

Minutes of the Annual Meeting
Synod of Alaska-Northwest
March 20-21,2013

The meeting was opened with prayer by Stated Clerk Dean Strong at 1:07 p.m. in Seatac, WA.

Members present, by presbytery:

Alaska – Rev. Ron Horn, Fred Baxter
Central Washington – Jim Irwin,
Inland Northwest – Rev. Karen Classen, Jamie Fiorino
Olympia – Rev. Rhyan Smith, Ruth Moore
North Puget Sound – Rev. J. Scott Anthony, Sarah Beard
Seattle – Rev. Dick Erickson (arrived 3/21), Karen Cunningham
Yukon – Rev. Piper Cartland, CRE Sandra Wagenius

Ex-Officio – Stated Clerk Rev. Dean Strong

Commissioners Absent – Bill Zieger, Commissioner from Central Washington, resigned shortly before the meeting; the presbytery was unable to select a replacement in time for the meeting.

Visitors – Rev. David Dobler, *EP, Alaska*, Rev. G. David Lambertson, *EP, Central Washington*, Rev. Sheryl Kinder-Pyle, *EP, Inland Northwest*, Rev. Keith Tanis, *Transitional EP, Olympia*, Ken Rice, *PJC Moderator*, Tom Kirkpatrick, *PJC member & GA COR.*

The Synod elected the Rev. David Dobler as moderator Pro-tem. A quorum was present. The minutes of the November 13, 2012 meeting were approved as distributed. The agenda was approved.

Meeting Rules

Presbytery Executives Participation – A motion to adopt the following Standing Rule was APPROVED, “that executives (and their equivalents) of the member presbyteries shall be entitled to speak, under the rules, in meetings of the Synod and of synod committees on matters related to the work of the body represented, but they may neither vote nor present motions, and that their travel and meal expenses be provided by the Synod.”

Visitor participation – the Synod APPROVED a motion to allow visitor Ken Rice to speak on matters pertaining to the Permanent Judicial Commissioner and visitor Tom Kirkpatrick to speak on matters pertaining to the Committee on Representation, for this meeting only.

Stated Clerk's Report

Orientation – For the benefit of new commissioners, the Stated Clerk provided a brief history of the adoption of reducing the Synod’s function.

Revision and Adoption of the By-Laws – a resolution to suspend the corporation bylaws, ecclesiastical bylaws, and the Manual of Operations, and to review, amend if necessary, and adopt the proposed revised bylaws was taken up. **After a paragraph by paragraph review, the revised bylaws, which supercede any previous bylaws and the Manual of Operations, were APPROVED, as amended.¹**

Designation of the Nominating Committee – Karen Cunningham, Jim Irwin, Piper Cartland were appointed to the Nominating Committee, to report on the following day.

Finance Committee – Sarah Beard and G. David Lambertson were appointed, along with Treasurer Martha Hubbard who is a member ex-officio.

Personnel Committee – Ruth Moore and Jim Irwin were appointed.

Report of Property A.C. – A written report was distributed with the agenda²

Report of Communications and Relationships A. C. – No report was received by the time of the meeting. The Moderator was requested to follow up with the commission.

Clerk's Note: later in the day, the following report was received by email:

“As of today [3/20/13], the mission partners have been sent notification and the presbyteries have been reminded of their commitments. Notification was not sent to those mission partners that really were a part of the Synod itself (such as the technology ministry) since that seemed redundant. We have not yet addressed the Whitworth directed funds at MDC, but will soon.

– Blessings, Kevin Nollette

Report of Office Closure/Virtual Office Establishment, Internal Procedures – The synod office was closed by December 31, and approximately 8 file cabinets were moved to 1010 E Casino Road, Everett, WA. Sorting and organizing of paper files continues.

The former Synod server has been moved to the Everett office, and has been backed up to a cloud server. These files need review further.

Working files are being stored on Dropbox; sorting and organization continues.

Email and the Synod Website were moved and converted to GoDaddy.com.

EJ currently visits the Everett office on Monday to record and process invoices. The Stated Clerk has been approving invoices for payment by a scan and email; this is being converted to pdf signature approval.

Bookkeeper Kris Green works from her home in Enumclaw. Financial records have been converted to Quickbooks online, so they are stored on the Intuit secure cloud server. Treasurer Martha Hubbard reviews the records and prepares the financial statements from her home as well.

Seattle presbytery staff has moved into the former synod office building.

Report of the Permanent Judicial Commission – Moderator Ken Rice reported on the organizational meeting of the PJC and reiterated that one member had resigned and that a replacement was needed. A remedial complaint has been filed against Yukon Presbytery, and Mr. Rice indicated that the trial, if needed, would be held in Anchorage. Concerns regarding costs were raised by the commissioners, since all previous trials and hearings, regardless of the presbytery that was party to the respective case, had been held in Seattle. It was noted that depositions could be conducted by telephone.

Evening Recess and Reconvene.

The meeting recessed at 5:30 p.m. for dinner and committee meetings.

The meeting reconvened March 21, 2013 at 8:00 a.m. with a service of worship based on John 14:1-14. Commissioner Rev. Dick Erickson joined the meeting at this time.

Finance Report

Financial Statements³ – 2012 Balance Sheet, Income Statement, Investments, Per Capita Receivables, Budget and 2013 year to date statements were distributed with the agenda, and were reviewed by Commissioner Sarah Beard.

The finance committee was requested to research the \$18,000 balance due for 2011 per capita appearing on the balance sheet.

Funds for Call to Table – The following resolution was moved by commissioner Sarah Beard,

Whereas, Olympia and Yukon Presbyteries each received \$7,500 from the Synod as designated funds to organize, schedule and meet for a Call to Table;

Resolved, That Olympia and Yukon Presbyteries provide a status report of these Calls to Table at the March 20-21, 2013 meeting, and that if Olympia and/or Yukon Presbytery has been unable to schedule a Call to Table, and

That the directed funds be returned to the designated funds be returned to the Synod.

A written report was submitted by commissioner Sandra Wagenius on March 19th after the agenda had been distributed and was placed in a folder accessible to the commissioners.⁴

After discussion, the motion was APPROVED.

Unified Mission Giving Disposition – It was moved by Sarah Beard to adopt the following resolution:

Whereas, the Synod is receiving funds from churches designated as Synod Unified Mission Giving, and the Synod has historically applied Unified Mission Giving to the general fund of the budget;

Resolved, That the Synod return all funds designated as Unified Mission Giving to the senders, and (1) request the presbyteries return the funds to the sender with a clarification explaining the Synod is now functioning as a reduced Synod, or (2) the Synod returns the funds to the sender with a clarification explaining the Synod is now functioning as a reduced Synod.

The motion was APPROVED.

