Sister Melinda will send a letter to Barbara that the Board accepts with regret her withdrawal from the process. Barbara has been consecrated as a Diaconal Minister.

**BOD07.09.03 M/S/A to accept the resignation of Sister Barbara Peterson from the Deaconess Community with regret.**

ii. Connor Trueman – was given a positive entrance for Investiture but has now withdrawn and will become a Diaconal Minister in Canada.

**BOD07.09.04 M/S/A to accept the withdrawal of Connor Trueman from the Deaconess Candidacy Process with regrets.**

iii. Jessica Davis – has withdrawn from the candidacy process after conversation with Sister Sylvia. With mutual agreement she has agreed to discern this matter further.

**BOD07.09.05 M/S/A CoVE recommends that the Board discontinue Jessica Davis' candidacy process at this time. In one year she may reapply for entrance according to the candidacy manual.**

iv. Rebecca Grate – received a positive Investiture decision but has withdrawal from the process to pursue ordained ministry. A letter of regret will be sent.

**BOD07.09.06 M/S/A to accept the withdrawal of Rebecca Grate from the Deaconess Candidacy Process with regrets.**

v. CoVE will meet in August. Sister Davia commended Sister Noreen's work in regards to the 8 newly invested Sisters, at the 125<sup>th</sup> Celebration.

vi. The Chair of the Board will send letters of regret to withdrawn candidates with copies being sent to the Office.

F. Financial Report – presented by Sister Elizabeth – written reports for Treasurer and the Finance Committee were given and additional comments and highlighted items were presented. The committee budgets will be reduced by an overall target of 8% and a discussion was held. Questions were asked about the issue with the investment manager and the issue of Sisters' burials and cemetery maintenance – at this time we have graves in three cemeteries (one in Baltimore, two in Philadelphia that need to be maintained).

**BOD07.09.07 M/S/A to accept the 2008 Audit that was presented.**

G. Consideration of New Budget for 2010

a. Committee on Community Life – recommendation from CCL to add the new “big ticket item” for the publication of the recent history book into their budget. This is a carry-over from the 2009 125<sup>th</sup> Anniversary celebration budget. The board did not act upon this recommendation but by consensus agreed that this line item should be considered in the context of the committee's overall budget.

b. Committee on Vocation and Education – to add J-Term as a line item for their budget.

c. Committee for Assembly Planning – 2010 Assembly that is being planned for Baltimore – it will be held September 26-29, 2010 (Sunday to Wednesday).

**BOD07.09.08 M/S/A the Fall Board of Directors 2010 meeting will be separate from 2010 Assembly and so a different time and place will be scheduled.**

**BOD07.09.09 M/S/A a motion for a maximum of \$62,000 all inclusive for the 2010 Assembly in Baltimore**

- H. Attributes and Experience Matrix – Barbara presented the spread sheet that she prepared of the gifts represented by the current board – discussion was held about the process to fill a Board of Directors vacancy – Barbara presented a proposed time schedule of how to fill the current vacancies.

**BOD07.09.10 M/S/A to create a new standing committee of the Board to serve as the Nominating Committee, consisting of 2 Deaconesses and 2 persons who are not Deaconesses.**

- I. A list of names for the Nominating Committee was given: Sister Krista Anderson, Sister Janet Stump, Sister Janice Painter, Lyle Eide, George Keck, and Ruth Reko – Sister Elizabeth Steele will be the chair. The terms will be staggered at 2 years and 4 years. Sister Elizabeth will contact these persons.
- i. It was agreed that the Nominating Committee will provide a minimum of two names for each board vacancy that needs to be filled (both unexpired terms and new terms).
- J. Barbara shared the drafts of charters: for Committee on Nominations and Governance, Board of Directors, and Executive Committee, and asked the Board to consider these pages.
- K. Barbara presented a proposed list of contents to be included in an orientation manual for new Board members
- L. Additional Business:
- a. Sister Anne received a card and monetary gift for the Deaconess Community, from the Diaconal Ministers of the ELCA
- b. A question was asked about adding new members to a committee and how to do this. Sister Melinda will officially welcome them to the committee in a letter and let them know if there is a term limit. At this time this will be the process but once the Nominating Committee is up and running they will take over.
- c. Sister Carol Weaver thanked everyone on the Board. She has now begun the process of ordination for Word and Sacrament. Sister Carol asked for an exit interview. She will write up a list of items that pertains to Committee on Community Life and give it to Sister Melinda.
- d. A request that at the next assembly we would have a parliamentarian and use parliamentary procedure to conduct business.

**BOD07.09.11 M/S/A a motion to adjourn.**

Meeting ended with the Lord's Prayer.

Minutes prepared by Sr. Mary Arie.

Approved 10-15-09.