

Week of Compassion Board of Stewards Fall 2020 Meeting

October 29 @ 10AM - 2PM Eastern

Thursday, October 29

In attendance:

Staff: Vy Nguyen, Caroline Hamilton-Arnold, Erin Wathen

Board: Cindy Kim-Hengst, Rebecca Smith, Judi Frost, Milca Rivera, John Kuebler, Bill Lee (joined at 11am EDT), Cathy Myers Wirt, Kristine Culp, Jake Caldwell, Claretta Witherspoon, Patice Holland (joined at 11am EDT)

Guests: Cyndy Twedell and John McCullough of CWS

Welcome and Introductions - *Cindy Kim*, Chair

Opening Devotion/Reflection - *Judi Frost*

Business Session: Cindy Kim called the meeting to order at **10:40am EDT**

- [Approval of Electronic Meeting](#) - John Kuebler
 - - *ACTION* - *John moves to adopt the action item linked above acknowledging the purpose of a second virtual meeting of the Board. Rebecca seconded the motion. Unanimous vote in favor.*
- Approval of Agenda: Cindy Kim
 - -*ACTION*- *Cindy moved to approve the Fall 2020 Agenda. Jake seconded. Unanimous vote in favor.*
- [Approval of Minutes from Spring 2020 Meeting](#) - Cindy Kim
 - -*ACTION*- *Cindy moves to approve Spring 2020 Meeting Minutes, Fall 2019 Meeting minutes and Spring 2020 Agenda (Fall 2019 Minutes and Spring 2020 Agenda were motioned and seconded, but not voted on at Spring 2020 Meeting). Jake seconded. Unanimous vote in favor.*
- [Executive Director's Report](#) - Vy Nguyen
 - Judi asked if anything else has changed since writing of report.
 - Vy noted the recent recommendation from the White House to set the next Presidential Determination for the U.S. Refugee Resettlement Program at 15,000. Uncertainty around the refugee resettlement program and the results of the election will have tremendous impact on the work of Week of Compassion partners. There is uncertainty surrounding the resettlement program in general, and the election will have tremendous impact.
 - Caroline noted that two additional major hurricanes have made landfall in the U.S., adding to a historic hurricane season amidst a historic wildfires season.
- Conversation with [Rev. John McCullough](#), President and CEO, Church World Service

- Rev. McCullough provided an overview of the work and mission of CWS, highlighting, especially, the work with refugees, both in SubSaharan prescreening for the U.S. Government and in U.S. resettlement.
- Rev. McCullough also reflected on how the COVID-19 pandemic presents a transformative moment, which comes in the midst of massive global migration and as we are beginning to reckon with the effects of climate change. He affirmed how the foundation CWS has built sets the organization up for continued effectiveness.
- The Board engaged Rev. McCullough in a discussion about current capacity in the U.S. to receive and adequately support refugees and about the impact of COVID-19 on sustainable development.
- Vy Nguyen walked through the [YTD 2020 Financials](#) (see attached)
- Vy Nguyen presented the [2021 WOC Budget](#) (see attached)
 - - *ACTION*- Jake moved to approve the budget as presented; Kris, seconded. Unanimous vote in favor.
- Update On Investment Guidelines - Jake Caldwell
 - On behalf of the investment subcommittee of the executive committee, Jake shared the recommendation that Week of Compassion have guidelines concerning where to hold unrestricted funds that will not be deployed immediately, but will be deployed within a typical market cycle (3-5 years). These funds could be held with a 2-3% interest rate at Church Extension, which would provide a greater return than the current rate. Vy noted that guidelines are more fitting than a policy for this situation.
 - Rebecca encouraged the inclusion of a female Board Member for the future work of this committee.
- Cathy Myers Wirt presented the [WOC Sabbatical Leave Policy](#)
 - Kris expressed concern regarding forfeiture of sabbatical, as outlined in the policy, and encouraged consideration of the circumstantial nature of this ministry, so that staff are not disadvantaged if responding to a crisis that prevents a sabbatical in the given timeframe. Vy emphasized that the provision was a way of making the organization accountable and helping staff prioritize taking sabbatical.
 - Cindy noted the importance of this policy as part of the ongoing conversation with staff about self-care, given the nature of the work of Week of Compassion
 - In response to a question from Judi regarding the length of sabbatical, Vy and Cathy noted comparison to several other ministries and the balance of having sufficient time off without creating an unmanageable backlog.
 - - *ACTION* - Jake moved to approve the sabbatical policy as presented; Claretta seconded. Unanimous vote in favor.
 - In discussion of the motion, Kris encouraged Vy to be the first to exercise this policy. Milca noted that the August application requirement would need to be suspended so that Vy can plan for a sabbatical in 2021.
- Jake Caldwell walked the board through the [Board of Stewards Class and new Executive Committee](#) (see attached)

