

TUMC Policy Governance Board  
Meeting Minutes March 12<sup>th</sup>, 2017

Present; Paul Hillman, Carol Hillman, Pastor David Nellist, Kip Smalligan, Warren Richter, Ric Wiltse, Brad Vonderheide, Sue Clare, Suzy Gill, Shane Schamper. Absent – Betsy Weems.

1. The meeting was started at 9:00 a.m. in the Discovery Room.
2. Welcome and Introductions – Paul thanked all for their attendance and commitment.
3. Spiritual Formation – Pastor Nellist led us in this time using John 15 as his platform. Discussion and reflection concerning cutting away and pruning our own personal areas within us, as well as the needs of the Trinity, were the focus. Communion was our closing.
4. Group Norms – Kip Smalligan led us in a discussion toward the formation of the climate and structure of how this board will conduct itself at meetings. Psychological safety is the one important ingredient when developing group norms after reviewing a study from Google that was published in the New York Times entitled “How to Build a Perfect Team.” Kip supplied us with thoughts from the Methodist Book of Discipline as well as his own lists of things to consider this group to agree to work from.
  - A. Carol and Kip will be developing a document with the agreed upon norms. After all, have reviewed this, it will be placed in the group’s Google Docs so that it can be referred to whenever needed.
  - B. Carol will contact Betsy to develop a contact list for all members for any communication needed. It will be placed in the group’s Google Docs.
5. Paul Hillman covered the definitions of Mission, Vision, and Values: Mission is the “why” of an organization and tends to remain the same over a long period of time. Vision statements are forward leading goals that may change more frequently as items are met or expanded upon. Values are the core behaviors that express the mission and vision of an organization. The discussion then followed on how best to get these three used by every entity in the church.
  - A. Kip and Ric will be creating a form for all committees and experiences that our church does to report to the governing body. The form will directly ask how the activities of said committee or experiences reflect the mission, vision, and values of our church.
  - B. A new logo, letterhead, literally painted statements on the wall of the church, etc. were also suggested. None specifically decided upon at this time.
  - C. Communication to the church as a whole with newsletter updates and scheduled Town Hall meetings beginning in the fall immediately after services on Sundays will inform the full congregation of happenings by committee and activities with the intent of pointing out how the behaviors have reflected the mission, vision, and values of Trinity.
6. Ric Wiltse and Suzy Gill graciously served lunch. It is noted that at 11:00 am Sue Clare was called away from the meeting due to professional duties. Lunch was served at noon.
7. Paul Hillman raised the VCI Initiative progress, and both accomplishments, items not yet met, and those that need some revision were covered. This review will occur as needed on future

agendas to hold staff and committees alike accountable for the VCI prescriptions fulfillment. It was noted that a great deal of progress had been made and further activities not yet achieved are being addressed.

- A. One item, in particular, was raised. The VCI Leader position has been open for some time, and our recommendation and task is to fill that role. Paul will be approaching two candidates discussed and reported back to the board when the vacancy has been filled.
8. Warren Richter led the discussion of how and why the VCI prescription required ministry audits to be completed. It was agreed to call this process a “Ministry Review” to avoid the negative feelings around committees and ministries being “audited.” These reviews are to be completed by all committees and experiences held at Trinity. The intent is to combine some areas, remove unnecessary areas, and create others if proven they are needed. If the ministry isn’t in alignment with the mission and vision of the church, it will be encouraged to get in alignment, and if it can’t, it will eventually be “celebrated and dissolved.” The nominations committee will be asked to conduct, review, and then report possible solutions to the Governance Board when the review is complete.
- A. Warren, Ric, and Paul will create a form for this process based on the model Warren presented. Warren plans to attend the March 29 meeting of the Nominations Committee at 5:30 pm to present the form and explain what is expected of the committee. The reviews need to be completed with an expectation of the results presented at the May 13 Policy Governance Board by the nominations committee. Both Pastor Nellist and Carol Hillman are on the nominations committee.
  - B. Pastor David will ask Betsy Weems to provide Nominations with a complete list of all activities of Trinity meaning both formal committees and activities not necessarily under a committee title.
  - C. Members of the PGB were encouraged to identify items/groups/events in the church that occur that might not be part of the formal Nominations Committee structure, such as the rummage sale, dinner for 8, Grand Rapids Table Tennis Association, etc. All groups, activities, events, etc. should be part of this ministry review.
9. Logistics for the Policy Governing Board – Paul Hillman led this discussion.
- A. Agenda items for the next meeting will include and not be limited to Town Hall meetings set on the calendar, how are we doing with communicating the activity of this board in other ways, VCI progress, and the results of the “Ministry Review.”
  - B. Paul will send out his PowerPoint from today’s meeting to all members. Please place in Google Docs. as well.
  - C. Next meeting dates are May 13, July 29, and September 23, 2017. Further dates to be determined in subsequent meetings.
  - D. Shane Schamper will supply continental breakfast for the next meeting. Brad Vonderheide will supply lunch.
10. Meeting dismissed at 2:00 p.m.

Respectfully submitted, Carol A. Hillman, Lay Leader and acting recording secretary for the Policy Governance Board