

**IICE Board Meeting  
Minutes, January 20, 2005**

Board members attending:

John Pool, Walter Hesford, George Hespelt, Robert Peterson, Stan Thomas, Dorothy Thomas, Alberta Hill, Sue Ostrom, Monte Boisen, Roger Lynn, Nancy Leubbert, Sharon Kehoe, Nancy Lyle, John Day, Dale Everson, Connie Paris, Malcolm Renfrew, (observer)

At 3:06 p.m. the meeting was opened with a prayer given by Stan Thomas. Due to the absence of the president and secretary, Nancy Lyle and Connie Paris were asked to take their places, respectively.

Minutes: Nancy Lyle

1. Nancy asked Board members to look over the minutes and then asked if any corrections were needed.
2. Malcolm Renfrew noted that under Board members attending he had been listed as a Board member and that he should have been listed as an observer. Sharon Kehoe noted the following minor corrections:
  - Under Reports A-5: Change wording from Core Discovery group to Core Discover faculty.
  - Under Reports B-3a: Change the word agree to agreed and insert quotation marks around Extreme Bible study.

**I. REPORTS**

- A. Director's Report: Sharon Kehoe
  - a. Sharon reported her classes had started and that it looked like it would be a good session. She said there will be three teachers and approximately 112 to 115 students.
  - b. Sharon mentioned she had started working on the Fundraising Campaign with Stan and Dorothy Thomas.
- B. Ministries Report: no campus ministers were present
- C. Facilities Report: Stan Thomas
  - a. Stan acknowledged that there were several facilities needing attention such as the roof and handicap accessibility and that he had asked King Rockhill for his professional opinion. Stan said that he and King toured the building together and that he had invited King to the Board meeting to give his observations. Stan then turned the meeting over to King. Some of the observations that King made included:
    - Don't redo the roof we now have because a flat roof does not work well in the Moscow area because of the amount of snow. He suggested changing the roofline and suggested steel roofing.
    - He asked the Board to think about the mission of the building. Get a clear idea here first. Then think of the blocks of space we have. He asked us to

look at the whole unit rather than the small items like fixing the roof, replacing a stove, that will end up “nickel and diming you over the years.”

- He stated that the building itself was structurally good.
- He suggested adding some room by moving walls out on the West side of the building: 10 feet out downstairs and 20 feet out upstairs.
- He asked us to think about what space could be converted into parking. He thinks parking needs to be and can be expanded.
- In his opinion, the kitchen, kitchenettes, and bathrooms were presently not in good condition.
- He said handicap accessibility is needed and made suggestions for a walkway, doors, and bathrooms both upstairs and downstairs to accommodate that need.
- He noted that the building was in an excellent location. He asked us to consider the possibility of having the building be partially commercial (the downstairs) and partially campus ministries (the upstairs). He said that we could potentially rent the office spaces downstairs to businesses.
- He estimated the cost for these improvements to be between \$200,000. and \$300,000.

Sue Ostrom raised concerns that the proposed office spaces might lay vacant citing other empty office spaces near the campus. She was also concerned about how these new proposals would affect the goals of the upcoming Fundraising Campaign. She expressed her concerns about needing to be very clear about where the funds would be going so that she could relay that information to her congregation when asking for donations. Sharon Kehoe suggested reordering the goals of the Fundraising Campaign. John Day commented that he believed that handicap accessibility was of greatest importance. Discussion and concerns were expressed regarding these potential improvements to the building including where the funding should come from and that any businesses within the building needed to be closely connected with the mission of the Campus Christian Center. Stan Thomas made a motion to have this discussion turned over to a task force led by Sharon Kehoe. Sharon said she would create a task force with the intention of clarifying the purpose of the Fundraising Campaign.

## II. OLD BUSINESS

- A. Personnel Committee: Dale Everson
  - a. Dale recommended a 2% across the board raise for Sharon Kehoe.
- B. Approval of Final Budget: John Pool
  - a. John Pool cautioned the Board to note the reduction in the UMHE/PMW income line and on an increase in rents and fees. There was some discussion of the expense and income items. Alberta Hill moved that the budget discussion be moved to the Annual Meeting. This motion was accepted by consensus by the Board.
- C. Nominating Committee: Alberta Hill
  - a. Alberta indicated that it is difficult to get new people into office because they often don't have the background. She suggested that one way to remedy that would be to make a bylaw amendment to Article 6-1,

Executive A, by adding “and the immediate past president”. Alberta noted that it was not possible to notify persons attending the annual meeting about the change this year because the meeting notices had already been sent. She suggested that we could operate this way informally for the current year and pass the amendment the following year.

- b. Alberta said that she and Bob Peterson had the following nominees for the 2005-2007 term: Nancy Lyle, President, Tim Prather, Vice President, and Connie Paris, Secretary. Alberta’s report was accepted by the Board by consensus.

D. Anniversary Celebration: Nancy Lyle

- a. Nancy read the correspondence between Roger Lynn and Dr. Rodney Romney. Dr. Romney has agreed to speak at the Anniversary Celebration.
- b. Nancy confirmed the date for the Anniversary Celebration as being September 16 and 17 and would be held at the University Inn, Best Western.

E. Campaign Steps: Different people reporting

- a. Contractor/Architect
  - i. There was discussion of getting a drawing made up to show what the improvements to the building would look like so that potential contributors could envision the goal. Sharon Kehoe said she would try to get something arranged to have that done.
- b. Database: George Hespelt
  - i. George said he had been impressed with the software Access. He noted that the program was complicated but, in his opinion, worth the trouble due to its capabilities.
- c. Luncheons: Stan Thomas, Dorothy Thomas, Sharon Kehoe
  - i. There was some discussion as to whether luncheons should begin or wait until the Fundraising Campaign goals were clearer. Because of the changes to the building discussed earlier in the meeting potentially changing the dynamics of the funds raised in fundraising, it was decided to hold off on the lunches at this time. Stan Thomas suggested Sharon put together a committee to clarify how the campaign funds will be spent. Sharon agreed to take on that task.
- d. Campaign Budget: Dale Everson
  - i. Dale reported that \$1,000 had been pledged anonymously for running the campaign. It was thought, from prior meetings, that the Campaign would need \$7,000 for operations.
- e. Campaign Treasurer: Nancy Lyle
  - i. Nancy Lyle stated that there was a need for a Campaign Treasurer. George Hespelt said he would ask Althea Spencer but noted that she would need to be compensated for her work.

F. Finance Report

- a. George Hespelt reported on the Endowment Fund. The reported value on January 1, 2005 was \$163,068. He also reported that there was \$15,448 Money Market funds that would be cash available if someone wanted to

borrow from it. The total amount donated to the Endowment in 2004 was \$2,745.

III. NEW BUSINESS

- A. The IICE Annual Meeting will be held February 13 at 2:00 p.m. at the CCC.
- B. The next Board meeting date was set for March 9 at 4:00 p.m. at the CCC.
- C. Sue Ostrom asked if appropriate audits were currently in place for the Campus Christian Center and expressed concern that provisions for the audit of financial accounts be made. John Day made a motion to refer to the need for an appropriate financial review to the Finance Committee. The motion was passed by consensus.

IV. ANNOUNCEMENTS

- A. Sharon Kehoe handed out flyers announcing a reception for an Art Show by Karla Neumann Smiley to be held January 28, from 5-7 p.m. at the Campus Christian Center. She said we were all invited to come.

*Approved 03.09.2005*

## **IICE Board Meeting**

### **Minutes, March 9, 2005**

Board members in attendance:

Malcolm Renfrew (observer), Monte Boisen, Stan Thomas, Sharon Kehoe, Nancy Lyle, John Pool, Joe Taber, Sue Ostrom, Tim Prather, Alberta Hill, George Hespelt, Roger C. Lynn, John E. Day, Dale Everson, Connie Paris

At 4:00 the meeting was opened with a prayer given by Roger Lynn.

Nancy Lyle asked the Board to look over the minutes and voice any corrections needed. Sue Ostrom moved to approve the January 20 minutes and Sharon Kehoe seconded that motion. Those minutes were approved by consensus. Sharon Kehoe noted a correction to the February Annual Meeting minutes having to do with the Peer Minister not being named. Connie Paris said she would contact her by e-mail to ensure that correction was made.

#### **I. REPORTS:**

##### **A. Director's Report: Sharon Kehoe**

1. Sharon said she had been sick with the flu and was thankful to be back this week because midterms and tests were starting. She welcomed everyone to come to the film "The Last Temptation of Christ" that would be showing in her class in three sections starting tonight.
2. She noted that next week would be semester break and that the Center would be closed for that week.
3. She reported that the current caretaker, Kris Grows, was leaving to study in Japan and that the new caretaker would be Wil Smiley, Karla Neumann Smiley's husband.
4. She said that it was unfortunate that Vandal Friday would be on Good Friday this year. She said because the Center did not believe it was appropriate to throw a big party on that day, they would not be overly promoting the event. They will have a table set up in the morning and an open house from 3:00 on that afternoon.
5. Sharon reported on her time spent on the Fundraising Campaign:
  - a. She met with Bernie Loposer, Executive Director for the Dioceses in Spokane, and two employees of the U of I Foundation, Ed McBride and Sue Eschen, to discuss the possibility of people making contributions to us through the Foundation. They are currently checking to see what their formal relationship is with the Center but said they are willing to work with the Alumni Center for us if there is a way to do that.
  - b. John Day gave her some feedback on the financial end of things. She also met with John McCabe, Vice President for Wells Fargo, but he told her that it was premature to be coming to them at this point until we knew what the figures would be that we needed to borrow.