Former Staff 403b Contributions – During the meeting an email was received from former employee Sarah Peniston stating that the Synod's 403b contributions due her by agreement had not been made since November. The matter was referred to the finance committee for resolution, with an order to report to the Synod in 30 days.

Unfinished Business

Montreat Director – The Rev. Sheryl-Kinder Pyle was designated as the Synod's representative to serve on the Montreat Board of Directors. It was assumed that any expenses incurred as a result of this service would be born by Montreat, and not the Synod.

Outstanding Inland Northwest NCD Loans – The following item is from the October 23, 2013 minutes: "The motion regarding the outstanding balances of the of the loans made to Inland Northwest Presbytery, that the remaining principle on the loans be forgiven, was taken from the table. A motion to postpone the matter until a meeting of the synod during the 2nd quarter of 2013 was APPROVED."

The above motion to postpone until the 2nd quarter was rescinded and the original motion was taken up: **that the outstanding balance of the loan made to Inland Northwest Presbytery for the Latah Valley new church development property be forgiven.**

Executive Presbyter Sheryl-Kinder Pyle presented a history of the project, its current financing, and an overview of the financial condition of the Presbytery of Inland Northwest.

After further discussion, the motion was DEFEATED.

The Synod then APPROVED a motion that the interest rate on the current balance of the loan be changed to zero percent as of January 1, 2013, that payments be suspended, that the total of any payments made in 2013 to be applied to the outstanding principle, and that the remaining terms of the loan remain unchanged.

Property Administrative Commission – Revs. Fred Baxter and Rhyan Smith were designated as additional members of the Property A. C.

Division and Distribution of Assets – During the October 23, 2012 meeting, “a discussion ensued regarding how the real property and liquid assets might be divided. It was moved that the property Administrative Commission, to be designated, divide the eventual remaining liquid assets, sending them to the presbyteries in the form of mission one year development certificates in the name of the respective presbyteries. After discussion, the motion was defeated.” Since the question of how to divide and disperse the remaining undesignated assets remains, the commissioners engaged in a brainstorming session that might inform the future decision that is estimated to occur in the fourth quarter of this year, that assets may be divided....

- Based on the a percentage of a presbytery’s payment of per capita.
- Equal share, excluding Seattle Presbytery.
- Based on need, with an objective assessment process to be determine, and with full disclosure of each presbytery’s finances.
- Potential realignment of presbyteries must be considered.
- Based on per capita, allow presbyteries to distribute their share as they decide.
- The mission the commissioners would like to accomplish, perhaps prioritizing church planting
- Conduct a vote by secret ballot to give it all to one presbytery.
- Give it back to OGA.
- Gift it to presbytery supported camp ministries, higher education of past covenants.
- Maximize presbytery discretion and minimize Synod strings, in the spirit of the Reduced Function Proposal that was adopted.
- Priorities based on diversity/minority cultures within Synod Bounds

New Business

Funding for Olympia Transitional EP to Participate in Presbytery Leader Formation Program – a motion from North Puget Sound Presbytery was APPROVED, **that the Synod of Alaska NW provide \$1,200 to support the Rev. Keith Tanis, new Transitional Executive Presbyter in Olympia Presbytery, to participate in the PCUSA's Presbytery Leader Formation program in 2013, to be allocated from account 2200-11.**

Shared Staff, Eunjoo Lee – A motion from Seattle Presbytery, that Eunjoo Lee's employment with the Synod be terminated effective March 31, 2013 and the Synod agree to pay Seattle Presbytery beginning April 1, 2013 for all the hours that Eunjoo Lee works at the request of and on behalf of the Synod, at an hourly rate commensurate to the current hourly rate of the Synod inclusive of benefits, was REFERRED to the personnel committee.

Reserve Fund for Reduced Function Costs – It was moved by commissioner Karen Classen, **that the Synod of Alaska-Northwest create a reserve fund of \$75,000 (seventy-five thousand dollars) to offset costs associated with moving to reduced function. Appropriate costs shall include, but not be limited to, a) those involved in changing the location of the Synod office; b) those required in the execution of responsibilities by an administrative commission tasked with some aspect of moving to reduced function; c) those required for maintaining historical commitments; and d) those required for the transfer of property and/or funds to local entities.** The motion was DEFEATED.

Report of the Nominating Committee

Karen Cunningham reported for the committee. The Synod ELECTED the following:

Rev. Piper Cartland of Yukon Presbytery to the PJC Class of 2014.

Rev. Rhyan Smith to the office of Vice-Moderator.

Rev Piper Cartland to the office of Synod Moderator.

The committee nominated the Rev. Dean Strong to the office of Stated Clerk, and Martha Hubbard to the office of Treasurer. As the result of an oversight, no action was taken.

Schedule of Future Meetings

A schedule of regular and the annual meeting was established as follows: the second Tuesday of the quarterly month, that is March, June, September and December. The March meeting will be the annual meeting, and will be face to face. The other regular meetings will be by teleconference to be held at 5pm Pacific Time and 4pm Alaska Time. The next meeting is June 11th.

Visitor Participation

The body evaluated the results of its previous motion to allow visitors to speak only regarding items pertaining to their respective areas of Synod business. It was noted that the body's stated desire and resulting action had not been respected or observed in some instances.

The following Stated Rule as APPROVED: **Members of the Permanent Judicial Commission shall not participate in the meetings of the Synod unless serving as a commissioner. The clerk of the PJC shall report its decisions to the Stated Clerk in writing according to the Rules of Discipline, D-7.0701 and D-11.0700.**

Adjourn

The meeting was adjourned with prayer at 11:30 a.m.



Rev. Dean Strong
Stated Clerk

1. *Bylaws of the Synod of Alaska-Northwest, Presbyterian Church (U.S.A.)*
2. *Report of the Property Administrative Commission*
3. *December 31, 2012 Balance Sheet, Operating Statement, Per Capita Statement*
4. *Report on the Call to Table*

BYLAWS
OF THE SYNOD OF ALASKA-NORTHWEST
OF THE PRESBYTERIAN CHURCH (U.S.A.)
Approved as Amended March 20, 2013¹
Additions Underlined, Deletions ~~Stricken~~

ARTICLE I - Name and Boundaries

1.1 **The corporate name** of the Synod shall be The Synod of Alaska-Northwest, Presbyterian Church (U.S.A.), herein referred to as *the Synod*. It is a nonprofit corporation organized under the laws of the state of Washington. The geographic bounds of the Synod are those described bounds of the constituent presbyteries making up the Synod, namely the presbyteries of Alaska, Central Washington, Inland Northwest, North Puget Sound, Olympia, Seattle, and Yukon.

