

**ITEM E.101**  
**ACTION ITEM FOR GAC COMMITTEE BUSINESS**

<i>FOR GAC EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
A. Evangelism		D. Vocation	G. PC(USA), A Corporation
B. Justice	X	E. Stewardship	H. Executive Committee
C. Discipleship		F. Audit	I. Personnel Committee
P. Plenary			

**Subject: Draft Administrative Notes – Stewardship & Mission Support Committee – February 2008**

**Recommendation: That the Stewardship and Mission Support Committee approve the following administrative notes from the February 2008 Stewardship and Mission Support Committee meeting:**

**Stewardship & Mission Support Committee  
Draft Administrative Notes  
Brown Hotel  
Louisville, KY  
February 14, 2008**

**Attendance** Present for all or part of the meeting were:

**Stewardship & Mission Support Committee Members:**

Frank Adams	Carolyn Knight	Conrad Rocha
John Davison	Mike Kruse	Linda Toth
Jean Demmler	Ken Newbold	Dave Van Arsdale
LaVert Jones	Alice Okazaki	

**Staff:**

Joey Bailey	Penny Franklin	Rhashell Hunter
Jon Brown	Eric Graninger	Dianna Ott
Sylvia Carter	Teresa Grant	Jim Rissler
Martha Clark	Denise Hampton	Lisa Robbins
Barry Creech	Toya Hill	Karen Schmidt
April Davenport	Lisa Houston	Joe Small
Diane Dulaney	Jay Hudson	Tom Taylor
		Becky Trinkle

**Others:**

Gary Batty, Chair of Stony Point Board  
Jean MacDonald, Stony Point Conference Center  
Bill Pindar, CEO – Stony Point Conference Center  
George Johnston, Observer  
Reginald Parsons, Observer  
Allison Seed, GAC  
Jim Dave Wilson, Spirituality and Discipleship  
Catreliia Hunter, Spirituality and Discipleship  
Mary Lynn Walters, Spirituality and Discipleship  
John Bolt, Spirituality and Discipleship

**Excused:**

Alan Ford

Reg Kuhn

- Call to Order** The Stewardship & Mission Support Committee meeting was called to order by the Chair, Frank Adams, at 11:15 a.m.
- Welcome** Frank Adams welcomed the group and asked that each person introduce themselves.
- Prayer** Frank Adams led the group in prayer.
- Approval of Agenda** The Stewardship and Mission Support committee **VOTED** to **APPROVE** the agenda.  
**Moved and Approved**
- Lack of Quorum** Due to a lack of a quorum for one of the subcommittees, it was decided that all business for this meeting would be conducted as a committee-of-the-whole.
- Mission Work Plan Discussion** Carolyn Knight reported that the group has been successful in getting information out and getting feedback. The Mission Work Plan is still a work-in-progress. The goal area of Evangelism is a hot topic. The group would like one word for each goal area, but would also like the word mission in every goal area. Karen requested conference calls with each goal area to help with the process. Frank suggested other members of goal areas sit in on the conference calls and that there be joint calls. The Mission Work Plan Team can make this part of the process for all goal areas/committees. It was agreed that the work plan drives the budget.
- Recess** The committee recessed for lunch at 12:20 p.m. with prayer by Mike Kruse.
- Reconvened** The committee reconvened at 1:30 with LaVert Jones opening in prayer.
- Approval of Consent Agenda** Three items (E103, E107, and E.111) were lifted from the Consent Agenda for discussion. Following discussion, two items (E.107 and E.111) were returned to the Consent Agenda and the Committee:  
**VOTED** to **APPROVE** the following consent agenda:
1. Administrative Notes of September 2007 Meeting (E.102)
  2. 2008 Manse Allowance Designations (Corporate) (G.101)
  3. Authorization of Contract Signors (Corporate) (G.102)
  4. Nominations for the PILP Board of Directors (E.104)
  5. Shared Services Report to G.A. (E.106)
  6. General Assembly Council Name Change (E.107) AS AMENDED
  7. National Mission Partnership Committee guidelines for allocation of Heiserman Gift (E.108)
  8. IARP Reallocation of Funds (E.109)
  9. Communications and Funds Development Report to G.A. (E.110)
  10. Report of Special Offerings Task Force (E.111)
  11. Amendments to Appendix A of the Organization for Mission (E.112)
  12. PILP's Report to the 218<sup>th</sup> General Assembly (2008) (E.113)
  13. PILP Bylaw Amendments (E.114)
  14. PILP 1995 Deliverance Revisions (E.115)
  15. Revisions to 2008 Mission Budget (E.116)
- Moved and Approved**
- Discussion &** Building Services had requested a total of \$112,300 in capital request. After