- c. Sharon, Stan Thomas, and King Rockhill met with Dan Mullin, an architect, to show him pictures and drawings that they had from the past. Dan said he would be willing to do the drawings if we decide to go in that direction.
- d. Sharon also met with Shelley Bennett and Donna Kendall from Bennett Realty. Shelley offered to get together with the architect to “run some numbers” so Sharon would have something concrete to bring to the Board. Sharon said that all of the people she has met with have been willing to help, encouraging, and enthusiastic.
- e. Sharon spoke with several groups from a list that Dorothy Thomas organized including Emmanuel Lutheran, St. Mark’s Episcopal, and the United Church of Moscow. Stan Thomas spoke with the Presbyterian Church. Next, Sharon plans to meet with the Methodist Church. She said she also met with lay leaders at a luncheon at the home of Stan and Dorothy Thomas.

B. Ministries Reports:

1. Sharon Kehoe reported that there will be a trip for Episcopal students on April 1-3 for a Regional Conference. The cost will be only around \$60.00. She said Rob Snyder meets with the Canterbury every Sunday and noted a time change from 6:00 to 5:30.
2. John Pool reported for Karla Neumann Smiley that there would be a Lutheran student retreat at Leavenworth. He said there is a cost but that scholarships are available.
3. Sharon Kehoe drew the Board’s attention to an article out of the Argonaut posted on the bulletin board having to do with John Morse’s work with anti-hate and harassment groups on campus.
4. Connie Paris said the Lutheran Campus Board had asked her to relay a recommendation that their Board had received from an Advisory Council and also from Quadrennial Review staff regarding the need for more effective signage outside the CCC building. Nancy Lyle asked Connie to thank the Board for their suggestion. Sharon Kehoe said new signage was already in the works. She said the Center had a grant from the Presbyterian Church. Part of those funds were held out specifically for signage and benches to be built in the spring. Sharon said that if an Advisory Committee would like to organize to see this project through, she would certainly support that.
5. Sharon Kehoe said that Will Stuck is attempting to do an Extreme Bible Study that still needs promoting. She said she had asked Will to hold off on plans for a rock climbing trip due to liability issues. Roger Lynn expressed concerns about Will not presently being accountable to a specific church. John Day expressed concern about Peer Ministers not having any sexual misconduct training. Nancy Lyle asked Sharon to check to see if there is any record of duties and requirements for Peer Ministers and asked Sharon to report her findings back to the Board.

C. Finance Report: John Pool

1. John referred the Board to the February budget in their handouts.

2. John questioned the quarterly amount received from the Presbyterian Church and George Hespelt said he would look in to it.
3. John said he believed that expenses were in line with where they needed to be.

## **II. Old Business:**

- A. Personnel Committee: Nancy Lyle
  1. Nancy reported a need to review Doug Wood's position and said the personnel committee would gather to do that before the next meeting.
- B. S.O.U.P. sign up
  1. Sharon Kehoe passed a sheet around and asked Board members to sign up to bring soup or bread.
- C. Anniversary Celebration: Nancy Lyle
  1. Nancy said she was happy to report that the committee had completed updating the list that Doug Wood had generated for them through the Alumni Office. The list consists of around 315 people. They will be using that list to send out information about the Anniversary Celebration. Nancy asked Board members to ask their churches if they would be willing to share their mailing lists so the committee could review them. She said she hoped the mailing would go out around the first week in April.
  2. Roger Lynn said he had been in contact with our banquet speaker, Rod Romney, and they had been discussing things like the possible themes and expenses. Rod told Roger that he did not do this type of thing for the money, so that covering his expenses for travel, room, and a minimal fee of \$100.00 would be adequate. Roger checked flight rates from Idaho Falls to Lewiston and found it to be around \$250.00.
- D. Campaign Steps:
  1. Contractor/Architect: Sharon Kehoe
    - a. Sharon referred to her earlier comments about meeting with architect, Dan Mullin.
  2. Database: George Hespelt
    - a. George said Doug Wood told him he didn't think the course he took on Access gave him all the information that was necessary for him to write the database we needed, so he is going to take another course. George said Doug is examining this option very carefully and that he seems interested in doing this for us. Both George and Doug agree that Access looks like a good way to go.
  3. Luncheons: Stan Thomas, Sharon Kehoe
    - a. Stan said he had a pleasant meeting with the Presbyterians where he was able to share our enthusiasm about celebrating the Center's 75<sup>th</sup> Anniversary. He said that their church, like many others in our area, have been very active in the whole history of the Center and so, in part, they are celebrating themselves.
    - b. Nancy Lyle asked if any other meetings were planned. Stan replied that they had tried to get the invitation out to the lay leaders of the churches that now is the time to get the word out to their congregations. However, they were invited to do this at their own pace and style.

4. Campaign Budget: Dale Everson
  - a. Dale said that there was no report at this time.
5. Campaign Treasurer: Connie Paris
  - a. Connie requested that all monies come through the Center and all envelopes be opened prior to her picking them up for deposit. She also requested that any cash donations be registered at the Center as a means of checks and balances.
- E. Task Force for Clarifying Purpose: Sue Ostrom
  1. Sue said the Task Force had met and agreed that the Board needs to have a very concise and clear way of articulating who we are as a Center and what the purpose is for our being here. The Task Force also discovered a Purpose Statement that the Board had wrestled with in the past that gave a more detailed statement of purpose and then goes on to describe goals and objectives. However, they could not find in past minutes where this Purpose Statement had ever been formally adopted. Sue's recommendation was for the Board to formally adopt both the Vision Statement and the Purpose Statement. She said that future decisions made by the Board should then be shaped by these Statements. Nancy Lyle said that since the Vision Statement uses somewhat of a backwards terminology of the University Statement she spoke with Bob Hiernomyus, the interim Vice President of Marketing and Communication, to be sure that we wouldn't be in conflict with the University. She said Bob did not feel there would be any problem and, in addition, they would be changing the University Statement in a year anyway. After some discussion and minor changes to both the Purpose and Vision Statements, Stan Thomas made a motion that both statements be formally adopted and Connie Paris seconded that motion. The motion was passed by consensus.
  2. Sue suggested the Task Force continue to meet now to look at decisions made for the Campaign to be sure they reflect what is said in the Purpose and Vision Statements.
  3. Nancy announced that the Campaign Committee would be meeting at the CCC on April 6 from 4:00 to 6:00. Anyone who is interested was invited to attend.
- F. Audits:
  1. There was some discussion of organizing an Audit Committee from members of the churches and the possibility of checking with the Accounting Department to see if accounting students would be available to work under the supervision of a professor. John Day said that, due to the size of our operating budget, he believed that a full audit was cost prohibitive. He made a motion that the Board move forward with a first level review, as defined by Jim Pilcher, with the understanding that in the future it may be appropriate to have an audit of the Endowment because of its size. Connie Paris seconded that motion and the motion was approved by consensus. Nancy Lyle suggested that after tax season a group meet with Jim Pilcher to discuss our options.

### **III. New Business**

#### **A. Meetings:**

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, April 20, at the CCC.
  2. Nancy Lyle said she would get back to the Executive Committee about their meeting date.
- B. Lawn schedule:
1. Joe Taber said he and Dale Everson would be taking care of the lawn in May and that Erica Nees said she would do the lawn in June. Joe said he didn't think it would be necessary to mow in July.
- C. Stove removal crew:
1. Sharon Kehoe said she would check with George Hespelt first but, if a new stove was decided on, she would need a volunteer to saw boards to get the old stove out this week.

The meeting was closed at 5:37.

*Approved 03.20.2005*

**IICE Board Meeting  
Minutes, April 20, 2005**

Board members in attendance:

Walter Hesford, Stan Thomas, Alberta Hill, Joe Taber Dale Everson, John Day, Sue Ostrom, Monte Boisen, John Pool, Nancy Lyle, Sharon Kehoe, Dean Stewart, Connie Paris

At 4:03 the meeting was opened with a prayer given by Alberta Hill.

Nancy Lyle asked the Board to look over the minutes and voice any corrections needed. The minutes were approved by consensus.

**I. REPORTS:**

A. Director's Report: Sharon Kehoe

1. Sharon said her class visited the Borah Symposium yesterday to see Rabbi Forman. She said there was one more session tonight and recommended the program to the Board.
2. Sharon said she had presented a guest lecture on the Gospel of Mary Magdalene, Gospel of Thomas, and Gnostic gospels.
3. Sharon attended the tree planting ceremony and reception for Dean of Students, Bruce Pittman.
4. Sharon attended a Professor's dinner at Alpha Gamma Delta.
5. Sharon said she was a judge for Vandal Friday living center decorations.
6. Sharon said she attended the Moscow Interfaith Association where she hosted for Reverend John Day and lead prayer for Reverend Dean Stewart. She brought the protest letter proposed by John Morse concerning the "Boys are stupid, throw rocks at them" products sold at Hastings and she got approval to send it to Hastings from the Moscow Interfaith Association.
7. Sharon finished the talks with the supporting churches by visiting with First Methodist Church. She said Stan Thomas had visited the Presbyterian Church to tell about the 75<sup>th</sup> Anniversary but, since she is now available, she would be happy to visit with the Presbyterian Church if invited to do so.
8. Sharon attended a weekend seminary training class on "Death and Dying Counseling" in Spokane.
9. Sharon thanked the Board for their prayers concerning the cancer biopsy she had had that proved to be benign.

B. Ministries Reports:

1. Sharon Kehoe reported that Will Stuck had decided not to be a Peer Minister for the Center due, in part, to being so close to graduation.
2. Sue Ostrom announced that Bishop Edward Paup will be in Pullman this weekend for a District Meeting and would also be meeting with CMHE and with the United Methodist Campus Ministry people for a consultation.