1.2 The Synod is ~~the intermediate council serving as~~ a corporate expression of the church throughout its region. These bylaws may contain any provisions for the regulation and management of the affairs of this corporation not inconsistent with law or the articles of incorporation or *The Constitution of the Presbyterian Church, U.S.A. Part II, Book of Order* (herein referred to as "*The Book of Order*").

ARTICLE II - PURPOSE AND FUNCTION

2.1. The Synod is responsible for the life and mission of the church throughout its region and **for supporting the ministry and mission of its presbyteries** as they seek to support the witness of congregations, to the end that the church throughout its region becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the church throughout its region, it shall keep before it the marks of the Church the notes by which Presbyterian and Reformed communities have identified themselves through history and the six Great Ends of the Church²

2.2. In accordance with *The Book of Order*³ and by the required vote of the presbyteries on September 18, 2012, **the Synod will restrict its function** to "provision of judicial process, administrative review, and budget preparation and oversight."⁴

ARTICLE III - MEMBERS AND BOARD OF DIRECTORS

3. 1. **Members** – The members shall consist of the commissioners elected by the presbyteries. Each presbytery shall elect, by their own rule, one ruling elder and one teaching elder to serve as commissioners, for two year alternating terms. Commissioners must be active members, as defined by the presbytery, of their executive bodies known by such names as "Presbytery Council," "Executive Board," "Strategic Board, etc." Synod commissioners may serve no more than six consecutive years.

3.2. **Ex-Officio Members** – Each officer elected by the Synod shall be enrolled as a member during the period of his or her service. Officers who are not elected commissioners shall be entitled to speak in meetings of the Synod and of Synod committees and commissions on matters related to the work of the body represented, but they may not vote.

3.3. **Vacancies** – Vacancies shall be filled by election of the respective presbytery. Each member shall remain as an enrolled member until a successor is elected.

¹These Bylaws supercede the following previous documents: *Ecclesiastical Bylaws of the Synod of Alaska-Northwest, Amended and Restated Corporation Bylaws Synod of Alaska-Northwest*, Revised March 31, 2011 and all previous revisions, *Manual of Administrative Operations Synod of Alaska-Northwest*.

²The *Book of Order*, G-3.0401.

³*Ibid.*, G-3.0404

⁴G-3.0404, *Minutes of the Synod*, January 10, 2012, Appendix A

3.4. **Board of Directors** – The members of the Synod, by virtue of their offices, shall constitute the directors of the corporation⁵ established by the State of Washington Nonprofit Corporations Act, RCW 24.03. For the purposes of this Act, which states, “The affairs of a corporation shall be managed by a board of directors [RCW 24.03.095].” The Moderator shall be the President of the Corporation, the vice moderator shall be the Vice-President, the Stated Clerk shall be the Secretary and registered agent, the Synod Treasurer shall be the treasurer, and the remaining members of the Synod shall be the directors.

~~— 3.5 The management of all the affairs, property and interests of the Corporation shall be vested in the commissioners who are the directors, with the powers and authorities expressly conferred upon them by these Bylaws, Articles of Incorporation, statute and the Constitution of the Presbyterian Church~~

ARTICLE IV – OFFICERS

4.1. **The officers** of the Synod shall be the Moderator, Vice Moderator, Stated Clerk (Secretary) and Treasurer. ~~No member shall be eligible to hold more than one office at one time.~~

4.2. **Moderator and Vice Moderator**- A commissioner, elected by a presbytery, shall be elected annually to the office of Moderator and a different commissioner shall be elected annually to the office of Vice Moderator. Their terms shall begin at the close of the annual meeting at which they are elected or reelected and they shall hold office until the end of the meeting at which their successors are elected. The Moderator shall perform those duties as prescribed by the Book of Order. The Vice Moderator shall assume the duties of moderator when the Moderator is unable to serve.

4.3. **Terms, Stated Clerk and Treasurer** – These officers shall hold office for a term of two years until reelected or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected or reelected and they shall hold office until the end of the meeting at which their successors are elected.

4.4. **Duties of the Stated Clerk** – The Stated Clerk shall perform those duties as prescribed by *The Book of Order*, ~~the latest edition of Roberts Rules of Order Newly Revised for the secretary~~, and shall be the parliamentarian of the Synod. The Stated Clerk will consult with the ~~Executive Committee~~ Moderator and Vice-Moderator in the preparation of the order of business for a regular or special meeting.

4.5 **Duties of the Treasurer** – The Treasurer is entrusted with the custody of the funds of Synod and cannot disburse funds except by the authority of the Synod in accord with these by-laws, and shall perform other duties as prescribed by the Synod. The Treasurer will be a member of the Finance Committee.

4.6. **Nominating Procedure and Elections** - The nominating committee will nominate one candidate for each office when a term has expired. Additional nominations from the floor shall be permitted.

ARTICLE V - MEETINGS

5.1. **Annual Meeting** – The Synod shall meet at least annually before the end of the second quarter of the calendar year. Any meeting of the Synod constitutes a meeting of the corporation. The first meeting of the calendar year shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

5.3. **Special Meetings** - Special meetings may be called by Moderator or at the request of three (3) commissioners. The notice shall set out the purpose of the meeting and no other business than that listed

⁵ cf. the *State of Washington Nonprofit Corporations Act RCW 24.03.095*: “The affairs of a corporation shall be managed by a board of directors.”

on the notice shall be transacted.

5.4. **Notice**, in the form of a record, in a tangible medium, or in an electronic transmission, stating the place, day, and hour of the annual meeting, a regular meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten nor more than fifty days before the date of the meeting, by or at the direction of the Moderator or Stated Clerk, to each commissioner. Notice of regular meetings other than annual shall be made by providing each commissioner with the adopted schedule of regular meetings for the ensuing year at any time after the annual meeting and ten days prior to the next succeeding regular meeting.⁶

5.5. **A quorum** is half of the commissioners and must include both teaching elders and ruling elders.⁷

5.6. **Meetings by Telephone** – Any meeting may be held by telephone or similar communications equipment by means of which commissioners participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.⁸

5.7. **Members must vote in person**; voting by any form of proxy is not allowed.

5.8. **Action by Electronic Means** – Commissioners may take any action that may be taken at a meeting of the members without a meeting if a consent, setting forth the action so taken, is executed by a three fourths majority of the members entitled to vote with respect to the subject matter thereof. This consent may be carried out using mail, fax or electronic mail. The written resolution (usually the consent is written as a resolution) with the signatures of the members (or return email consents) is filed with the minutes.⁹

5.9. **Location** - Meetings of the Synod, including the annual meeting, may be held anywhere within the geographical bounds of the Synod.