- - *ACTION* - Jake moved to approve the new Board of Stewards Class of 2023 and the 2021 Executive Committee, with correction of the spelling of Patice's name in the Class Schedule. Bill seconds motion. Unanimous vote in favor.
- Cindy celebrated Cathy's years of service, as she rotates off the Board this year. Vy, Caroline, and Erin added their thanks.

Additional Business Items

- Milca Rivera presented the draft Memoranda Of Understanding with Global Ministries
 - Memorandum of Understanding: [Sustainable Development](#) (see attached)
 - Memorandum of Understanding: [Global Mission Interns](#) (see attached)
 - Milca provided a summary of the development of these documents. Following the Spring 2020 Board Meeting, representatives from Week of Compassion and Global Ministries continued to meet and work together to develop these two MOUs. John Kuebler represented Week of Compassion in these conversations. Milca noted that changing circumstances since the MOUs were drafted may necessitate some further revision of the documents.
 - Cyndy Twedell shared that the representatives from Global Ministries do not see the documents as settled but as works in progress; she welcomed continued conversation.
 - John called attention to the summary that Nancy Lear provided to recall the long history of this program and relationship to Week of Compassion.
 - - *ACTION* - Kris Culp moved that the Board affirm the rich history and relationship articulated in these MOUs, but to table the MOUs for the time being, with an update scheduled at the Spring 2021 Board Meeting. Claretta seconded.
 - The Board discussed the potential harm to the progress and relational capital tabling might cause, but determined, with input from Cyndy T that affirmation of the history, acknowledgement of current uncertainties, and commitment to continued relationship would mitigate that risk.
 - Cindy affirmed that designation of a Week of Compassion representative to the Global Ministries Board Meeting was in process.
 - - *ACTION* - Jake called the question. Unanimous vote in favor.
- Donor Complaint Update -
 - Cindy Kim informed the Board that a donor complaint was handed over to the denominational attorney, and there were no new updates.

Closing Devotion - Claretta Witherspoon

"A Social Creed for the Twenty-First Century"

Executive Session: Cindy thanked and excused Cyndy Twedell, Caroline Hamilton-Arnold, and Erin Wathen and called the meeting into Executive Session at 1:50pm.

Executive Director's Evaluation

- Topics considered:
 - Process in evaluating the Executive Director

- Evaluation of the ED will take place every 2 years
- Strategic partners

- Vy will continue to engage with DHM in regard to DV

Future Meeting Dates

2021: Spring May 25-27 and Fall October 27-29

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

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



NAME	REGION	REGIONAL CLUSTER	LAY OR CLERGY	GENDER	ETHNICITY
Judith Frost	VIRGINIA	NERF	Lay	Female	W
William Lee	VIRGINIA	NERF	CLERGY	Male	B
*Cathy Myers Wirt (Vice Chair)	OREGON/SW IDAHO	WIRM	CLERGY	Female	W
Jessica Kim	PACIFIC SOUTHWEST	WIRM	Lay	FEMALE	A
*Jake Caldwell (Secretary)	CAPITAL AREA	NERF	Clergy	Male	W
Milca Rivera	FLORIDA	SERF	Clergy	Female	Hispanic
*Cindy Kim (Chair)	IL/WI	HEARTLAND	Lay	Female	A
Kris Culp	IL/WI	HEARTLAND	lay	female	w
Claretta Witherspoon	North Carolina	SERF	lay	Female	B
Rebecca Smith	OREGON/SW IDAHO	WIRM	Lay	Female	W
John Kuebler	MID-AMERICA	HEARTLAND	lay	Male	W
Patice Holland	VIRGINIA	NERF	lay	Female	B
Terri Hord Owens	INDIANA	HEARTLAND	Clergy	Female	B

* Executive Committee