C. Finance Report: Dale Everson

1. Dale said that John Pool actually did the whole report and it looked like we were ahead. John Pool reported that there has been, and probably will continue to be, a downward trend in UMHE funding.
  2. Joe Taber followed up on a previous inquiry regarding the Presbyterian quarterly payment. Joe said he believed that one half of the total amount would be paid before June and the other half would be paid before October.
- D. Campaign Committee: Sue Ostrom
1. Sue said the Campaign Committee met and had a very productive meeting. She said the meeting began by reciting the newly adopted Vision Statement and then she asked the Board to recite it with her. Sue said the Committee first discussed the need to determine the mission of the building. It was decided that the mission should be the place where you can “come from anywhere and find the peace of Christ: Sanctuary, Shalom, and the Sacred”. That mission guided the remainder of their discussion. The committee decided the emphasis for this campaign were the words from the Vision Statement “come and find”. They realized that the CCC is looking at a major ministry of hospitality and discussed how they could go about being more hospitable. They agreed that making the building more hospitable was important, partly, by making the building handicap accessible but, also addressing the emotional senses involving anyone coming up to the doors and feeling comfortable about coming in. They also discussed the importance of the building providing a sanctuary, a safe place to be. The committee agreed that to accomplish these goals would require a significant remodel of the building. It was suggested to add 10 to 20 feet to the upstairs of the building and make the upstairs entirely programmatic and the downstairs would be administrative.
  2. Stan Thomas proposed a three phase project:
    - Phase 1 - Extending the upstairs of the building 10-20 feet.
    - Phase 2 – In the future, adding a multi-faith meditation chapel.
    - Phase 3 - Further in the future, adding a Christian Living Center.Stan continued by saying that he believed the CCC needed to look at what we are doing here, not only for ourselves, but also for the U of I and the community. He also said that we owe the people we will be raising money from a look ahead as to what we are up to and where we are going. He said we need to tell the public that we are not only globally aware but we want to be faithful by standing by and nurturing the Christian faith. He said, in part, that’s what he believed a Christian Living Center does for the overall plan. He said we needed to have a brochure made that makes it clear where we are going and send it out through the state and invite their support.
  3. Sue said that King Rockhill estimated the cost for remodeling (not counting appliances) would be \$100-\$110 per square foot. She said that for the 10 foot extension to the upstairs the construction costs would be somewhere around \$40,000.
  4. Sue asked the Board for feedback as to whether it would be appropriate to begin initial conversations with an architect. After some discussion, John Day made a motion that was amended to the following: that the Board authorize

the Campaign Committee to contact an architect and to approve an amount up to \$4,000 to include a site plan that would include phases 1, 2, and 3. Dean Stewart seconded that motion and it was passed by consensus.

5. Nancy Lyle asked Sue if she would like to talk about expanding the Campaign Committee. Sue said, while anyone interested who showed up would not be turned away, her only hesitation was that sometimes adding more people slows things down.
6. Sharon Kehoe named the present members of the Campaign Committee: Sue Ostrom, Stan Thomas, Doug Wood, Walter Hesford, Nancy Lyle, Sharon Kehoe, Dorothy Thomas, King Rockhill, John Day, and Dale Everson.

## **II. OLD BUSINESS:**

### **B. Personnel Committee: Sharon Kehoe**

2. Sharon said an Employee Performance Evaluation had been completed for Doug Wood and he just needed to look at it and sign it if he chooses. Then it will go to the Personnel Committee. Sharon said the evaluation for Doug was very good and stated that there would be other evaluations in six months and at one year.

### **B. S.O.U.P. sign up**

1. Sharon Kehoe passed a sheet around with instructions and asked Board members to sign up to bring soup or bread.

### **C. Anniversary Celebration: Nancy Lyle**

1. Nancy said the letter is all ready to go onto our stationary. She said Doug Wood had been very helpful in devising the stationary which will save us the expense of purchasing it. There will be an additional informational form enclosed that will ask things like: name, address, do you think you'll come, and what have you been doing. When the information form is returned, it will be given to the Alumni Office who will make a memory book out of the information received. The initial letter and information form will go out together, hopefully, within the week. The second mailing will go out in June. That mailing will ask people to return a registration form to us.
2. Nancy confirmed that Rodney Romney is coming, a block of rooms at the University Inn has been reserved, and that the Banquet Room is reserved.
3. Nancy requested again that Board members ask their churches for mailing lists and advised that those lists be checked against the list in the CCC office to prevent double mailings. It was also suggested that each church may want to do their own mailing from their church office, which would also help with the expense of mailing.

### **D. Peer Ministers**

1. Nancy Lyle suggested that the need for a policy for employment for Peer Ministers be deferred to the Executive Committee who could then bring their recommendations back to the board. Stan Thomas commented that historically the Peer Ministers were treated as scholarships that were usually allotted by their denomination. Discussion showed agreement that liability insurance was necessary on a Peer Minister. John Day suggested that when an audit takes place that we should also add a review of the current insurance for CCC to make sure we are adequately covered for potential liabilities.

- E. Stove Report: Sharon Kehoe
  - 1. Sharon said a new stove had been purchased and installed by Howard Hughes, who gave the Center a reduction in cost. She said the cost was under \$400.00. She said that everyone was happy with it. The old stove had worked irregularly and was a potential fire and/or electrical hazard.
- F. Audit: Nancy Lyle
  - 1. Nancy said the CPA that the CCC would be asking advice from, Jim Pilcher, was currently in Spokane. She asked John Day and Dale Everson to get together and set up a date to discuss what needs to be done about audits.
- G. Campaign Steps:
  - 1. Contractor/Architect: No report.
  - 2. Database: No report
  - 3. Luncheons: Stan Thomas
    - a. Stan said he would like to do a follow-up luncheon with the churches with the site plans in hand so that we have something we're excited about to share with them and that will hopefully excite them too.
  - 4. Campaign Budget: Dale Everson
    - a. Dale said we presently have \$1,000. He said that most campaign planners advise having 5-10% of the total cost to get a program up and going.
  - 5. Campaign Treasurer: No report

### **III. NEW BUSINESS:**

- A. Meetings:
  - 1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, May 18, at the CCC.
- B. Year-end Barbecue: Sharon Kehoe
  - 1. Sharon invited the Board to come to the year-end barbecue on May 6. She said that Ana Morse is planning to do the cooking. Sharon passed a sheet around so that Board members could volunteer to bring food for the event.
- C. Food for finals: Sharon Kehoe
  - 1. Sharon sent a list around and asked Board members to sign up as a point person for their church. She said it will start on May 9 and that the food would need to be at the Center by 10:00. She asked the point person volunteers to check with Doug Wood by 2:30 each day to see if the Center needed more food. She said that last semester they served around 250 people.
- D. Announcements:
  - 1. Sharon Kehoe announced an Interfaith Potluck tomorrow night at Gladish Community Center in Pullman.
  - 2. John Pool announced a CMHE meeting would be held on Saturday in Pullman.

The meeting was closed at 5:20.

*Approved 05.18.2005*

**IICE Board Meeting  
Minutes, May 18, 2005**

In attendance:

Betty Hervey, Roger Lynn, Dale Everson, Walter Hesford, Robert A. Peterson, Alberta Hill, Nancy Luebbert, Dorothy Thomas, Stan Thomas, George Hespelt, Karla Neumann Smiley, Sharon Kehoe, Nancy Lyle, John Day, Joe Taber, Sue Ostrom, Connie Paris

At 4:06 the meeting was opened by Board President, Nancy Lyle, asking each person to respond to the question, “What are you particularly thankful for today?”

Nancy Lyle asked the Board to look over the minutes of the 4/20/05 meeting and voice any corrections or additions needed. Sue Ostrom made a motion to accept the minutes. The minutes were approved by consensus.

**I. REPORTS:**

**A. Director’s Report: Sharon Kehoe**

1. Sharon said she was going to San Francisco for fundraising training. She said Rob Snyder would also be attending.
2. Sharon said she would begin summer hours and would be at the Center off and on throughout the summer but there would be no programs.
3. Sharon said her class was over and she was pleased with how the class went.
4. Sharon said the year-end barbecue was a success despite the rain. She credited that success partly due to the fact that John Morse put signs up around campus announcing the barbecue. Sharon passed a thank you note around the table for members to sign to thank Ana Morse for all her work in cooking for the event.
5. Sharon said John Morse also put signs up around campus to invite people to the Center for Food for Finals. She said that the Center served 440 people that week.
6. Sharon said she attended the CMHE meeting in Pullman with Bishop Paup, who was able to visit both the Campus Christian Center and K House.

**B. Ministries Reports:**

1. Lutheran Campus Minister, Karla Nuemann Smiley, said she had planted some containers outside the CCC with plants that would be pretty in the fall. She also said she has taken a voluntary pay cut and would be gone from June 11 to August 1.

**C. Finance Report: Dale Everson**

1. Dale directed the Board’s attention to the budget sheet. He pointed out that the income balance exceeded the expense balance but added that those year-to-date figures included the whole of our previous fiscal year carryover, not just one third of it. He also said we have money in the bank.
2. Roger Lynn raised a concern regarding the income line: rents. His concern was since the Center had a non-profit tax status, could it be charging rent to a for-profit concern. That issue was referred to the Executive Committee for investigation.

D. Campaign Committee: Sue Ostrom

1. Sue said the Campaign Committee had met with architect, Dan Mullin, last week and shared some visions with him. She said he was presently writing up a proposal that she hoped would come by fax before the end of the meeting so the Board could look at it. However, when the fax did come, it was decided that there were too many things in it that needed clarification before the Board could make a decision on it.

**II. OLD BUSINESS:**

C. Personnel Committee: Nancy Lyle

3. Nancy said that the Executive Committee would be looking into the issue of insurance coverage for Peer Ministers and also hoped to make a salary schedule for CCC employees that would indicate salary raises periods and amounts.