ARTICLE VI - COMMITTEES AND COMMISSIONS

6.1. The Synod may designate standing or temporary committees and commissions as it deems necessary as prescribed by *The Book of Order*.¹⁰ Committees may consist of no fewer than two members. No such committee or commissioner shall have the authority of the Synod in reference to amending, altering or repealing these Bylaws; electing, appointing or removing any commissioner, member of any such committee or commission or officer of the corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation or Council; authorizing the sale, lease or exchange of all or substantially all of the property and assets of the corporation other than in the ordinary course of business; authorizing the voluntary dissolution of the Synod or adopting a plan for the distribution of the assets of the Synod or amending, altering or repealing any resolution of the Synod which by its terms provides that it shall not be amended, altered or repealed by such committee or commission. All committees and commissioners so designated shall keep regular

⁶See RCW 24.03.80

⁷*Minutes of the Synod*, October 22-23, 2013, p. 4.

⁸cf. RCW 24.03.009J

⁹*Amended and Restated Bylaws, Synod of Alaska Northwest*, Revised March 31, 2012, Para. 4.2.

¹⁰*The Book of Order, G-3.0109*: "A committee shall study and recommend action or carry out decisions already made by a council. It shall make a full report to the council that created it, and its recommendations shall require action by that body. Committees of councils higher than the session shall consist of both teaching elders and members of congregations, with at least one half being members of the congregation. A commission is empowered to consider and conclude matters referred to it by a council. The designating council shall state specifically the scope of the commission's powers and any restrictions on those powers."

minutes of the transactions of their meetings and shall cause them to be recorded in books kept for that purpose in the office of the Synod. The designation of any such committee and the delegation of authority thereto shall not relieve any commissioner member of the Synod of any responsibility imposed by law.

~~6.2. Executive Committee - The Executive Committee shall consist of The Moderator, Vice-Moderator, Stated Clerk and one commissioner appointed by the Moderator. In the case of emergency, the Executive Committee shall have authority to manage the affairs of the Synod to the fullest extent allowed by law. When taking any such action, the Executive Committee shall inform the Synod commissioners by electronic means as soon as it is practical and apparent that such action is necessary.~~

6.3. **Nominating Committee** – A nominating committee shall be designated before the conclusion of the annual meeting, which shall nominate candidates for officers and it shall solicit suggestions from the presbyteries for positions on the Permanent Judicial Commission for nomination and election to the Permanent Judicial Commission in accord with the *Book of Order*, D-50101. Before submitting any nomination to the Synod, the committee shall consult the latest report or statistics of the Committee on Representation.

6.4. **Personnel Committee** – a personnel committee shall be designated, before the conclusion of the annual meeting, which will oversee employment of staff, consultant's and contractors, with concern for equal employment opportunity, fair employment practices, personnel policies and the adequacy of compensation.

6.5. **Finance Committee** – a finance committee shall be designated before the conclusion of the annual meeting which will oversee the management of the Synod's accounts reserves, holdings, investments, insurance, and annual review of the Synod's accounts, and all other financial business of the Synod. The budget, as required by *The Constitution*, shall be prepared by this committee and presented to the Synod at the annual meeting.

6.6. **Committee on Representation** - A Committee on Representation ~~minimum of four elders~~ shall be designated annually to fulfill G-3.0103 and **F-1.0403** of the *Book of Order*. No elected commissioner shall serve on the Committee on Representation. ~~Members shall be members of different presbyteries. To the extent possible, the committee members shall embody the diversity of the Synod's church membership, including "race, ethnicity, age, sex, disability, geography and theological conviction (F-1.040)." The committee shall maintain statistical records of the diversity of Synod's church members and of those who are currently serving the Synod. These records shall be reported to the Synod annually and to the Nominating Committee whenever it is to make a nomination to the Synod.~~

6.7. **Permanent Judicial Commission** – Members shall be elected according to the *Book of Order*, D-5.0000, and shall have all of the powers and responsibilities of established by G-3.030109a and D-5.0000. The Permanent Judicial Commission may establish procedures by its own rules subject to these by-laws and the Constitution.

ARTICLE 7 - AMENDMENTS

These by-laws may be amended at any meeting of the Synod by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting. Amendments to *The Constitution of the Presbyterian Church (U.S.A.)* are incorporated into these by-laws when they become effective for the Presbyterian Church (U.S.A.).

Property AC of the Synod of Alaska NW Report for March 2013 Meeting

Property AC Members: Rev. Ted Mattie, Rev. Eric Chavis, and Elder Sarah Beard

The AC was notified that the Synod of the Living Waters would not be assuming PresbyTech. Brandon Jelinek elected to continue the business as a for-profit company.

The AC met with all the employees regarding the Synod equipment they wished to keep. Agreements were reached and all equipment was either given, purchased by the employees for its current value, or returned to the Synod.

Sarah Beard, as authorized by the Property AC, assisted Eunjoo Lee in reviewing all contracts for office equipment and vendors. Seattle Presbytery agreed to pay one half of the copier lease until the end of the contract. The building vendor contracts were either terminated or assumed by Seattle Presbytery. The Synod office moved to the NPS Presbytery office location. The Synod moved its website to a new platform and emailing hosting service. The phone number was changed and service moved to a new provider. The file server was moved to the NPS Presbytery office. Office furniture remains at the building and is being used by Seattle Presbytery.

The AC met via conference call with Alaska Presbytery council members regarding the two Jackman MDCs. The AC determined it needed to gather additional information before a decision could be made regarding the distribution of the Jackman MDCs.

Sarah Beard, as authorized by the Property AC, met with Corey Schlosser-Hall regarding the Shalom Center WWU MDC. The AC is in the process of gathering and reviewing documents regarding the Shalom WWU MDC.

The AC attempted to set a date for a conference call with the Seattle Presbytery council but was unable to find a date agreeable to all parties. In the middle of December 2012, Sarah Beard met with Scott Lumsden via telephone call and reviewed the items the AC wished to discuss with them. Scott said Seattle Presbytery would agree to pay one-half of the copier lease payment for use of the copier. Sarah agreed to have the copier moved to the Seattle Presbytery location. After the Synod employees moved out of the Synod office, Seattle Presbytery elected to move into the building. Scott has agreed to have David Brenner draft a letter agreement regarding the building. The AC is still gathering information regarding the UW loan.

The AC appreciates all the work of Dean Strong and EJ Lee in researching documents requested by the Inland NW Presbytery regarding K House. The AC will review all documents and set a meeting with the Inland NW Presbytery.

