



## Week of Compassion Board of Directors Fall Meeting

October 29-31, 2019  
Texas Christian University  
Fort Worth, TX

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**Online Site Documents:** <https://www.weekofcompassion.org/boardaccess.html>

Password is *Comp@ssion77*

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### Wednesday, October 30

Present:

*Week of Compassion Staff:* Vy Nguyen, Executive Director; Caroline Hamilton-Arnold, Associate Director for Domestic Disaster Response; Erin Wathen, Associate Director for Communication and Marketing

*Board of Stewards:* Cindy Kim, Chair; Cathy Myers-Wirt, Vice Chair; Jake Caldwell, Secretary; Bill Lee; Milca Rivera; Kris Culp; Rebecca Smith; John Kuebler; Judi Frost; Terri Hord Owens

*Invited Guests:* Angela Kaufman, TCU, Minister to the University & Church Relations Officer; Lea McCracken, Associate Minister to the University & Church Relations Officer; John Goebel, OGMP; Sotello Long, Disciples Home Missions

*Welcome and Introductions - Cindy Kim, Chair*

*Greetings from TCU - Rev. Angela Kaufman*

Revs. Kaufman and McCracken left following the greeting.

*Opening Devotion/Reflection - Rebecca Smith*

### Business Session

*Approval of Agenda*

- Bill inquired as to the purpose of Sotello's report. Vy responded he asked Sotello to focus on the 3 ministries we support, providing an informational update about those ministries, especially as relates to Sotello's vision for DHM.

**Rebecca moved to approve the agenda as presented.**

**Jake seconded; Approved, unanimous vote**

*Approval of [Minutes from Spring 2019 WoC Board Meeting](#)*

- Milca note the documents referenced in the Spring Meeting minutes were not attached, and the previously provided links were for the old website. Vy responded that the staff will make them accessible via the Board Access page of the new website. Milca requested that the Week of Compassion Endowment Fund Policy Document also be added to the Board Access page.

*Edited May 27, 2020*



- Milca asked when the Board receives the audited financials? John G. responded that it depends on the schedule of General Assembly.

Jake moved to approve the Spring 2019 minutes, with the addition of all noted documents to Board Access page.

Bill Lee seconded; Approved, unanimous vote

Cindy introduced the Executive Director's report, emphasizing how much goes into Vy's report and that it is important for board members to read thoroughly to fully understand developments and ongoing ministry within Week of Compassion.

### *Executive Director's Report- Vy Nguyen*

Vy reflected on the weather at the time--wind, rain; much of our work feels that way very often, but we know that the sun will come out.

Conversation regarding the report:

- Bill Lee asked how Vy and Caroline engage in self care; both responded.
  - Bill asked a follow up question regarding funding for WoC staff to seek professional support for psychological, emotional, and spiritual wellness. Noted the importance of acknowledging the toll this work takes on the body, mind, and spirit. Vy suggests that the governance committee take up this concern.
- Bill also noted the similar challenges reflected in the report for the GMI program and other young adult volunteer programs we support. [Disciples Peace Fellowship Interns, Disciples Volunteering Interns, and Global Mission Interns] He suggested that it might be worthwhile to have a conversation with the relevant ministries, including also the NBA Xplor program.
  - The board discussed this possibility and encouraged Vy to explore further.
- Discussion continued regarding the budget change from FY2019 to FY2020, eliminating the line item for GMI support, including discussion of the Board's continued appreciation of the GMI program and how to notify Global Ministries.
  - Per the advice and at the direction of the Board, Vy will send a letter to Julia, Kathy, and the Global Ministries Area Executives, informing them of the change in future funding for the GMI program, "as discussed by the Week of Compassion Board of Stewards at the Fall 2019 meeting."