B. Anniversary Celebration: Nancy Lyle

1. Nancy said the initial Anniversary Celebration letter would be going out tomorrow. She passed an example of the letter and envelope around for the Board members to look at. She said the second mailing would go out in mid-June. That mailing would include the registration form and schedule of events. Nancy requested that if any churches would be willing to host a breakfast on Sunday morning to let her know. Also, if there would be a minimal charge for the breakfast she could include that amount on the registration form.

C. Audit: Nancy Lyle

1. Nancy said she had a note from Sue Ostrom stating she had discussed the question of audits with a member of her church, who is also a CPA, Andrea Beckett. Andrea said that a Level One review, rather than a full audit, would be appropriate in the CCC's particular situation. Sue told the Board that Andrea would be willing to conduct that review. John Day made a motion to accept a Level One review in the price range of \$300 to \$500. That motion was approved by consensus.

D. Campaign Steps:

1. Contractor/Architect: No report.
2. Database: No report.
3. Luncheons: No report.
4. Campaign Budget: No report.
5. Campaign Treasurer: No report.

**III. NEW BUSINESS:**

A. Meetings:

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, June 15, at the CCC.
2. The next Executive meeting was scheduled for 3:00 on Wednesday, June 8, at the CCC.

B. Fundraising Idea – Betty Hervey

1. Betty said she wanted to pass on a fundraising idea she got from a personal experience. She said someone from her church offered to cut up some logs for her that she could use in her fireplace. When Betty offered to pay that person, she declined saying that instead of paying her that Betty could make a donation to the CCC. Betty happily made that donation. She said that she believed there were others out there who had more chores than they were able to do and who would be glad to make payment in the form of donations.
- C. Back to School Barbecue
1. Nancy Lyle said the Back to School Barbecue would be at 5:00 p.m. on Monday, August 22. She asked for a volunteer to head up the barbecue. John Day volunteered to co-head the barbecue and Dean Stewart was nominated to be the other co-head and was approved by consensus.
  2. Sharon Kehoe passed around a sign up sheet for items needed for the barbecue.
- D. Summer Hours for Doug Wood
1. Nancy Lyle said that Doug would work an hour or two per week to handle checks, receipts, mail, etc. He would be scheduled to return to work on August 15.
- E. End of Summer Work Party
1. The end of summer Work Party was scheduled for 1:00 p.m. on August 13. Everyone was encouraged to come and to bring a friend from church.
- F. Water/yard Schedule
1. John Day offered to donate \$100 toward hiring a student to take care of the lawn. George Hespelt offered to match that donation. Nancy Lyle thanked both of them for their generous offers.
- G. The meeting was adjourned at 5:40.

*Approved 06.15.2005*

**IICE Board Meeting  
Minutes, June 15, 2005**

In attendance:

Dorothy Thomas, King Rockhill, Joe Taber, Dale Everson, Alberta Hill, Nancy Luebbert, Stan Thomas, Monte Boisen, Sharon Kehoe, Nancy Lyle, John Day, Connie Paris

At 4:08 the meeting was opened by Board President, Nancy Lyle, who asked each person to respond to the question, “What in your life is abundant right now?” Nancy also announced the birthdays of Bob Peterson, Roger Lynn, and Connie Paris and extended best wishes to all of them.

Nancy Lyle asked the Board to look over the minutes of the 5/18/05 meeting and voice any corrections or additions needed. Dale Everson made a motion to accept the minutes. The minutes were approved by consensus.

**I. REPORTS:**

**A. Director’s Report: Sharon Kehoe**

1. Sharon shared with the Board a large binder that she had received from the fundraising seminar she had attended and said that anyone who would like to look at it was welcome to do so. She said we would be using that book later for Board training. She reported that the class was very good and worthwhile.
2. Sharon said it had been very quiet at the Center recently with school out so she was able to get lots of work done while in her office.

**B. Finance Report: Dale Everson**

1. Dale said John Pool was gone but, before he left, Dale phoned Andrea Beckett and so he assumed John had given Andrea the books so that she would be able to do a first line audit.
2. Dale reported that as of 5/31/05, there was a balance of \$2,232.00 in the bank.
3. Nancy Lyle added that Andrea Beckett had mailed us a letter confirming the terms and objectives of the audit. Nancy said she had had a chance to look it over and said it requires an officer’s signature before she can go ahead with it. The cost was not included, so Nancy called Andrea to see if she could give us a range. Andrea said it would depend on our records, how clear they were and how much time she would have to spend on them but, she did give us a range of \$300 to \$600. Nancy asked the Board if they would approve that range. That price range was approved by consensus.
4. Nancy Lyle said she asked Andrea Beckett about the rental of rooms at the CCC as it relates to our tax status. Andrea called Nancy and left a message but, unfortunately, got cut off in the middle of it. Nancy said we need more information on that and asked Dale Everson if he would be willing to contact Andrea for the complete answer. Dale agreed.

**C. Campaign Committee: King Rockhill**

1. Sue Ostrom was at an Annual Conference, so King Rockhill had agreed to update the Board.
2. King reminded the Board that they had agreed to an amount up to \$4,000 for initial drawings and preparation for the remodel. He said when Dan Mullin’s bid

came in at \$13,000, the Committee decided to do some further checking. They talked with Associated Architects who were willing to provide initial elevation and site plan drawings that would give potential donators something to visualize within the budget amount the Board had initially agreed on.

3. King discussed two ways of dealing with an architect and contractor. The first example was of an owner hiring an architect and then that architect working directly with the contractor from that point on (DESIGN-BID). The second option was having the architect provide general drawings, but having the owner and contractor work out the details and work closely together throughout the project (DESIGN-BUILD). King said that the Campaign Committee and the Executive Board unanimously agreed that the second option was favorable. The Board agreed with this decision by consensus.
4. Monte Boisen asked if the drawings could be used on a web site. John Day asked if the drawings could be used on our letter head and other campaign material. King said yes to both inquiries.
5. Sharon Kehoe added that since second option would require a project manager to work closely with the contractor, she had asked King Rockhill if he would be willing to take on that responsibility for the Center and King had agreed to do that for us.
6. Sharon Kehoe said she had been advised by several experts that we shouldn't call this a campaign because if we call it a campaign and don't make our goal it could hurt our chances for contributions in the future. She said she was advised to call it a special project instead. The Board agreed by consensus.

## II. OLD BUSINESS:

### D. Personnel Committee: Nancy Lyle

4. Nancy said the Personnel Committee did meet and looked at some policies, particularly sick leave and vacation benefits that had been given to Katrina. She said the Committee would recommend that those same policies continue on with Doug Wood. Additionally, the Committee talked about setting up a salary schedule, but that is still in process.
5. Nancy said the Committee discussed an annual cost-of-living (COL) raise. Connie Paris said she found out that the COL raise at the end of 2004 was 3.3% and that it currently was 2.8%. Sharon Kehoe inquired as to whether the COL raise would apply only to Doug Wood or to all employees. John Day made a motion that a cost of living raise should be given annually to all employees. Monte Boisen amended that motion by recommending that the Board approve a COL raise this year but, rather than make it automatic, that the Board vote on it each year. John Day suggested that COL raises were a budget issue rather than a personnel issue and that the Budget Committee should check to see if a COL raise was given to Sharon Kehoe this year. John said that, if not, the 2005 budget should then be amended to include COL raises.
6. Nancy Lyle suggested considering a merit raise for Doug Wood, saying that he has been in the position for six months and has shown himself to be so very capable. Joe Taber made a motion to give Doug a \$.50 per hour merit raise effective July 1. That motion was approved by consensus. Dorothy Thomas noted that we should be sure Doug knows this raise was decided on and approved by the Board because of his exceptional performance.

### B. Back to School Barbecue



5:30 p.m.: No host social in the Silver and Gold Banquet room.

6:00 p.m.: Birthday cake cutting ceremony  
Nancy said the cake is huge! She said we will do it prior to dinner to emphasize the purpose behind the gathering and to give the staff an opportunity to cut and prepare the cake for our dessert. Here we will have someone talk about the significance of our 75<sup>th</sup> anniversary.

6:15 p.m.: Dinner

7:00 p.m. Speaker  
Nancy said our speaker will be Reverend Rodney Romney, retired Senior Minister of the Seattle Baptist Church and renowned author. She said Rodney and Roger Lynn have talked and the gist of his presentation will be: For what we have been given, thanks; for what is to come, yes. Nancy said the Master or Mistress of Ceremonies has not been decided but that Sharon Kehoe had said she would be willing to do that if okay with the Board. Nancy also said she thought it would be appropriate to have someone there to welcome people on behalf of the University. Nancy recommended Bruce Pittman as that representative.

Sunday, Sept. 18, morning: Breakfast at churches of choice

Nancy said we will be in contact with the various churches asking if they could have a continental breakfast. They could do more if they choose but, minimum of rolls and coffee. We will also ask the churches what time would be best for them to serve the breakfast.

3. Nancy said there was also a suggestion of asking the churches if they would be willing to open on Saturday afternoon for those who have a connection with that church and would like to visit, but can't do it on Sunday.
4. Stan Thomas raised a concern about special invitations going out to people who might not be on our mailing lists including:
  - a. Former staff
  - b. People in this community and in our churches who have been involved with the Center
  - c. Students that have made the Center their home while they were hereStan suggested that the churches could be helpful in ensuring these people received invitations.
5. Nancy Lyle said she went back through all the annuals at the Alumni Center and took pictures of the groups affiliated with the Center. She said through-out the summer they will be making sure that the people in these pictures are in the University data base and are coded for the activity of the CCC. She said when they finish she felt they would have a nearly complete mailing list that would be helpful for the project. She said it won't be ready by the second mailing but it would be ready for the largest mailing going out later that would explain the project.

