

Minutes: Heartland of Texas Emmaus Community Executive Board Meeting

Zoom Meeting

November 1, 2021, 7:00 PM, Burnet FUMC

Attendees: Tom Bornschein (phone), JoAnn Dilworth, Rich Gilchrist, Kelsey Mills, Allen Mynk, Ti Mynk, Jason Teague

- JoAnn called the meeting to order at 7:02.
- Jason opened us in prayer.
- The October minutes were distributed to the meeting attendees via e-mail and approved.
- Treasurer's Report: the treasurer's report is the same as last month.
 - JoAnn would like to look into the scholarship fund balance of \$11,600 because it seems like an unusually large amount.
- Report on Walk 2020 Men's, submitted by Matt Schuessler.
 - Matt has established the prep meeting that will be held in January, February, and March.
- Discuss protocol for Open Forum.
 - There was a discussion around the rules that have already been established for conducting open forum meetings. This is aimed at avoiding the contentious meeting that was held in January 2020.
 - The rules are in the attached document. Highlights include:
 - Those wishing to speak must sign in prior to the start of the meeting.
 - In the interest of time, there is a limit of 10 people who will be allowed to speak.
 - Each speaker may have to floor for up to 2 minutes.
 - The board is neither to respond nor take action during the meeting.



Open Forum
Registration.pdf

- Discuss and approve board terms as per Upper Room guidance.
 - Due to the interruptions caused by Covid, the terms of board members will be extended as follows:

Board Member	Position	Term Expires
JoAnn Dilworth	Lay Director Treasurer	2023
Open	Assistant Lay Director	
Rich Gilchrist	Secretary	2024
Kelsey Mills	Walk Support	2022
Troy Ellet	Site Support & Selection	2022 (confirmation needed)
Allen Mynk	Member Services & Communication Registrar	2022
Open	North Coordinator	
Tom Bornschein	South Coordinator/4 th Day	2023 2022
Alan Bazard	Website Management	2022
Jason Teague	Spiritual Director	2022
Grady Roe	Assistant Spiritual Director	2023 (confirmation needed)
Ti Mynk	Past Lay Director (NV)	2022

- All board members agreed to these extended terms with the following exceptions:
 - Tom Bornschein will serve until 2022 instead of 2023.
 - Confirmation is still needed from Troy Ellet and Grady Roe regarding their extended terms.
- Jason moved to accept the extended terms recommended by the Upper Room.
- Allen would like to hand off the registrar's job.

- JoAnn moved to amend the motion by nominating Ti to take on the registrar's job.
- Jason made a motion to amend the nomination to add to it the removal of Past Lay Director from Ti's responsibilities.
- Allen seconded the motion and it passed unanimously.
- Jason has a couple of clergy in mind for spiritual members and will talk to them.
- Discuss the appointment of Chairperson for the Nominating Committee.
 - The bylaws state that the assistant lay director chairs the nominating committee.
 - With the elevation of JoAnn to Lay Director from Assistant Lay Director, we currently have no Assistant Lay Director.
 - Therefore, JoAnn is asking for permission to appoint the chair and nominated Ti.
 - The motion passed unanimously.
- Discuss decision to hire an independent auditor.
 - JoAnn spoke with Valentine & Assoc., one of the firms discussed last month.
 - A complete audit would cost between \$10,000 and \$15,000.
 - A balance sheet audit would cost between \$7,000 and \$10,000.
 - Valentine & Assoc. recommends that non-profits *not* hire an auditor unless fraud is suspected.
 - JoAnn recommended having 3 people from the board who can serve as treasurer. This would always be a group of 3, where one serves as treasurer for a year and would provide a group of people to watch the books. It would also serve as a feeder system for treasurer, where one of the group assumes the role of treasurer the next year.
 - Allen suggested that this is better handled by a Finance Committee. The Finance Committee could also be the treasurer feeder system.
 - Allen also suggested reducing the size of the board. The current number of 15 is a big number, both absolutely and relative to the size of the community. The following board positions were suggested.
 - Lay Director
 - Assistant Lay Director
 - Spiritual Director
 - Assistant Spiritual Director
 - Secretary
 - Treasurer
 - Member Services Coordinator
 - Gathering Coordinator (North & South gatherings, music)
 - Walk Coordinator
- Allen suggested having a bylaws review meeting soon to rewrite the bylaws. We would start with the Upper Room bylaws as a baseline.
- Allen has walk applications going back several years. He will destroy any applications from 2019 and before.
- There will be no board meeting in December.

Respectfully submitted,

Rich Gilchrist, Secretary

November 11, 2021