Bill moves that Vy craft and send the above stated letter, communicating on behalf of the Board that, by action of the Board, funds will no longer be available as before through a GMI line item in the Week of Compassion budget; those funds are being redirected to meet increasing needs for disaster responses and displaced persons. Milca seconded; accepted, unanimous vote

- Cathy asked how we support our partners given the impending effects of the global climate crisis (e.g. rapid sea rise!).



- Caroline responded with information about a collaboration with Green Chalice to integrate climate response into our disaster preparedness and response training, communications, etc. with congregations
- Vy highlighted Week of Compassion's increasing engagement with ACT Alliance partners, especially partners doing disaster risk reduction and noted that CWS is establishing two related areas of emphasis: global migration and the climate crisis.
- Discussion of the domestic disaster responses chart.
- Discussion of the process for becoming a Circle of Compassion congregation.
- Discussion of communication challenges when disasters occur during the times designated for other special offerings.

#### *Financial Reports- John Goebel*

2018 Audited Financials: Unavailable at this time. Can report an external assurance there is no fraud. Treasury Services expanded their staff in October 2018 but had an accountant resign in May 2019. They are back to full staff as of Sept. 30. During the interim, audits were delayed so that accounting partners were served on time. The audit committee will meet on Nov. 15.

#### 2019 YTD Financials:

2019 9-month financial statement, (YTD, compared 2018 YTD, and 2018 End of Year):

- John G walked the Board through the document, addressing multiple lines to clarify labeling. He noted that while investments took a hit at the end of 2018, the market has recovered. He highlighted the operating reserve, which is healthy, balancing the flexibility to respond to unforeseen needs without having excessive reserves, given the nature of the organization and intent of donations.
  - Bill asked if Week of Compassion has a policy for when to move funds between Church Extension and CCF?
  - Vy noted that in the past the Committee made recommendations to move funds. John stated that the Board could do so again.
  - Bill suggested it might benefit us to have a policy so John could handle directly without always needing an action of the Board. Jake noted this would be helpful so the Board is not trying to time the market.
  - The board will look at creating a policy on investment with net assets
  - The Board discussed designated gifts and the ways our support ebbs and flows during different phases of response to disasters and displacement. Vy named the intent of investing heavily in growing the endowments to cover all operating costs with returns.
    - Caroline will send a recent report to the Board from our partners at The Center for Disaster Philanthropy about giving and need patterns (report linked [here](#))



- John G summarized that Week of Compassion is in a good financial position; undesignated giving at 9 months is above projected; expenses are under. Unrealized Gain is up because the market is strong, but with volatile market, that number should be held lightly

#### 2020 Proposed Budget

- John presented the proposed 2020 Budget.
- The Board discussed changes that might be necessary.

#### *Approval of 2020 Budget*

**Cathy moved the Board table the budget vote until tomorrow.  
Jake seconded; unanimous vote to table**

Cindy suggested a working lunch.

#### *Update on Disciples Volunteering, Legal Counsel, and Refugee and Immigration Ministries - Rev. Sotello Long, President of Disciples Home Missions*

(see [attached report](#), presented by Sotello Long)

- In addition to the written presentation, Sotello voiced support for the conversation around young adult internships, provided that all the relevant ministries are in communication with one another
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- Bill asked if DHM has the resources and/or plans to expand the office of Refugee and Immigration Legal Counsel, possibly through contract staff.
  - Sotello responded that could be a possibility, but that has not been explored.
- Sotello expressed the need for DHM to be proactive about adjustments to how we do ministry for the future, to do ministry in the core areas in such a way that DHM is financially stable.
- Vy asked what DHM is doing to prepare for FY2020, given the recent deficit budgets.
  - Sotello pointed to conservative budgeting and more aggressive adjustments to administration line items.
  - Bill noted concern for the continued vitality of the ministries Week of Compassion helps fund and the staff whose livelihoods are at stake with those ministries.
  - Kris suggested the Board recommend that Sotello and Vy have a conversation about a plan ensuring the continued work of these vital ministries.