D. Campaign Steps:

1. Contractor/Architect – Decision made earlier in meeting.
2. Database: George Hespelt – No report.
3. Building Project Budget – Dale Everson – No report.
4. Building Project Treasurer – Connie Paris – No report.

**III. NEW BUSINESS:**

A. Meetings:

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, July 20, at the CCC.
2. The next Executive meeting was scheduled for 3:00 on Wednesday, July 13, at the CCC.

B. Fundraising Ideas :

1. Nancy Lyle asked if anyone had any fundraising ideas. The Executive Board decided to continue with the fundraising idea that Betty Hervey had brought to the Board in May by asking for additional ideas and keeping track of them to use in the future. Connie Paris will be keeping the list.

C. Announcements:

1. Nancy Lyle said the Work Party was scheduled for August 13, at 1:00. She encouraged people to come and to bring a friend. She said the office staff would be thinking of things that needed to be done and that Connie Paris had agreed to compile a list. Dorothy Thomas suggested that the list be put in church bulletins so that people could volunteer as they were able.
2. Nancy Lyle said that she had some copies of the first letter that went out for the Anniversary Celebration if people would like to take some to distribute at their churches. She also invited people to put the date of the Celebration in their church bulletins.
3. Sharon Kehoe announced that she would be the Mistress of Ceremonies on June 18, at 7:30, at the Kenworthy for the presentation of “Cool Cat” and invited people to attend.

- D. The meeting was adjourned at 5.32.

*Approved 07.20.2005*

**IIICE Board Meeting Minutes  
July 20, 2005**

In attendance:

Roger Lynn, Stan Thomas, Alberta Hill, Dorothy Thomas, Tim Prather, Robert A. Peterson, Nancy Lyle, Joe Taber

At 4:12 the meeting was opened by Board President, Nancy Lyle. Nancy asked the Board to look over the June 15, 2005 minutes and voice any corrections or additions needed. The minutes were approved as written. Nancy asked Roger Lynn to begin the meeting with a prayer.

Nancy Lyle said many people were traveling or absent. She said she wasn't sure what constituted a quorum for this group, so the meeting would proceed and decisions would be made as though there was a quorum. Later, if any person disagreed with any of the decisions made and it was shown that there was not a quorum present, appropriate action would be taken at that time.

**I. REPORTS:**

A. Director's Report: Sharon Kehoe – No Report

B. Finance Report: Nancy Lyle for Dale Everson

1. Follow up action item: Nancy Lyle said that Andrea Beckett was still checking on the question regarding renting to for-profit entities. Andrea will be getting back to Sharon Kehoe and Dale Everson with her findings.

C. Project Committee: Stan Thomas for Sue Ostrom

1. Stan reported that the architects brought the floor plans to the last Project Committee meeting. The architects assumed a 20 foot extension, (we had been talking about a 10-20 foot extension), and a full service elevator. Stan said he did not have a copy of the plans and it would be difficult to describe it fully.
2. Stan relayed that he was somewhat bothered by the overall scope of the plans that he termed "quite ambitious." Stan asked the architects if they could divide those plans into two or three stages that the Committee could consider in relationship to the resources we had available. Stan said he believed that making the building accessible is a high priority and suggested that that goal could be the Phase 1 minimum.
3. Stan suggested that the one full-time Campus Ministry, the Lutheran Campus Ministry, needed some special attention. He said that we need to ask them what kind of facility they want to be working out of and pay attention to their response since they are putting significant resources into the program. Nancy Lyle asked if Sue Ostrom had met with the CCC staff as planned. Stan said he thought she had met with them. Nancy said she did not know the result of that meeting yet.

4. Stan said the Project Committee would be meeting with the architects again around the first of August. He said he expected the architects to bring some of the modifications resulting from the Committee member's questions.
5. Roger Lynn recommended that, if we are considering the initial phase to be directed at accessibility, we should pursue the availability of grant money to help with funding. Stan said he understood that John Pool had accepted the responsibility to look into grants, due to his expertise in obtaining grants for the Public Library. Nancy Lyle asked Stan if he would take this suggestion back to the Project Committee for consideration and Stan agreed to do that.
6. Nancy Lyle said we have the architects' contract that we needed to consider signing or revising. She said at this point, our agreement with them is \$2500 for the initial steps they are doing for us right now. Nancy said the Executive Committee would go over the details of the contract paragraph by paragraph and be ready to make a recommendation at the next meeting.
7. Nancy Lyle thanked the Project Committee for the good work they were doing. She said that she realized they were expending a great deal of time and energy toward the Project and she believed they were doing a great job.

## **II. OLD BUSINESS:**

### **E. Personnel Committee: Nancy Lyle**

7. Joe Taber raised several concerns regarding raises. One concern was the difficulty in giving a cost-of-living (COL) raise at the beginning of the year because the budget doesn't get adopted until February. Joe also suggested that employee policies be written down so that hard feelings don't occur due to implementing policy by memory. Nancy said she would bring those concerns to the Executive Committee and report back to Joe at the next meeting.

### **B. Back to School Barbecue: Nancy Lyle, John Day, Dean Stewart**

1. Nancy said the barbecue was scheduled for Monday, August 22, at 5:00. She encouraged all Board members to attend, even if for a short period of time.
2. Nancy said the large barbecue had been reserved and so the meat would also be purchased from Vandal Meats. The barbecue requires briquettes so they would need some bags of them and someone to light them.
3. Nancy said that Doug Wood would be sending out reminders to people about the items they signed up to bring for the barbecue.

### **C. Anniversary Celebration: Nancy Lyle**

1. Nancy said that she, Alberta Hill, and Roger Lynn met yesterday to go through final arrangements. She said around 1000 packets had gone out so far. The last packet is ready to go now, which includes around 870 people that they've found since the last packets were sent out. Another 300 will go out to the churches all over Idaho, Washington, and Oregon. Information about the Anniversary and contact phone numbers are on the UofI web page under 'Alumni Events'.
2. Nancy said she has received 13 or 14 memory pages back that she has really enjoyed reading. She expects to get more of them as we get closer to the

event. She also expects to start getting registration forms that were included in the last packet.

3. Nancy also has a memo that will go out to the local churches in our community that has information about the Anniversary and asks them to put an announcement in their bulletins. Nancy said we are also asking them to consider helping us by providing a light continental breakfast prior to the church service on Sunday morning of the Anniversary weekend. When people register, we will ask them what church they would like to attend on Sunday so we can give the churches some idea of the number to expect. A backup plan, if some churches are unwilling or unable to do this, is to provide a light breakfast upstairs at the CCC.
  4. Nancy said the schedule is still pretty much the same except that they have decided to keep the CCC open from 1:30 to 5:00 on Saturday afternoon for groups to gather here if they want to visit or just relax. Saturday morning there will be a breakfast at the Best Western and a “talk around” where people will be encouraged to talk about whatever they choose for about 5 minutes. The cost of the breakfast is \$10. At 10:00 a tour of the campus on the UofI trolley will be available. Nancy said they will also be given a list of things to do in the area that day, such as the Farmer’s Market and Latah County Fair. From 12 to 1:30, there will be a barbecue at the CCC that will cost \$5.00. The menu includes hamburgers and veggie burgers, potato and fruit salads, brownies, and drinks. At 5:30, a string quartet will begin playing at the Best Western. There will be a no-host bar and non-alcoholic drinks and water. Around 6:15, we will bring people together for the ceremonial reunion cake-cutting. Nancy said we will ask Stan Thomas and Yvonne Slutz to be the ceremonial cake cutters. Then the Best Western employees will take the cake to cut it for our dessert later. We do not have someone for the invocation yet. Sharon Kehoe has agreed to be the Mistress (or Master) of Ceremonies. We will ask Bruce Pittman to be our representative speaker for the UofI. Around 7:15, Roger Lynn will introduce our speaker, Rodney Romney, who is the retired senior minister of the Seattle First Baptist Church and a renowned author. Following his talk will be a time for questions and answers and then we will close with a benediction. At that time we will invite people to stay and speak if they’d like. We will have a “walk-around microphone” for that time. We will have a printed program for the guests and our decorations will be mirrors, candles, and wreaths.
  5. Nancy said Dr. Romney will be driving over with his wife. We will be covering the cost of their room at the Best Western and give them \$100 for travel expenses. This is the modest amount that Dr. Romney suggested himself.
  6. Stan Thomas said he thought it was important to get the word out that an invitation to the Celebration was not needed. He said we need to be sure the churches let people know in their bulletins that the event has an open invitation to all who would like to attend.
- D. Audit update: Nancy Lyle

1. Doug Wood gave Nancy a list of policy proposals that Andrea Beckett has made for the CCC:
    - a. All checks exceeding \$500 must be signed by two authorized signers. Checks with an authorized signer as the payee must be signed by two authorized signers.
    - b. The Director must approve bills by initial or stamp before the check may be cut.
    - c. Checks issued in advance must be requested using the same procedure as a reimbursement.
  2. Tim Prather suggested that the Board not attempt to vote on these proposals since so many Board members were absent. Tim said, as soon as possible, the Board needs to vote to approve these proposals and begin implementing them.
- E. Special Project Steps:
1. Contractor/Architect –
    - a. Nancy Lyle said our contract will be with Associated Architects.
  2. Database: George Hespelt – No report.
  3. Building Project Budget – Dale Everson – No report.
  4. Building Project Treasurer – Connie Paris – No report.
  5. Nancy Lyle relayed what Sharon Kehoe learned at the Fundraising Seminar she attended: that it would be better not to use the term “Campaign” and instead call this a “Special Project”.
  6. There was some discussion that a brochure of information about the Special Project should be available at the Open House and the Anniversary Celebration. Tim Prather suggested having a display board available about the Project at the CCC. Nancy Lyle said we will also have information about the project on our web site.