**Synod of Alaska Northwest
Balance Sheet
As of December 31, 2012**

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100-05 Wells Fargo - Checking	40,574.83
1100-10 Wells Fargo - Savings	186,577.68
1100-15 BofA - Checking	0.00
1100-20 Short-Term Investments	1,043,354.86
	1,270,507.37
Total Bank Accounts	\$ 1,270,507.37
Accounts Receivable	
1200-05 Accounts Receivable	2,967.94
1200-10 Per Capita Receivable	21,815.39
Total Accounts Receivable	\$ 24,783.33
Other current assets	
1200-15 Loan Receivable - INW Property	347,087.84
1200-16 Loan Receivable - INW Easement	29,350.87
1200-20 Note Receivable - UW	240,888.37
1200-30 Prepaid Deposit	0.00
Undeposited Funds	0.00
Total Other current assets	\$ 617,327.08
Total Current Assets	\$ 1,912,617.78
Fixed Assets	
1500-10 Koinonia House	133,103.37
1500-20 Synod Office	238,451.74
1500-30 Campus Christian Ministries	0.00
1500-40 Office Equipment	99,743.65
1600-10 Accum Depreciation-Koinonia House	-76,024.28
1600-20 Accum Depreciation-Office Bldg	-94,416.60
1600-40 Accum Depreciation-Equipment	-99,743.65
Total Fixed Assets	\$ 201,114.23
Other Assets	
1700-10 Long-Term Investments	0.00
1700-50 United Ministries	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 2,113,732.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100-10 Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Other Current Liabilities	
2100-20 Accrued Payroll Salaries/Wages	1,453.18
2100-30 Accrued Payroll Tax	4,233.19
2100-40 Accrued Payroll Benefits	6,105.89

**Synod of Alaska Northwest
Balance Sheet
As of December 31, 2012**

	Total
2100-45 Payroll Benefits Pass-Through	1,865.05
2100-50 Verizon Pass-Through	0.00
Total Other Current Liabilities	\$ 13,657.31
Total Current Liabilities	\$ 13,657.31
Long-Term Liabilities	
2100-70 Holding-Westminster	0.00
2100-75 Holding-Synod/Shalom	0.00
2100-80 Holding-Webster School	300.00
Total Long-Term Liabilities	\$ 300.00
Total Liabilities	\$ 13,957.31
Equity	
2200-00 Restricted-Non Operating Funds	
2200-10 Leadership Development	1,462.33
2200-11 BOP Spiritual Leadership	9,508.28
2200-12 Housing Ministry Fund	3,507.84
2200-13 Racial Ethnic Development	426.06
2200-14 Self-Development of People	0.00
2200-15 NACC Leadership Development	0.00
2200-16 Higher Education-Interns	0.00
2200-17 GA Heiserman Fund	17,000.00
2200-18 Cooperating Ministries & Higher Ed	55,591.25
2200-19 Palestinian Mission to Synod	0.00
2200-20 Earth Keepers	0.00
2200-21 Communication	7,070.26
2200-22 Staff Continuing Education	0.00
2200-23 NMPF Grants	12,835.91
2200-24 Higher Education - Shalom	0.00
2200-25 Osborn Grant	0.00
2200-30 INW Loan Interest	40,009.69
Total 2200-00 Restricted-Non Operating Funds	\$ 147,411.62
2200-50 Restricted-Donor Funds	
2200-51 Elias Foundation	9,510.71
2200-52 Armeta Merchant Fund	20,858.88
2200-53 Janette Hansen Fund	1,563.80
2200-54 Underwood Fund	1,876.38
2200-55 Devries Scholarship Fund	1,297.42
2200-56 Morris Evangelism Fund	8,865.30
2200-57 Gladys Whitmore Fund	12,769.60
2200-58 Jackman/Stubblefield Endowment	15,000.00
2200-59 Jackman/Cade Endowment	15,000.00
2200-60 Peacemaking Fund	18,699.89
2200-61 Tech Services-Churches	990.04
2200-62 Historial Commitments (Donor Gifts)	2,728.37
2200-63 P Light AK Native School	2,486.99
2200-75 Presby Tech	3,167.18
Total 2200-50 Restricted-Donor Funds	\$ 114,814.56
2300-00 Real Estate Sales	

**Synod of Alaska Northwest
Balance Sheet
As of December 31, 2012**

	Total
2300-20 UW Loan Balance	240,888.37
2300-25 UW Payments Received	60,222.08
2300-30 WWU - Shalom Center	117,631.64
Total 2300-00 Real Estate Sales	\$ 418,742.09
2400-10 Reserve-Synod Meetings/Travel	0.00
2400-20 Reserve-Equipment Replacement	7,055.73
2400-30 Reserve-Operating Budget	240,000.00
2400-40 Reserve-Unrestricted	475,292.74
2400-50 Emergency/Osborn Grant	2,200.00
2400-60 Rocky Mountain - Heiserman	0.00
2400-61 Synod - Heiserman	15,000.00
2500-00 Retained Earnings	676,155.24
Opening Balance Equity	0.00
Net Income	3,102.72
	\$ 2,099,774.70
Total Equity	\$ 2,099,774.70
TOTAL LIABILITIES AND EQUITY	\$ 2,113,732.01

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**Synod of Alaska Northwest
Profit & Loss
January - December 2012**

	Total
Income	
3100-10 Synod Per Capita	291,195.71
3100-20 General Assembly MPF Funds	351,010.00
3100-30 Shared Mission Support	27,289.41
3100-35 MDC Rental Income	8,333.30
3100-40 Interest Income	321.15
3100-50 Interest Income-Investments	14,891.50
3100-63 Interim Training Tuition	8,092.09
Total Income	\$ 701,133.16
Gross Profit	\$ 701,133.16
Expenses	
4000-00 Missions	
4000-15 CMHE-Higher Education	80,000.00
4000-20 NPS Community College	12,000.00
4000-25 Native American Comm College	7,303.00
4000-30 WA Assoc. of Churches	5,000.00
4000-35 STM Seattle University	10,000.00
4000-40 Theological Fund (1%)	5,000.00
4000-50 North Puget Sound	20,000.00
4000-60 Presbytery of Seattle	16,500.00
Total 4000-00 Missions	\$ 155,803.00
4100-00 Synod Meetings/Committees	
4100-10 Stated Clerk-Stipend	2,263.50
4100-15 Stated Clerk-Travel/Admin	1,135.28
4100-16 Synod Meetings-Program	6,337.80
4100-17 Synod Meetings-Travel	5,496.05
4100-18 Synod Meetings-Lodging/Food	1,646.27
4100-20 Moderator Travel/Admin	1,181.86
4100-21 Presbytery Moderators	1,119.80
4100-22 Presbytery Stated Clerks	142.20
4100-40 Treasurer Stipend	18,000.00
4100-50 Finance Committee	771.58
4100-51 Personnel Committee	649.98
4100-52 Nominating Committee	463.97
4100-54 Permanent Judicial Committee	93.05
4100-60 Higher Education Strategy	28.58
4100-61 Synod Executive-GA Hospitality	1,377.36
4100-62 Synod Call To Table	16,088.88
4100-63 Western Area Staff	1,000.00
4100-65 Disaster Directors	1,050.72
4100-66 Interim Ministry Training	11,711.30
4100-68 Wee Kirk Program	750.00
4100-69 EP Training Program	2,500.00
4100-72 Task Force Meetings	73.57
4100-73 New Church Development	20,000.00
Total 4100-00 Synod Meetings/Committees	\$ 93,881.75
5100-00 Staff Compensation/Benefits	