#### *Governance Committee Presentation*

1. *Structure* - John Kuebler provided an overview of relevant Indiana State laws pertaining to our role as a Board in relation to the General Board and Administrative Committee

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- <https://docs.google.com/presentation/d/1kJghsD7tKFYZcC08gSfVr3G3GH8LbqNZ/edit>
- Board discussed the benefits and drawbacks of amending the articles of incorporation or of clarifying Week of Compassion standing rules as a governing committee empowered by the General Board
- Terri noted it will be helpful to have the OGMP attorney look at all policies in development to ensure firewalls that protect the Week of Compassion Board Members and Week of Compassion assets. Sort out how to define relationships.
  - Vy; this will be ongoing convo at next board meeting, and this helps us make recommendation. That we will have some bullet points and this body gets on a call to approve process, and then submit to AC before their next meeting.

## 2. *New policy proposals- Cathy Myers Wirt*

- Cathy reviewed the responsibilities of the Board of Stewards per the approved Standing Rules and provided updates on the development of policies regarding board member rotation and officer selection. The Board discussed the ongoing development of the Board structure.
- Discussion:
  - Milca asked if the Standing Rules specify the role of the GMP as a member of the Board. Terri responded that new policies will clarify that, as it has not been documented before. As the Board develops formal policies, that would be incorporated and would clarify where accountability lies.
  - Caroline noted the GMP is listed as a member with vote and asked whether the GMP is therefore eligible for leadership roles and, if not, if there needs to be a policy to that effect.
    - Vy: yes, but we don't need to spell that out, would not happen because of all responsibilities GMP has and role of chair/officer. Need to clarify ED is part of that convo (of who the officers are).
    - Nominating committee works with the ED to nominate officers
      - Board members are elected by General Board through the General Nominating Committee
  - Clarification: there are "12 members plus GMP"? Members and GMP are listed in two separate paragraphs.

Adjourn for the evening.



**Thursday, October 31**

Present:

*Week of Compassion Staff:* Vy Nguyen, Executive Director; Caroline Hamilton-Arnold, Associate Director for Domestic Disaster Response; Erin Wathen, Associate Director for Communication and Marketing

*Board of Stewards:* Cindy Kim, Chair; Cathy Myers-Wirt, Vice Chair; Jake Caldwell, Secretary; Bill Lee; Milca Rivera; Kris Culp; Rebecca Smith; John Kuebler; Patice Holland; Terri Hord Owens

*Opening Devotion- Bill Lee*

**Executive Session:** The Board of Stewards entered Executive Session at 8:45am; Caroline Hamilton-Arnold and Erin Wathen left the room; Board invited Vy Nguyen to join. Executive session ended at 9:15am, and Caroline and Erin were asked to rejoin the meeting.

*Sustainable Development Reports - Jake Caldwell and Judi Frost*

- Jake and Judi presented a summary of the received reports (see attached document)
  - Of note:
    - the project from Ghana had a discrepancy in the use of the funds from the proposed use, as well as a significant increase in cost in the project for construction of a library center; unsure where those funds came from
    - The Cafepaz project has encountered challenges because of renewed political conflict. Cathy noted that they had a visitor in Oregon from the project, and it is really worthwhile, when operational. Unsure of the timeline for using remaining funds.

*Sustainable Development Proposals - Jake Caldwell and Judi Frost*

*CWS Proposals:*

- Protection Through Education; request \$50,349.89 of \$100,702.77 budget
  - Jake and Judi recommend full funding of request
- Timor Leste: Timor Zero Hunger; request \$60,000 of \$205,000 budget
  - Jake and Judi recommend full funding of request
- Renewable Energy in Eastern Europe: request \$40,000 of \$75,000
  - Jake and Judi recommend full funding of request
- Jake recommends to approve as requested. Call for questions.

Jake noted that we provided Global Ministries a \$50,000 cap for Sustainable Development Grants, but only received \$30,000 in proposals.