### **III. NEW BUSINESS:**

- A. Meetings:
1. The next IICE Board meeting was scheduled for 3:30 on Wednesday, August 17, at the CCC.
  2. The next Executive meeting was scheduled for 3:00 on Wednesday, August 10, at the CCC.
- B. Fundraising Ideas :
1. Nancy Lyle asked if anyone had any fundraising ideas to give them to Connie Paris, who is keeping a list of suggestions.
- C. Announcements:
1. Nancy Lyle said the Work Party was scheduled for August 13, at 1:00. She encouraged people to come and to bring a friend. She said Doug Wood and Sharon Kehoe will be putting together a list of things that need to be done. She said to come early if you can. We will serve cookies and lemonade.
  2. On August 15, Doug Wood will be returning to his regular office hours.
  3. Back to School Barbecue will be on Monday, August 22, at 5:00.
- D. A letter to the Board members from Malcolm Renfrew was read by Nancy Lyle.
- E. The meeting was adjourned. *Approved 08.17.2005*

**IICE Board Meeting  
Minutes, August 17, 2005**

In attendance:

Roger Lynn, Joe Taber, Monte Boisen, Karla Neumann Smiley, Nancy Lyle, John E. Day, Walter Hesford, Stan Thomas, Dorothy Thomas, Dale Everson, Sue Ostrom, Doug Wood, Dean Stewart, Connie Paris

At 3:37 the meeting was opened by Board President, Nancy Lyle. Stan Thomas gave a powerful devotion by reading a quote by Dietrich Bonhoeffer. Then the Board recited the CCC Vision Statement. Nancy asked the Board to look over the July 20, 2005, minutes and voice any corrections or additions needed. Doug Wood noted an error in Alberta Hill's name. Pending that correction, the minutes were approved as written.

**I. REPORTS:**

A. Director's Report: Sharon Kehoe

1. Sharon thanked all who helped at the CCC workday last Saturday.
2. The meetings Sharon participated in this summer included: Executive Committee meetings, Special Project Feasibility Committee meetings with Architects and fundraising visits that included: advice from Kathleen Warren, visit to Renfrews with Dale Everson concerning the roof, and planning a PR Committee with Kenton Bird.
3. Sharon's University involvement included: meeting with faculty of Core Discovery for training in Critical Thinking and meeting with the other *Sacred Journey* professors to plan the new five sections of their class.
4. Sharon reported doing pastoral care over the summer that included: performing two weddings and a graduation ceremony and counseling students as needed. Sharon also said she would be preaching at the United Church of Moscow this Sunday.
5. Sharon reported continuing education/training over the summer that included: continuing with training for ordination, an ongoing preaching class, a week of summer seminary at Spokane on Christian Ethics, a week on Death and Dying counseling, and a fundraising school in San Francisco.
6. Sharon reminded members of two upcoming events: Palousafest held up by the Commons on Saturday, August 20, and the Back to School Barbecue at the CCC on Monday, August 22, at 5:00.

B. Finance Report: Dale Everson

1. Dale read budget notes prepared by John Pool. John stated that we continue to be in the black, with revenues exceeding expenses. However, he noted the following areas of concern:
  - That IICE had yet to receive any donations from either Emmanuel or St. Marks, and that the level of individual donations is well behind what he would have expected to see by this point in the year.

- Expense items that gave him pause were: Office Assistant wages, which seem much too low, and satellite TV and natural gas expenses, which are both higher than he would expect.
2. Sharon Kehoe said she would check in to the satellite TV charges.
  3. Sue Ostrom said she spoke with Andrea Beckett about Review and Andrea mentioned that their goal is to have the audit done by the end of August.
  4. Sharon Kehoe said Andrea Beckett advised her to check with the county offices regarding renting to for-profit entities. Sharon said she had tried to contact them and had left messages, but had not yet received a response. Nancy Lyle made the suggestion of writing a letter, which Sharon agreed to do, so that we could get this issue resolved as soon as possible.
- C. Special Project Committee: Sue Ostrom
1. Sue said the Committee had held to the Vision Statement of the CCC. She said they gave the architects clear instructions that the building needed to actually live out that vision by being physically, spiritually, and emotionally accessible. Sue said she had met with the CCC staff to get their input for what they would like to see happen to the building and that information was also given to the architects. Sue said that the Project Committee believed there were three possible options (discounting the option of “doing nothing”):
    - a. Rehabilitation (\$150,000.00)

This option would attempt to bring the building up to code by addressing things like the roof, an elevator, and replacing the boiler.
    - b. Basic (\$300,000.00)

This option includes a remodel of the upstairs and the 20 foot addition. The downstairs would remain “unfinished”. This would include the new kitchen (including basic large appliances) and a reconfiguration of the brick wall entrance to make it more accessible.
    - c. Ideal (\$463,000.00)

This option would fund the entire project, including the 20 foot addition and a finished basement. The upstairs would become a program space and the downstairs would become an administrative space. A deck would be an additional \$20,000.00.
  2. Sue said that the Project Committee recommended the Ideal Option to the Board.
  3. Sue turned the meeting over to two architects from Associated Architects, Chick Mabbut and Dennis Chatburn. Chick and Dennis explained the plans for the Ideal Option in detail and answered any questions and concerns.
  4. Sue said that, if the Board approved the Project Committee’s recommendation today, Associated Architects would have the time necessary to produce materials to be handed out at the 75<sup>th</sup> Anniversary Celebration that would give people an idea of our vision.
  5. Sue said to keep these two things in mind: 1) The cost of building materials is increasing at a rate of 3% a year. 2) This estimate does not include furnishings (other than basic appliances) so those will be an addition to costs.

6. Sue said that this endeavor would call for each of the supporting congregations to investigate grant possibilities within their own systems, as well as looking at grants from other sources.
7. The Board then discussed their hopes and concerns. One concern voiced by Roger Lynn regarded shifting gears dramatically from what the Board initially had discussed as an important need for the CCC, which was to have an Endowment Campaign. Now the focus has switched to a Building Campaign. He stated that he was not arguing about the validity of pursuing the building vision, but that we needed to remember what we were thinking was important previously, and then consciously say “yes” this is different, but this is the direction we want to go. He said initially we said we wanted to pursue Endowment money because we needed it. If we are now not going to pursue additional Endowment funds, we need to consider what that means. The Board discussed this and agreed that an Endowment Committee should be organized to keep that mission ongoing, as it has become increasingly important due to decreased monies from denominations. John Day then took the recommendation of the Project Committee and made it into a formal motion: to accept the Ideal Option and present that vision to the public to see what kind of response we get, and then adapt to that response. That motion was seconded by Monte Boisen and Stan Thomas. The motion was passed.
8. Nancy Lyle thanked the Board for their courage and the Project Committee for their hard work. She said the Board considered the Project Committee’s duties concluded.
9. Nancy Lyle said now we needed to look at what new committees we will need, such as Fundraising, Endowment, and Public Relations Committees. She said if anyone has suggestions about what committees are needed or people to serve on or head those committees, to please get in touch with Sharon Kehoe or Doug Wood.
10. Nancy Lyle said we had agreed to pay Associated Architects for their work done so far, so we should go ahead and write the check. Sue Ostrom said their current charges are \$2,500.00.

## **II. OLD BUSINESS:**

### **F. Personnel Committee: Nancy Lyle**

8. Nancy said that Connie Paris had agreed to put our personnel policies into a written format. Joe Taber said that Annette Erickson would be a good contact person because she keeps up the personnel manual for the Moscow School District and he believed she’d be glad to help us. Karla Neumann Smiley said she could assist in that contact since Annette was a former Lutheran Council Board member. Karla said she also had some Human Resource templates that could be used. Nancy said the Personnel Committee would be working with the Executive Committee to formulate policies throughout the fall with the intention of having a personnel manual completed no later than our annual meeting.

### **B. Back to School Barbecue: Nancy Lyle, John Day, Dean Stewart**

1. Nancy said the barbecue was scheduled for Monday, August 22, at 5:00. She encouraged all Board members to attend, even if for a short period of time.
  2. Nancy said the large barbecue and the meat would be delivered by Vandal Meats to our parking lot by 3:00.
  3. Nancy referred to the list of people who volunteered to bring items for the barbecue. Doug Wood said it was okay to bring things on Monday and anyone who wanted to come a little early to help set up tables were welcome. Doug also said that we still needed someone to bring potato salad. Monte Boisen offered to do that.
- C. Anniversary Celebration: Nancy Lyle
1. Nancy said she had received 17 registrations so far. She said she thought everything was in good shape for the event.
  2. Sue Ostrom volunteered to speak about the campaign at the event.
- D. Audit update: Nancy Lyle
1. Nancy read a list of policy proposals that Andrea Beckett has suggested for the CCC to adopt:
    - a. All checks exceeding \$500 must be signed by two authorized signers. Checks with an authorized signer as the payee must be signed by two authorized signers.
    - b. The Director must approve bills by initial or stamp before the check may be cut.
    - c. Checks may be signed only when all information on the check is complete.
    - d. Checks issued in advance must be requested using the same procedure as a reimbursement.
    - e. Authorized signers are the officers of the IICE, the Director, and the Bookkeeper.
  2. Dale Everson made a motion to approve those proposals. The motion was seconded by John Day and passed by consensus.
- E. Special Project Steps:
1. Contractor/Architect – see above

### **III. NEW BUSINESS:**

- A. Meetings:
1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, September 21, at the CCC.
  2. The next Executive meeting was scheduled for 3:00 on Wednesday, September 14, at the CCC.
- B. Sign up for soup or salad lunches: Doug Wood
1. Doug said he had a sign up sheet. He said salads could replace soup while it was still warm outside.
- C. Announcements:
1. Back to School Barbecue will be on Monday, August 22, at 5:00.
  2. 75<sup>th</sup> Anniversary Celebration will be September 16-18.
- D. The meeting was adjourned at 5:32.