**Synod of Alaska Northwest
Profit & Loss
January - December 2012**

	<u>Total</u>
5100-10 SynodPresbyter Salary	59,541.36
5100-20 Synod Presbyter Housing	42,000.00
5100-30 Synod Presbyter BOP Dues	32,449.42
5100-40 Dir of Communication Salary	68,820.24
5100-50 Dir of Technical Services Salary	67,116.00
5100-51 Dir of Tech Services/Heiserman	279.14
5100-60 Admin Assistant Wages	21,666.70
5100-61 Stated Clerk Wages	13,395.75
5100-65 Payroll- 941Taxes	13,711.83
5100-70 Payroll L&I	1,549.13
5100-75 Payroll Benefits (BOP)	14,852.00
5100-80 Presbyter Professional Expense	16,292.10
5100-81 Dir of Comm-Professional Exp	1,310.49
5100-82 Dir of Tech Services-Professional Exp	1,562.09
5100-84 Staff Continuing Education	2,135.52
Total 5100-00 Staff Compensation/Benefits	\$ 356,681.77
6000-00 Outside Professional Services	
6000-10 Contracted Accounting Services	8,408.75
6000-20 Audit/Financial Review	3,250.00
6000-30 Temporary Services	2,520.00
6000-60 Legal & Professional Fees	2,500.00
Total 6000-00 Outside Professional Services	\$ 16,678.75
7000-00 Office/Administrative Expense	
7000-10 Office Supplies & Materials	4,841.43
7000-15 Postage/Mailings	889.24
7000-20 Dues/Subscriptions	570.96
7000-25 Publications/Communication	1,314.41
7000-35 Gifts/Employee Relations	842.47
7000-40 Bank Processing Fees	1,303.98
7000-45 Telephone	3,976.23
7000-50 Telephone-Long Distance	528.52
7000-55 Cellular Phone-Presbyter	1,523.91
7000-60 Utilities	4,630.31
7000-61 Tech Min Office/Copy Expenses	29.32
7000-65 Repair & Maintenance	7,628.67
7000-70 Equipment Lease	12,527.64
7000-72 Property/Liability Insurance	9,917.00
7000-73 Office Rent	17,424.00
Total 7000-00 Office/Administrative Expense	\$ 67,948.09
7000-74 Technical Services	
7000-75 Computer/Software Upgrades	2,042.64
7000-76 Computer/Equipment	4,469.84
7000-80 Network Maintenance	86.00
7000-90 Communications/Extranet	438.60
Total 7000-74 Technical Services	\$ 7,037.08
Total Expenses	\$ 698,030.44
Net Operating Income	\$ 3,102.72

**Synod of Alaska Northwest
Profit & Loss
January - December 2012**

	Total
Other Income	
8200-00 Restricted-Budgeted Income	
8200-10 Leadership Development	0.00
8200-12 Housing Ministry Fund	0.00
8200-23 NMPF Grants	0.00
8200-25 Osborn Grant	0.00
8200-30 INW Loan Interest	0.00
Total 8200-00 Restricted-Budgeted Income	\$ 0.00
8200-50 Restricted-Donor Income	
8200-51 Elias Foundation	0.00
8200-52 Armeta Merchant Fund	0.00
8200-53 Janette Hansen Fund	0.00
8200-54 Underwood Fund	0.00
8200-55 Devries Scholarship Fund	0.00
8200-56 Morris Evangelism	0.00
8200-60 Peacemaking Fund	0.00
8200-61 Tech Services-Churches	0.00
8200-63 P Light AK Native Schol Fund	0.00
8200-75 PresbyTech	0.00
Total 8200-50 Restricted-Donor Income	\$ 0.00
Total Other Income	\$ 0.00
Other Expenses	
9200-00 Restricted-Budgeted Expenses	
9200-11 BOP Spiritual Leadership	0.00
9200-15 NACC Leader Development	0.00
9200-25 Osborn Grant	0.00
Total 9200-00 Restricted-Budgeted Expenses	\$ 0.00
9200-50 Restricted-Donor Accounts	
9200-53 Janette Hansen Fund	0.00
9200-56 Morris Evangelism	0.00
9200-60 Peacemaking Fund	0.00
9200-61 Tech Services-Churches	0.00
9200-62 Historical Commitments (Donor Gifts)	0.00
9200-75 PresbyTech	0.00
Total 9200-50 Restricted-Donor Accounts	\$ 0.00
Total Other Expenses	\$ 0.00
Net Other Income	\$ 0.00
Net Income	\$ 3,102.72

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Synod of Alaska-Northwest
Investment Summary
December 2012

Banking Accounts:

Bank	Type	Amount
Wells Fargo	Checking	40,574.83
Wells Fargo	Savings	186,577.68
Total:		227,152.51

Short-Term Investments: INCOME ACCOUNTS

Holder	CD #	Issue Date	Original Term	Maturity Date	Interest Rate	Face Amount
MDC	31127	08/26/03	60 mo.	08/26/13	4.25%	272.50
MDC	31424	12/11/04	6 mo.	06/11/13	1.49%	100,000.00
MDC	31569	10/20/05	60 mo.	10/20/13	1.1%	752.15
MDC	31573	11/01/05	36 mo.	11/1/2013	2.0%	15,000.00
MDC	31585	11/09/05	36 mo.	11/9/2013	2.0%	15,000.00
MDC	31601	01/07/06	36 mo.	01/07/13	2.0%	5,000.00
MDC	31636	04/30/06	36 mo.	04/30/13	3.49%	60,000.00
MDC	31763	06/11/07	36 mo.	06/11/13	1.49%	100,000.00
MDC	31831	12/11/07	36 mo.	12/11/12	1.1%	100,000.00
MDC	31876	03/09/08	60 mo.	03/09/13	4.25%	5,033.00
MDC	31877	03/09/08	60 mo.	03/09/13	4.25%	10,096.99
MDC	31935	07/11/03	60 mo.	07/31/13	4.25%	30,556.50
MDC	31972	10/11/05	36 mo.	10/11/13	1.1%	100,000.00
MDC	31973	10/09/05	36 mo.	10/09/13	1.1%	50,000.00
MDC	32083	05/29/09	36 mo.	05/29/13	3.49%	100,000.00
MDC	32246	05/07/10	36 mo.	05/07/13	3.46%	100,000.00
MDC	32447	05/31/11	24 mo.	05/29/13	2.02%	106,031.82
MDC	S2018			12/04/12	.75%	143,036.96
Total MDC						1,040,779.92
Foundation (New Cov)					Total Foundation:	2,574.94
TOTAL SHORT TERM:						1,043,354.86