- The Board discussed ongoing challenges with sustainable development grant proposals and reporting through Global Ministries.

*GM Proposals:*

- Diyar Religion and State; request \$10,000 of 3-year \$125,000 budget
  - Jake and Judi recommend fully funding the request

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- Sierra Leone Women's Savings; \$10,000 of \$16,250 budget
  - Jake and Judi recommend fully funding the request.
  - Judi says there are differing perspectives among the participants re: the effectiveness of seed money.
- South Africa Eggs and Climate Change; \$10,000 of \$13,000 budget
  - Jake and Judi recommend fully funding the request

*IMA Proposal:*

- Cervical Cancer Treatment, Tanzania; request \$25,000 of \$25,000 budget
  - -Jake and Judi recommend fully funding at \$25,000

Bill moved to approve the sustainable development grant proposals from Global Ministries, as recommended by Jake and Judi. *John seconded; Approved, 1 abstention*

Bill moved to approve the sustainable development grant proposals from our ecumenical partners, as recommended by Jake and Judi. *John seconded; Approved by unanimous vote*

*Emergency Resolutions*

1. [Drought in India](#) - Vy recommends \$29,000
    - -Vy met this partner when in India and had a conversation with the partner about the drought. Vy received their financials and was impressed by the organization. Asked for an emergency proposal because none of our other partners have been responding to the drought. This drought is no longer in the news, but is still having impact.
    - *Rebecca moved to approve the emergency resolution at \$29,000; Jake seconded; Approved by unanimous vote*
  2. [Typhoon Hagibis in Japan](#)- Vy recommends \$25,000
    - *Bill moved to fund at \$25,000; Jake seconded; Approved by unanimous vote*
    - Cathy asked who the other partners will be. Vy responded that CWS Japan is one implementing partner; we are also waiting on response from ACT Alliance. He reached out to GM partners and has not heard back.
- Cindy inquired at what amount Vy needs to come to the Board for approval.
    - Vy replied that the previous Standing Rules indicated \$12k for use of unrestricted funds. Jake noted it is not a current policy, and we need to create one. Cathy recommends creating a policy book so that all of these are in one place.

*Board Information - Cindy Kim*

Executive Committee recommends to keep officers the same for another year:

Cindy Kim, Chair

Cathy Myers Wirt, Vice Chair

Jake Caldwell, Secretary



John moved to approve officers as presented; does not require a second, as the recommendation comes from a committee. Approved by unanimous vote.

1. [Board Job Description](#)
  - Cindy presented the Board Job Description, outlining expectations and responsibilities for Board Members.
  - Cindy invited Terri to lead the Board in a covenant of commitment to these responsibilities. Board members affirmed with shared responses.
2. Potential [New Board Members](#)
  - Two new board members recommended to come on in 2020: Claretta Witherspoon and Jess Kim
3. [Board Class Structure](#)
  - Vy presented the recommended Board class structure
    - The two new members (named above), Bill Lee, and Rebecca Smith constitute 2020 class.
  - Motion from nominating committee is to elect the 2020 class, as presented; no second required; Approved by unanimous vote.
  - Vy will submit the Board Class document to the general nominating committee in December.

#### *Unfinished Business*

Vy recommended that the Board approve the budget as submitted and empower the Executive Committee to make changes in the coming months as needed, according to changes in the ministry.

Rebecca moved The Board approves the budget as presented yesterday, with the provision that the Executive Committee is empowered to amend the budget to reflect changes in the ministry. Judi seconded; approved by unanimous vote

#### **Proposed Future Meeting Dates**

**2020:** Spring May 26-28 and Fall October 27-29

**2021:** Spring May 25-27 and Fall October 26-28

**2022:** Spring May 24-26 and Fall October 25-27

**2023:** Spring May 30-June 1 and Fall November 7-9

*Adjourned at 10:45am*

*Closing Devotion with communion - Caroline Hamilton-Arnold and Erin Wathen*