*Approved by consensus 09.21.2005*

**IICE Board Meeting  
Minutes, September 21, 2005**

In attendance:

Roger Lynn, Joe Taber, Karla Neumann Smiley, Nancy Lyle, Stan Thomas, Dale Everson, Sue Ostrom, Dean Stewart, Connie Paris, Sharon Kehoe, Norman Fowler, Tim Prather

At 4:03 the meeting was opened by Board President, Nancy Lyle. Nancy asked the Board to join her in reciting the CCC Vision Statement. Nancy thanked Sharon Kehoe, Doug Wood, and any others responsible for putting the Anniversary packets together because they were done so well. She also announced that there were extra packets and memory books leftover that would be available at the CCC. Nancy asked the Board to look over the August 17, 2005, minutes and voice any corrections or additions needed. Sue Ostrom moved to adopt the minutes as written. Stan Thomas seconded that motion and it was approved by Board consensus. Nancy welcomed a new Board member, Norman Fowler. She announced that John Day was on medical leave and would be gone for an indeterminate amount of time.

**I. REPORTS:**

- A. Lutheran Campus Ministry: Karla Neumann Smiley
  - 1. Karla reported that, in addition to her regular ministry duties, the following upcoming events would be happening in October:
    - a. October 7, Katrina Relief Benefit Concert-in Coffee House at CCC
    - b. October 10, Java and Justice Series begins
    - c. October 22, Alternatives to Violence Dinner and Auction-cost is \$20 and tickets can be purchased in town or from Karla
    - d. October 30, Lutheran Campus Ministry Benefit, *Luther* movie and panel discussion
  - 2. Karla said if anyone has questions about any of these events to contact her.
- B. Director's Report: Sharon Kehoe
  - 1. Sharon passed the Soup and Salad sign up sheet and instructions around.
  - 2. Sharon said the 75<sup>th</sup> Anniversary was a big success. She thanked everyone who participated, especially Nancy Lyle and the Alumnae Office, for the very professional way everything was done. Sharon said we received many compliments and thank you's. She also had received notes and donations from people who couldn't come and read aloud one note from Eben Sutton, previous IICE Treasurer, and one note from Jim Waggoner, Episcopal Bishop. Sharon said she also wanted to note that Kenton Bird also helped, concerning publicity for the event and our future Special Project, by writing a press release and arranging them to be in the Argonaut, Evergreen, Daily News, Lewiston Tribune, Spokesman Review, and NPR.
  - 3. Sharon said this weekend we would co-sponsor a joint anniversary celebration

with the K-House, who are celebrating their 40<sup>th</sup> anniversary, at WSU. It will be at the K-House Down and Out Café on Saturday from 7-10 p.m.. There is also a dinner on Sunday evening from 5-7 and other events on Sunday.

4. Sharon reported that on October 1, Homecoming week-end, we would have our annual Alumnae Open House from 10 a.m. to noon.
  5. Sharon said the Board should also be aware of the approaching visit of CMHE (Cooperative Ministries and Higher Education) on October 7-8<sup>th</sup>. She said we will be the hosts this time and that there would be a team doing interviews and visits here and on campus to assess the success of our ministry. Sharon said that she may be calling some Board members to talk with them. She also said that John Pool has been the CMHE President and plans to step down, so if anyone is interested in getting on the CMHE Board to let them know.
  6. Sharon said next weekend she would be attending the Episcopal Diocesan Conference as a delegate.
  7. Sharon expressed her regret in announcing the medical leave of Father John Day. She noted the Board's appreciation for his past service on the Board, especially on the committee that prepared the report on the Special Project.
  8. Sharon said that her class is wonderful and that some of them have started meeting on Tuesdays and Thursdays outside of class to dialog, watch films, and continue the journey.
- B. Finance Report: Dale Everson
1. Dale asked Sharon Kehoe to discuss the follow-up action item regarding the question about renting to for-profit entities. Sharon said the Assessor's Office had said that if you rent out any part of the building that you would then need to pay taxes on the entire building. Stan Thomas said he had gotten a different answer from Jim Pilcher. Stan agreed to check back with Jim Pilcher about the issue and have him reiterate his statement and site the source.
  2. Dale directed the Board's attention to the budget sheets. Total income was \$47,540.66, total expenses were \$43,940.98, leaving the checkbook with a balance of \$4,649.84.
  3. Dale asked whether or not the architects had been paid. Sharon Kehoe offered to check back in the minutes to see what funds the Board had agreed to use for that expense and to check with John Pool to ensure they had been paid.
  4. Dale directed the Board's attention to the Financial Statements compiled by Andrea Beckett for the year ending December 31, 2004. Dale reported that Andrea noted we were not fully invested because of the \$15,507 cash in Endowment. Sharon Kehoe questioned whether those funds had been previously committed to fundraising. Joe Taber said his recollection was that the Board had decided to take a loan on the Endowment for the fundraising. Sharon said she would research the past minutes to see what had been discussed.
  5. Roger Lynn suggested putting a policy in place that: 1) states that when funds not invested reach a certain dollar amount that a investment action is triggered and 2) if we do have a portion of funds in an account that is spoken for, to flag the account so that we don't forget the decision and commitment

that was made for those funds. Nancy Lyle asked Dale Everson if he and Bryon Hanson, Sharon Kehoe, and Connie Paris would discuss this suggestion further and bring a proposal back to the next Board meeting.

5. Nancy Lyle referred the Board to the Management Letter resulting from the Level 1 Audit by Andrea Beckett. She asked each Board member to read the letter before the next meeting and express any concerns or questions at that time. Nancy said the Executive Committee would be going over the letter point by point. Tim Prather said he believed we needed clarification from Andrea about several of the statements in the letter's paragraph regarding *Segregate Accounting Duties*. He said we need to know specifically which "duties may be incompatible" so we know what steps to take to become compliant. Sue Ostrom and Dale Everson will contact Andrea for clarification of the statements within that paragraph.

## II. OLD BUSINESS:

### G. Personnel Committee: Nancy Lyle

9. Connie Paris said she believed the first step in getting our personnel issues up to date would be to update Sharon Kehoe's contract due to changes in Sharon's work circumstances. Connie offered to contact Sharon and arrange a time to discuss the changes needed and to type up a new contract to present to the Board for approval at the next Board meeting. Connie said she also hoped to make contact with Annette Erickson, who was referred to her as a good source for information on making up a personnel manual. She said she would be presenting suggestions for further steps after that meeting.

### B. Anniversary Celebration: Nancy Lyle

1. Nancy asked Connie Paris to read a thank you note from Alberta Hill, Sharon Kehoe, Roger Lynn, and herself. The note thanked the Board members for their participation in the 75<sup>th</sup> Anniversary Celebration.
2. Stan Thomas said that one of the people who attended the Celebration was an architect who, after looking at the drawings for the project, had the general evaluation of "Yes, it can be done, but it can be done cheaper." Stan said he thought this person would be willing to talk to our architects about some of these possibilities.
3. Sharon Kehoe said we received some donations the night of the Anniversary dinner but, because the memos on the checks weren't specific, she wasn't sure what they were intended to go to.
4. Roger Lynn said he got a note from Rodney Romney that expressed his appreciation for the reception he got here. The Board members agreed that Dr. Romney's speech was excellent and thanked Roger for making all the arrangements necessary to make that happen.

### E. Special Project Steps:

1. Sharon Kehoe said that our Project Manager, King Rockhill, spoke with a fundraiser he knows who gave him the following advice:
  - We should have Co-Chairs consisting of one pastor and one lay person.
  - We should have a Fundraising Advisory Committee. Sue Ostrom added that we should have at least one person who has grant writing expertise

on the committee because she believes that will be a significant source of funds for this project.

- We should have a professional Fundraiser to advise what steps we need to take and to be sure we keep on track. This would be a paid position.

After a discussion about these positions and possible candidates, Tim Prather suggested that we ask Duane LeTourneau to be a Co-Chair and then ask Kathleen Warren if she feels she would be capable and is willing to take a Fundraiser position of this capacity and, if not, if she would be willing to be a co-chair. Roger agreed with his suggestion, but added that each Board member should also go back to their churches, Sharon Kehoe should go through any lists she has and the alumni pool, and everyone try to come back to the meeting next month with a variety of names of possible participants.

### **III. NEW BUSINESS:**

#### **A. Meetings:**

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, October 19, at the CCC.
2. The next Executive meeting was scheduled for 3:00 on Wednesday, October 12, at the CCC.

#### **B. Announcements:**

1. Reception-Common Ministry (40 years) and IICE (75 years)-Saturday, 7 p.m., at WSU.
2. October 7 and 8-IICE host CMHE regional meeting and review.
3. Roger Lynn said his congregation was currently looking for a person to hire for the head teacher position for the United Church of Moscow's Sunday morning children's church program. Anyone interested can contact them.

#### **C. The meeting was adjourned at 5:33.**

*Approved October 19, 2005*

**IICE Board Meeting  
Minutes, October 19, 2005**

In attendance:

George Hespelt, Joe Taber, Tim Prather, John Pool, Sharon Kehoe, Nancy Lyle, Roger Lynn, Sue Ostrom, Alberta Hill, Norman Fowler, Stan Thomas, R.A. Peterson, Connie Paris

Board President, Nancy Lyle, opened the meeting at 4:00 by reading the Prayer of St. Francis. Nancy asked the Board to recite the CCC Vision Statement. She asked the Board to look over the September 21, 2005, minutes and voice any corrections or additions needed. Sue Ostrom moved to adopt the minutes as written and Alberta Hill seconded. The motion was passed.