Synod of Alaska-Northwest
 PER CAPITA STATEMENT
 December 31, 2012

PRESBYTERY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
ALASKA													
Invoice	477.75	477.75	477.75	477.75	477.75	477.75	477.75	477.75	477.75	477.75	477.75	477.75	5,733.00
Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,299.75	0.00	0.00	0.00	4,299.75
Balance:	477.75	955.50	1,433.25	1,911.00	2,388.75	2,866.50	3,344.25	3,822.00	0.00	477.75	955.50	1,433.25	1,433.25
Central WA													
Invoice	3,089.45	3,089.45	3,089.45	3,089.45	3,089.45	3,089.45	3,089.45	2,741.83	2,741.83	2,741.83	2,741.83	2,741.83	35,335.30
Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,875.14	10,883.60	0.00	10,883.60	0.00	29,642.34
Balance:	3,089.45	6,178.90	9,268.35	12,357.80	15,447.25	18,536.70	17,392.62	12,259.31	4,117.54	6,859.37	(1,282.40)	1,459.43	5,692.96
INW													
Invoice	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	40,944.60
Payments	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,412.05	3,411.99	40,944.54
Balance:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.06
NPS													
Invoice	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	45,334.44
Payments	3,777.87	0.00	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	7,555.74	3,777.87	3,777.87	45,334.44
Balance:	0.00	3,777.87	3,777.87	3,777.87	3,777.87	3,777.87	6,724.00	6,724.00	6,724.00	2,946.13	2,946.13	2,946.13	0.00
Olympia													
Invoice	4,384.84	4,384.84	4,384.84	4,384.84	4,384.84	4,384.84	4,384.84	4,384.84	4,384.84	4,384.88	4,384.84	4,384.84	52,618.12
Payments	4,384.84	0.00	8,801.75	4,384.84	4,352.81	4,384.84	4,384.84	4,384.84	4,384.84	0.00	8,769.68	4,384.84	52,618.12
Balance:	0.00	4,384.84	(32.07)	(32.07)	(0.04)	(0.04)	(0.04)	(0.04)	(0.04)	4,384.84	0.00	0.00	0.00
Seattle													
Invoice	8,127.67	8,127.67	8,127.67	8,127.67	8,127.67	8,127.67	8,127.67	8,099.22	8,099.22	8,099.22	8,099.22	8,099.22	97,389.79
Payments	0.00	0.00	0.00	0.00	40,498.10	8,099.62	8,099.62	8,099.22	8,099.22	8,099.22	196.35	8,099.22	89,290.57
Balance:	8,127.67	16,255.34	24,383.01	32,510.68	140.25	168.30	28.05	28.05	28.05	28.05	7,930.92	7,930.92	8,099.22
Yukon													
Invoice	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	1,150.70	13,808.40
Payments	0.00	90.06	2,733.78	0.00	0.00	2,460.28	2,687.84	0.00	1,127.34	0.00	686.37	223.83	10,009.50
Balance:	1,150.70	2,211.34	628.26	1,778.96	2,929.66	1,620.08	82.94	1,233.64	1,257.00	2,407.70	2,872.03	3,798.90	3,798.90

SUMMARY BALANCES:

Beg. Balance	21,092.59	22,686.80	43,605.02	42,249.67	55,095.24	27,474.74	29,760.41	31,818.52	28,313.66	16,373.25	21,350.54	17,668.88	21,092.59
Mo. Invoices	24,420.33	24,420.33	24,420.33	24,420.33	24,420.33	24,420.33	24,420.33	24,044.26	24,044.26	24,044.30	24,044.26	24,044.26	291,163.65
2011 Payments:	11,251.36	0.00	7,050.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,301.59
2012 Payments:	11,574.76	3,502.11	18,725.45	11,574.76	52,040.83	22,134.66	22,362.22	27,549.12	35,984.67	19,067.01	27,725.92	19,897.75	272,139.26
Per Capita A/R:	22,686.80	43,605.02	42,249.67	55,095.24	27,474.74	29,760.41	31,818.52	28,313.66	16,373.25	21,350.54	17,668.88	21,815.39	21,815.39

1	UNIFIED BUDGET - FINAL					
2	2012 - 2013					
3	Prepared By: Martha Hubbard, Treasurer					
4	Account	Description	YTD Actual 12/31/2011	2012 Revised Budget	YTD Actual 12/31/2012	2013 Reduced Function
5	REVENUE					
6	3100-10	Per Capita	297,533	293,044	291,196	72,181
7	3100-20	General Assembly MPF	374,538	351,010	351,010	351,010
8	3100-30	Shared Mission Support	53,618	60,000	27,289	0
9	3100-35	MDC Rental Income	9,167	10,000	8,333	0
10	3100-40/50	Interest Income - Investments	35,314	40,000	15,213	40,000
11	3100-61	Other Income - Admin	1,809	100	0	0
12	3100-63	Interim Training Tuition	11,858	18,000	8,092	0
13	3100-64	Rural Remote Registration	0	15,000	0	0
14	3100-67	Synod Of The Living Water	3,160	0	0	0
15	8200-17	Heiserman Grant (Dir of Tech Services)	15,000	21,000	0	21,000
16	TOTAL REVENUE		801,997	808,154	701,133	484,191
17						
18	MISSIONS					
19	4000-05	Alaska Presbytery	32,500	0	0	0
20	4000-10	Yukon Presbytery	70,000	0	0	0
21	4000-15	CMHE/Higher Education	80,000	80,000	80,000	0
22	4000-20	NPS Community College	15,000	12,000	12,000	0
23	4000-25	NACC	10,820	10,230	7,303	0
24	4000-30	WA Assoc. of Churches	5,000	5,000	5,000	0
25	4000-35	STM Seattle University	15,000	10,000	10,000	0
26	4000-40	Theological Fund (1%)	10,000	5,000	5,000	0
27	4000-45	Church of the Indian Fellowship	36,492	0	0	0
28	4000-50	NPS "On the Verge"	10,000	20,000	20,000	0
29	4000-60	Presbytery of Seattle	0	16,500	16,500	0
30	Mission Funds to Presbyteries				0	412,010
31	Total Missions		284,812	158,730	155,803	412,010
32						
33	MEETINGS					
34	4100-15	Synod Stated Clerk - Travel/Admin	1,285	3,000	1,135	3,000
35	4100-16-18	Synod Meeting - Program Governance	7,994	6,000	13,480	6,000
36	4100-20	Synod Moderator - Travel/Admin	0	2,000	1,182	0
37	4100-21	Presbytery Moderators	158	2,000	1,120	0
38	4100-22	Presbytery Stated Clerks	1,549	2,000	142	0
39	4100-30	Recording Clerk	0	450	0	0
40	4100-50	Finance Committee	677	500	772	0
41	4100-51	Personnel Committee	2,233	3,500	650	0
42	4100-52	Nominating Committee	0	1,500	464	0
43	4100-53	Committee on Representation	1,877	750	0	0
44	4100-54	Permanent Judicial Committee	3,324	3,000	93	3,000
45	4100-60	Higher Education Strategy	958	3,000	29	0
46	4100-61	Synod Executive - GA Hospitality	0	2,000	1,377	0
47	4100-62	Synod Call To Table	15,000	15,000	16,089	0
48	Total Meetings		35,055	44,700	36,533	12,000
49						
50	LEADERSHIP					
51	4100-63	Western Area Staff	1,000	1,000	1,000	0
52	4100-64	Rural Remote	0	25,000	0	0
53	4100-65	Disaster Directors	0	3,000	1,051	0
54	4100-66	Interim Ministry Training	19,187	27,000	11,711	0
55	4100-67	CPM/COM Training	1,000	1,000	0	0
56	4100-68	Wee Kirk Program	0	750	750	0
57	4100-69	EP Training Program	1,500	2,850	2,500	0
58	4100-71	PJC Training	0	3,000	0	1,500
59	4100-72	Task Force	182	1,000	74	0
60	4100-73	New Church Development	0	20,000	20,000	0
61	Total Leadership		22,869	84,600	37,086	1,500
62						

