

PCA - LC Meeting Minutes
Monday, February 13, 2017 @ 5 PM CDT

In Attendance: Fred-Allen Self, Gina Pond, Lawton Higgs, Beth Abbott

OPENING PRAYER AND REFLECTION – Lawton Higgs

APPROVAL OF MINUTES OF LC MEETING – 01/17/17 and Special Called Meeting 02/06/17.
Minutes approved without alteration.

APPROVE AGENDA – Agenda approved after adding three new items.

OLD BUSINESS

Finance Report

- **Lawton** has access to the PCA bank account and will work with \so she can gain access soon.
- **J.T.** will be sending IRS tax statements to all who have donated to the PCA online. This will be his last act as Treasurer.
- **Lawton** has paid for the domain name for a further two years.

501c3 discussion; Budget, Fund Raising

- **Lawton** and **J.T.** had discussed plans and much of what was discuss was **J.T.’s** initiative. This will need to be put on hold until a new Treasurer is in place.
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Discussion of Goals for 2017

- **PCA Annual Meeting- National Convocation**
 - **Lawton** suggested that with the current transition of a new Treasurer and new RSLs that perhaps we should put this off until next year.
 - In addition to this we are also working out solid processes for membership/dues/ordination.
 - Once we have everything solidified it would make more sense to put together a meeting because until then we aren’t entirely sure of interest or even who is and isn’t a member.
- **Chaplaincy Certification: C & C Additions for Chaplaincy Certification**

- C&C needs to be rewritten in order for the PCA to be certified to endorse chaplains.
 - An important piece that is required is a process for discipline in the event of disorderly conduct and/or revoking of credentials/endorsement.
 - New membership relationships and dues must also be included after the vote.
 - There will be a Disciplinary Policy document created and referenced in the C&C. This should satisfy the requirement of this policy for Chaplaincy Certification.
 - **Beth** and **Fred-Allen** will work together on reorganizing and rewriting the C&C.
 - This work on the C&C will be completed by the next LC meeting. It will be presented to the Leadership Council for approval. After LC approval it will be presented to the membership for a vote.
 - Current C&C will be posted on the website.
 - This will be voted on in **April**.
- Implementation of Membership Process and Yearly Dues
 - This information will be included in the work that **Fred-Allen** and **Beth** do on the updates to the C&C listed above.

New LC Treasurer

- This is an urgent need. We need someone who understands 501(c)3 status and tax exempt status.
- Software to keep track of involvement and donations needs to be included in budget.
- LC will post an ad on all channels with the job description for Treasurer to see if there is any interest. This will be for a Treasurer to take up the rest of the LC term.

RSL Needs

- Northeast RSL: there is still a need for an RSL in this region.
- Restructure Regions to make sure everything is covered.
 - There is a need to restructure all of the regions and RSLs so that everyone is aware of who covers what.
- **Lawton** suggested doing a webinar training that all current RSLs are required to do. This will go over all new processes and forms. It will also clearly lay out expectations.

- It was discussed to put the onus on those inquiring for ordination to contact the RSLs.

NEW BUSINESS

- Committee to Review Facebook Page Covenant
 - Postponed to next month's agenda.
- Request from Bishop Ryan Clemenson of the New Catholic Church International
 - This is a request for recommendation of a minister who was removed from the PCA as a minister and member.
 - It was decided that the **LC Chair** will contact the Bishop with the decision of the PCA and nothing more.

OTHER BUSINESS

- Deborah Newcomb needs a letter of membership in good standing.
 - **Lawton** and **Beth** have both been doing this recently, but we would like to put together a solidified process for how this happens and where they are filed.
 - **Gina** brought forth this request on behalf of a friend who is a member in good standing according to the current C&C.
 - **Lawton** will send a Letter of Good Standing. This was unanimously agreed upon by the LC.

NEXT MEETING DATE – *3/13 at 5:00 CST*

Meeting minutes recorded and submitted by Fred-Allen Self.