

**NCNC Council Meeting**  
**June 14, 2014**  
Minutes

The meeting was called to order by the President, Candace Frawley, at 10:07 a.m. Present were members: Eunice Aaron, Richard Brabham, Matt Broadbent, Daryl Clemens, Barbara Colliander, Candace Frawley, Mike Hill, Vic Robinson, Kelly Wilson. Conference Minister Ken Iha. Conference treasurer Tom Clarke. The quorum necessary for 21 members is 11 (51%). A quorum was not present.

The minutes of the May 4, 2013 meeting were approved by email and acclamation.

1. Grounding and Relationship Building: Prayer and reflection were led by Candace Frawley.
2. Covenantal Support: Timely Priorities Candace Frawley
  - a. *Implement communication plan* - there is a weekly NCNC newsletter (good); website need continued work
  - b. *Board development and visioning* - ongoing work is good.
  - c. *Collating and reviewing policies and procedures* - personnel policies have been reviewed and edited, need refinement; bylaws need work (sub-committee?) especially some language re the executive committee.
  - d. *Visitation of all churches in the conference* - in progress; many visits have been done, but some still need the experience.
  - e. *Orientation plan for new members* - mentors and job description are done; resource book needs to be done.
  - f. *Search process for Conference Minister* - in progress; search committee in place; job description to be approved today.

There was discussion on new priorities. The group brainstormed ideas for the coming year and grouped them into three policy categories: connecting, communicating, and community. This also works in the categories of learning, listening and linking. Kelly Wilson and Eunice Aaron volunteered to consolidate the suggestions and present a new (updated) set of timely priorities at the next council meeting.

3. Covenantal Support: Search Committee Update Candace

Action: Adopt CM Job Description. The Conference Minister job description was reviewed; suggestions for changes: 1) The Conference Minister is accountable to the membership of the Conference, and to the Conference Council between meetings of the membership; 2) under administration - provide staff support for the authorization and maintenance of the standing of ministers of the local churches. **Daryl Clemens moved, Matt Broadbent seconded, to approve the Conference Minister job description as amended.** Voting will be by email.

NCNC Council Meeting - June 14, 2014

The conference profile was reviewed. Suggestions were given, and will be shared with the search committee. They will finalize this and publish it. The search committee has optimistic goals to get the conference profile out and start interviewing in the next few months.

4. Leadership Development: Policy and Procedure for securing professional services Matt Broadbent. We have background checks for volunteers working with children and for ministers. We need a way to vet volunteers. Need a policy for confirming and vetting volunteers, who serve our conference in a volunteer leadership status. Key leadership positions, council members, and signers for checks/ documents. Background checks are a start. The Policies committee was asked to develop this policy and procedures.

5. Communication: General Synod Delegates Ken Iha explained the correct procedure for selecting delegates to the General Synod: they are elected by the general membership or the NCNC council, not by the associations. Ken suggested that we appoint Jennifer Kawaguchi (Danville), Julian Rambob (Peace Village), Davena Hambrick, Daniel Ross-Jones (Moderator), Kelly Wilson (Vice-Moderator). **Mike Hill moved, Richard Brabham seconded, to appoint that group as 2015-2017 General Synod delegates.** Voting will be by email vote.

LUNCH

6. Communication: Finance Report Tom Clarke  
Tom Clarke reviewed the financial reports. He discussed the issue of timely payments (OCWM share) to the UCC and associations. Our reported surplus does not reflect these amounts payable.

Tom Clarke asked us to approve a donation for use of meeting space at Hospice of the East Bay. **Matt Broadbent moved, Eunice Aaron seconded to donate \$100 per meeting to the East Bay Hospice.** Voting will be by email vote.

7. Communication: Annual Gathering Update Kelly Wilson reported that the dates are *tentative* for April 30-May 3. There is a plan to change the venue to Sonoma State University for 2016. The AGPT will be checking this out. We will be discussing this next month, when the committee has a report and recommendation.

8. Communication: Conference Staff Report Ken Iha mentioned the law suit in North Carolina. Marty Williams has finished her full time position with us, but is open to helping the conference, as she is able. Ken is looking to filling that position.

Bet Hannon is starting to develop a new website for the NCNC Conference. Ken has developed a position called Communications Coordinator, which would be approximately 10 hours a week. Approximate rate would be \$30/hour. The council affirmed this position.

NCNC Council Meeting - June 14, 2014

Ken presented the 3 resolutions that were passed at the 2013 Annual Gathering. These should be considered for the General Synod. It was agreed that the 3 action items could be consolidated (they relate to Palestine/Israel) and that the length (wording) of the action item should be reduced.

Ken gave the ministerial report.

9. Creative Transformation: Organically Grown Topics (AKA New Business)

Candace asked that we consider committee development and draw others into these groups. The nominating committee is an example of this. Other examples are: business (FABC), policies and procedures, bylaws, personnel, nominating, AGPT, conference outreach.

10. Communication: Action Items Review

- Kelly Wilson and Eunice Aaron are working on the timely priorities.
- Matt Broadbent will work on policy on policies and procedures for selecting volunteers who provide professional services.
- Candace Frawley will followup with the Conference Minister position description and the conference profile.
- Candace Frawley will send the three motions out for a vote.

See each item above.

11. Closing Reflection and Prayer: This was offered by Matt Broadbent. The meeting was adjourned at 2:10 p.m. The next meeting is **July 12, 2014** at Hospice of the East Bay, Pleasant Hill

Submitted by Barbara Colliander, note taker