

**Leadership Meeting of the Progressive Christian Alliance
September 6, 2017 at 6:00 PM**

In attendance: **Matthew Self, Lawton Higgs, Gina Pond, Beth Abbott, Fred-Allen Self**

Opening Reflection and Prayer: **Lawton Higgs**

Approval of Minutes of LC meeting: 06/12/17, 08/09/17

- Minor correction of a wrong meeting time posted on one. Both sets of minutes approved unanimously.

Approve Agenda

- Gina has requested that we add a discussion point for adding a Google Drive for the PCA. This will be discussed

➤ Old Business:

- Finance Report
 - **Matthew** has submitted an official Treasurer's Report with a Balance Sheet showing all equity and balances and Income Statement showing donations and dues received. He will be submitting this monthly.
 - He is working with PayPal to ensure we are getting the lower non-profit rates.
 - After research into multiple options for credit card processing to receive dues and donations **Matthew** recommends that we remain with PayPal for the time-being as it is the most cost effective when it comes to fees for a small non-profit such as ours. As we grow there will likely be better and more cost-effective options.
- Budget, Fund Raising
 - **Matthew** has submitted a proposed budget based on estimated numbers. He has submitted this to the LC for evaluation so we can determine whether this is realistic or not and how to adjust to create a clear and reasonable budget.
 - Recommended to have a line item for Convocation income.
 - Clergy dues will also be added as a line item. Both yearly clergy dues and initial ordination fees.
 - It was suggested that scholarship funds for ordinations, etc, be added as a line item in the budget.

- We will also add merchandise as a line item for if we choose to sell merchandise online with PCA logos, etc.
- Membership Management Expenses will need to be listed as an expense annually. This allows us a place for multiple things as the need arises.
- There will also need to be a Convocation Expenses line item.
- Will add an expense line for Google Drive for the PCA. This is \$2 per month.
 - **Fred-Allen** moved and **Matthew** seconded that we will approve the \$2 per month funding for Google Drive. Unanimously approved.
 - **Gina** and **Matthew** will work together to set up and establish this Drive.
 - It was mentioned by Lawton that we will need some private folders that are not open to the general PCA community as there is sensitive information that needs protected and available only to the LC.
 - **Gina** has donated space on their server to create a backup of the Google Drive so that there is no chance for losing all of our data again, as has happened in the past.
- **Gina's** donation of both the backup space and the website hosting needs to be recognized as an official donation to the PCA.
- Chaplaincy
 - **Beth** reported on the progress of being able to sponsor chaplains.
 - It appears that the process to be approved to sponsor chaplains has changed once again.
 - **Beth** will be contacting the credentialing organizations to learn how to move forward as quickly as possible.
- Review and approve Membership Handbook.
 - **Lyle Devine** has put together a Membership Handbook including all information that the LC has put together. This includes membership of all categories, ordination process, etc.
 - There was a group discussion about the specifics of the document and what will need to be altered. **Lawton** and **Beth** will work up an edited version to submit to **Lyle**.

- These alterations will need to be made to the source material on the website as well.
 - Develop Plans to Implement Membership and Dues Document with PCA Members and establish record keeping procedure; approve software.
 - **Matthew** has recommended Wild Apricot as our membership recording software.
 - **Matthew** moved for acceptance of the software. **Beth** seconded. Wild Apricot was unanimously approved for use.
 - Ordination Mentoring Committee: Membership Composition; Responsibilities; Terms of Service; How does UK, Korea and other international PCA relate?
 - ALL ordinations from here on will go through the Ordination Mentoring Committee. They will not come directly from any person other than **Lyle** and the Ordination Mentoring Committee. ***Any requests not going through this channel will not be considered.***
 - Establish procedures for restarting ordination process (When do fees start? Who has to pay now? Ordination process time expectations? Etc.)
 - Establishing the process shall be deferred to the Ordination Mentoring Committee.
 - Applications will not be considered until fee has been paid.
- New Business:
- Next meeting date & time: October 18, 2017 at 6:00 PM CST.

Submitted by Fred-Allen Self 9/7/17