**Approval of  
Capital Request  
(E.103)**

discussion, that amount was reduced to \$71,600. Communications and Funds Development requested \$80,000 in capital request to improve communications. This included the following reasons which were requested to be part of the administrative notes:

1. The current Web site was designed and the structure was developed in 2000.
2. We reviewed Web site design needs with this committee in September 2007. Addressing the following points:
  - large-scale (nearly 30,000 pages) and complex
  - fresh look and feel (design and usability)
  - improved navigation (information architecture/searchability)
  - improved giving, buying, registering (ecommerce features) important to stability, trust and integrity (credit card security)
  - address new audiences and new kinds of content (Web 2.0) such as
    - a. user-driven content
    - b. user interactivity
    - c. rich media such as video, audio, blogging, podcasting
  - content management infrastructure allows more people to update the site
3. Consultants are the architects who develop sites – staff will maintain

Issues to address specifically:

- Unstable for 24/7 access. Gone down on weekends.
- No site map functionality
- Hand-crafted now, future - we can do more with less
- No redundancy (site maintenance means site goes down till fixed)
- No empowerment tools for content loading/development from anywhere/anytime

Set expectations that there will be ongoing expenses and future requests for Web site improvements.

Financial Impact: As technology evolves, our website also needs to evolve on an evolutionary basis; we can anticipate that we will have projected annual expenditures of \$160,000 to \$250,000 utilizing outside resources. The capital request is not currently in the 2008 Communications and Funds Development budget, but the anticipated annual expenditures will be included in the Communications and Funds Development 2009-2010 budget.

The website redesign project will encompass [www.pcusa.org](http://www.pcusa.org) which supports the mission and ministries of the General Assembly Council (GAC), Office of the General Assembly (OGA) and the Presbyterian Investment and Loan Program (PILP). The website redesign project will benefit all three agencies because the underlying infrastructure will be improved. However, only the GAC website pages will be graphically improved and impacted as a result of the capital request.

The Stewardship & Mission Support Committee **VOTED** to **APPROVE as amended**, and **RECOMMEND** to the General Assembly Council an allocation of \$151,600 (\$71,600 Building Services; and \$80,000 Communications & Funds Development/Creative Services) for requests from Presbyterian Center Services and Communication and Funds Development from the Capital Reserve Fund.

**Moved and Approved.**

**Ghost Ranch** Linda Toth announced that she would be unable to continue with Ghost Ranch. David Van Arsdale agreed to fulfill Linda's term. Linda will inform Ghost Ranch of the change.

**Election of Committee Chair** Carolyn Knight was elected chair of the Stewardship and Mission Support Committee and Conrad Rocha as the Vice Chair of the Stewardship and Mission Support Committee for the 2008-2009 term to begin immediately following the close of the 218<sup>th</sup> General Assembly (2008).

**Per Capita** Joey spoke about the recent joint per capita meeting. It was recommended that the per capita apportionment for 2009-2010 be \$6.04, which is approximately a 2% increase.

**Order of the Day: Stony Point Conference Center** At 4:15 p.m. the Spirituality & Discipleship Committee, along with Stony Point leaders met with the Stewardship and Mission Support Committee. The end goal is to make Stony Point a viable institution. There are three tasks ahead:

1. Budget
2. Look forward to the future – pay back General Assembly Council
3. Capital Improvements to the facility.

Bill Pindar was introduced and given a chance to address the committee. He will continue as director through June 2008. Gary Batty then explained that the position of Stony Point Director would be posted as a "Transitional Director" for a two to three year period.

The Stewardship and Mission Support Committee and the Spirituality and Discipleship Committee received the Stony Point Center Business Plan dated February 2008 and a balanced budget for 2008. Quarterly reports from the Stony Point Board will be provided to both committees for the next twelve months.

**Adjournment** The meeting was adjourned with closing prayer by Carolyn Knight at 5:00 p.m.