1	UNIFIED BUDGET - FINAL					
2	2012 - 2013					
3	Prepared By: Martha Hubbard, Treasurer					
4	Account	Description	YTD Actual 12/31/2011	2012 Revised Budget	YTD Actual 12/31/2012	2013 Reduced Function
63		STAFF SUPPORT				
64	5100-10	Synod Presbyter Salary	57,976	59,541	59,541	0
65	5100-20	Synod Presbyter Housing	42,000	42,000	42,000	0
66	5100-30	Synod Presbyter Benefits	31,294	32,242	32,449	0
67	5100-40	Director of Communications	67,011	68,820	68,820	0
68	5100-50	Director of Technical Services	49,021	82,116	67,116	0
69	9200-17	Director of Tech. - Heiserman	15,000	0	279	0
70	5100-60	Admin Assist/Project Assist	14,005	26,000	21,667	0
71	5100-61	Synod Stated Clerk Wages	0	11,581	13,396	13,581
72	4100-10	Synod Stated Clerk - Stipend	14,224	2,000	2,264	0
73	4100-40	Treasurer Stipend	12,000	18,000	18,000	0
74	5100-65	Payroll 941- ER Taxes	10,726	13,536	13,712	0
75	5100-70	Payroll L&I - ER Taxes	1,187	1,945	1,549	0
76	5100-75	Payroll Benefits - ER BOP	3,270	16,350	14,852	0
77	5100-76	Payroll Benefits - ER 403(b)	0	10,616	0	0
78	5100-80	Presbyter Professional Expense	15,534	15,000	16,292	0
79	5100-81	Dir of Communication Professional Exp	2,451	2,000	1,310	0
80	5100-82	Dir of Technical Svcs Professional Exp	1,904	2,000	1,562	0
81	5100-83	Staff Development	0	0	0	0
82	5100-84	Staff Continuing Education	1,423	2,500	2,136	0
83	6000-10	Contracted Accounting Services	21,765	15,000	8,409	15,000
84	6000-20	Audit/financial Review	9,550	6,500	3,250	6,500
85	6000-30	Temporary Services	2,240	4,500	2,520	0
86	6000-40	Website Development	500	0	0	0
87	6000-50/60	Legal Services	1,427	3,000	2,500	3,000
88		Total Staff Support	374,506	435,247	393,624	38,081
89						
90		OFFICE/ADMINISTRATION				
91	7000-10	Office Supplies/Materials	8,401	7,000	4,841	0
92	7000-15	Postage/Mailings	1,081	2,250	889	0
93	7000-20	Dues/Subscriptions	1,142	1,000	571	0
94	7000-25	Publications/Communication	17,093	9,000	1,314	0
95	7000-30	Gifts/Employee Relations	388	300	842	0
96	7000-35	Bank/Acctg Processing Fees	1,229	600	1,304	600
97	7000-45	Telephone	2,851	3,800	3,976	0
98	7000-50	Telephone - Long Distance	851	0	528	0
99	7000-55	Cellular Phone - Presbyter	1,988	720	1,524	0
100	7000-60	Utilities	8,517	4,600	4,630	0
101	7000-61	Tech Ministries Office/Copy Expense	0	0	29	0
102	7000-65	Repair & Maintenance	6,166	9,000	7,629	4,500
103	7000-70	Equipment Lease	12,051	8,650	12,528	0
104	7000-71	Property/Liability Insurance	8,743	9,500	9,917	9,500
105	7000-73	Office Rent	17,424	17,424	17,424	6,000
106		Total Office/Administration	87,925	73,844	67,947	20,600
107						
108		TECHNICAL SERVICES				
109	7000-75	Computer Software Upgrades	3,061	1,950	2,043	0
110	7000-76	Computer Hardware	109	4,400	4,470	0
111	7000-80/90	Network Maintenance	3,870	4,500	86	0
112	7000-81	Technical Training	0	2,200	0	0
113	9200-61	Communications/Extranet	435	1,500	439	0
114		Total Technical Services	7,475	14,550	7,038	0
115						
116		TOTAL OPERATING EXPENSE	812,642	811,671	698,030	484,191
117						
118						
119		NET OPERATING INCOME	(10,645)	(3,517)	3,103	0

Report on Call to Table:

The hope of the Yukon Presbytery and the Olympia Presbytery for the Call to Table was to explore some creative and innovative ways that challenge optimum functioning of the reduced function Synod.

Some responses could be to:

- share staff and reduce cost of operation;
- share resources to carry out similar mission interests and needs;
- focus on methods of problem solving that could apply to various presbyteries or synods.

It seems that having conversation with one another is central to identifying issues and solutions.

The Presbyteries of the Yukon and Olympia had enthusiasm and vision for seizing this opportunity for change and were willing to meet and explore options. In December of 2012, Lynn Longfield and Curt Karns discussed what best to do when Lynn was leaving her position and agreed to postpone further exploration until a more opportune time which has caused a hiatus.

The enthusiasm for the challenge has not flagged on the part of the Yukon Presbytery. We look forward to exploring the vision of the future with the Olympia Presbytery and extend an Invitation to Table for other presbyteries to meet and explore options. We are at an exciting point in the history of our church and this Synod can respond by moving forward in a positive and collegial way.