**I. REPORTS:**

A. Director's Report: Sharon Kehoe

1. Sharon shared a brief look at the Power-point presentation that Doug Wood had compiled of pictures taken at the events throughout the weekend of the 75<sup>th</sup> Anniversary Celebration. She said people were welcome to look at it at any time. Nancy Lyle suggested that it be played either before or after our annual meeting. That idea was well received by the Board.
2. Sharon expressed her great appreciation of Doug Wood's office organizational skills.
3. Sharon said she had been very busy so her report would consist of going through her calendar and relaying some of the high points, which included:
  - She participated in the joint anniversary celebration of K-House and CCC held at WSU.
  - A staff meeting was held at the end of September to plan events. Those events included a walk at dusk in the labyrinth on All Saints Day in November and an event held last night at the CCC as part of National Coming Out Day. Sharon said she had been meeting each Wednesday with the Women's Center, the Office of Human Rights, and the Gay-Straight Alliance to plan events for the month. Sharon said the CCC's contribution was last night's program titled *Gays and God*. The program consisted of showing film clips from a *Religion & Ethics Newsweekly* program and then breaking into smaller groups for discussion. Sharon felt the gathering was successful because, even though there were people present with feelings on both ends of the spectrum concerning this issue, there was no arguing, only dialoging.
  - On the first weekend in October the CCC hosted the CMHE Regional Meeting which included a "supportive assessment". Sharon said she was proud of how the CCC looked and what we had to report and that the CCC got a very good and supportive assessment. Tim Prather asked if the Board would be receiving a copy of the written assessment. John Pool responded that the assessment would show up in the minutes of that meeting and then those minutes would be available to the Board.

- Sharon said she gave a guest lecture about pilgrimage in one of the other Core Discovery Classes.
  - Sharon said that next week she would be giving a lecture about Buddhism in a Buddhism Class.
  - Every other Tuesday the professors who teach the Core Discovery Sacred Journey Course meet at the CCC to make plans and discuss how they can support each other.
  - Past and present students from Sharon’s Sacred Journey class have chosen to meet at the CCC every Tuesday to have further conversation about the Sacred Journey. This group of 12 students, who have named themselves “The Companions”, are writing up a constitution and filling out the paperwork to become an official ASUI Student Organization. Sharon said that it will be the first multi-faith ASUI organization on campus.
  - Sharon said that the previous week she had gone to an Episcopal convention. She said she tries to take turns going to the conventions of different denominations in order to let them know what the CCC does with their money and how well we represent them.
  - Sharon said she graded her mid-term papers and turned in the grades.
  - Sharon said this Friday the CCC is hosting the welcome reception for the Episcopal Church of Woman of the Diocese. Sharon said she thought it was important to outreach to the women’s groups because they are often very supportive. She said Ana Morse did that recently by hosting a women’s get-together with the United Methodist women. Sharon suggested the Board encourage their church woman to have meetings at the CCC.
  - During the last weekend in October, Sharon said she will be at a seminary class as part of her ordination process.
  - Sharon said on Sunday, October 30, she will give a guest presentation on Islam at the Presbyterian Church.
4. Nancy Lyle asked Stan Thomas to introduce an article he had brought from the New York Times. The article was about Peer Ministries being used across the country. Stan said, at one time, the CCC was utilizing Peer Ministers and he believed that it was still a viable approach that would especially relate our local churches to the Center. He said that there are a few dedicated church students at the CCC that he believed were prepared to develop their Christian Leadership abilities. Stan proposed doing a better job of pinpointing those students and asking their home churches to support them in Christian leadership training through the CCC. Nancy said she would ask Doug Wood to shrink this article and have it available to pass out at the next meeting.
- B. Finance Report: George Hespelt, John Pool
1. Regarding the question about renting to for-profit entities, Stan Thomas said he asked local CPA, Jim Pilcher, if he would be willing to come talk about this issue with the Executive Committee and that Jim had said he would be happy to do that on a volunteer basis. Sue Ostrom said that CPA, Andrea Beckett, said that the county was still in the process of figuring out what to do

with this type of issue. Andrea recommended we not do anything at this point but to remain alert for any information that comes out about it. Joe Taber agreed, saying that a lawyer in their church had advised them to be aware of what is going on in town, but not to do anything now. Sharon Kehoe said the County Assessor's office called to inform her that they were sending the CCC an information sheet to be filled out asking about what space we have and what rooms go where because they were going to start from scratch and reassess everyone. Tim Prather suggested asking Jim Pilcher to come to our next Executive Committee meeting to give us his professional opinion on this issue. Nancy Lyle said she would contact Jim.

2. Regarding Roger Lynn's formal proposal for general policies that 1) states that when funds not invested reach a certain dollar amount that an investment action is triggered and 2) if we do have a portion of funds in an account that is spoken for, to flag the account so that we don't forget the decision and commitment that was made for those funds:
  - Sue Ostrom said that Doug Wood was presently going back through all of the Board minutes from 2000 forward and looking for policies that have been adopted by the Board to put into a Policy Manual. Nancy Lyle said we owe Doug a big thanks for taking on this project for us. Alberta Hill suggested we combine that as a Policy and Procedures Manual. Tim Prather suggested we have a committee review that manual on an annual basis.
  - The Board did not believe the language in the two proposals were specific enough. Roger Lynn suggested sending this issue back with the Financial Committee to bring back to the Board in a polished form. He suggested that the issue go to the Finance Committee now so that it could be discussed and then compared with past policies as they become apparent in the policy manual being prepared by Doug Wood.
3. Sue Ostrom reported that she and Dale Everson, Sharon Kehoe, John Pool, and Doug Wood met with Andrea Beckett to discuss the concerns the Board had had about some of the statements in her report. They discussed the following issues:
  - Sue said she was concerned about the third paragraph of the letter addressed to the Board that states, "Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements prepared on the cash basis of accounting." Andrea explained that she is required by the American Institute of Certified Public Accountants to use this language with whatever group she is doing a compilation for. She said that since her work with the CCC was considered a compilation, not a full audit, that it is recognized that she would not have had all of the backup required that would give her the depth of information to conduct a full audit.
  - Andrea's recommendation concerning the line item in the Management Letter titled Invest Excess Cash in Higher-Yielding Securities was that even small accounts be pooled together and invested in short-term CD's.

- Andrea’s explanation of the line item Keep Petty Cash on an Imprest Basis was that imprest meant to keep it small. Sue reported that Doug Wood said the CCC generally has no more than \$75 in Petty Cash.
  - Andrea had two suggestions for the line item Segregate Accounting Duties: 1) The person who balances the checking statement should be different from the person who cuts the checks and 2) The person who handles income should be different from the person who handles out-go. Sue said that, most of the time, Doug Wood is the one that handles the income and John Pool is the one who handles out-go.
  - Another suggestion, that is now being followed, was that the deposit book be kept in the safe upstairs so that Doug Wood has access to it and can balance it as necessary.
  - Andrea suggested experimenting with Quick Books because it has many reporting features that we haven’t had available in the past.
6. John Pool stated that in accordance with the recently completed review by Andrea Beckett, and in order to simplify his bookkeeping and record-keeping duties, he’d like to propose the following changes: (the proposals are stated here including any changes to the wording by the Board)
- a) That we take the savings accounts whose purpose has expired or been supplanted by other activities and fold them into other accounts and/or re-purpose them and/or fold monies into the General Operating Fund. The accounts, their balances, and the proposed action for each are as follows:
    - “D” Tax Refunds Fund, \$493.74, put into Building Project
    - “E” Flood Insurance Fund, \$751.28, put into Building Project
    - “K” Presby. Maintenance Grant, \$495.92, put into “F” Presby. Renovate Fund
    - “L” UMC Fund Raising Fund, \$125.11, put into GOF Fund Raising
    - “M” UMHE Project Grant Fund, \$485.82, put into Building Project
 After some discussion, proposal (a) was passed by consensus.
  - b) That the Board affirm that the donation from the Renfrew’s, in the amount of \$10,000, is to be considered part of the Building Project, and that the funds from that donation are to be used only for roof work, with the remainder placed in an interest-bearing account.
  - 2b) Funds for the payment to the architects are to be drawn from Building Project funds.
- The Board passed proposals (b) and (2b), as amended, by consensus.
- c. Once the above changes have been made, that we invest the bulk of our savings monies in short term CDs that pay higher yields than we currently receive from the credit union, and that such savings be invested in \$100 increments to simplify the assignment of interest to the appropriate accounts.
- The Board passed proposal (c) by consensus with the understanding that John Pool would ask Andrea if the Quick Books program could easily manage the total amounts in each savings so that John would not have to track them in \$100 increments as proposed.

John informed the Board that he just discovered, by way of a CD expiration notice, that we have a CD earning interest at Zion's Bank that had been opened in 1985. The bank does not have a record of who opened the account. John read a Board letter he had written that would allow him to take action on this issue and other bank transfers as needed. Tim Prather said he would be more comfortable if, instead, we had a letter made up that specifically authorized John Pool to close this newly discovered CD at Zions. John said he would close the account and put the funds in the Credit Union until the Financial Committee advises him where it is to be invested.

7. George Hespelt passed out a sheet showing the Endowment Fund balances as of September 30, 2005. George said that 6% of the total value on September 30, \$175,741.93, is payable to the operating fund in October so that John Pool has that figure to start calculating the new budget.

George said that Edward D. Jones automatically transfers cash balances into money markets on a regular basis so he wasn't sure of the exact cash balance included in the \$15,467.69 amount listed under Cash and Money Market.

8. Sharon Kehoe suggested that the Finance Committee look at the question of where the funds will come from for the continuing running of the Building Project. George Hespelt said he thought when Doug Wood completed the policies work that we would find that the Board approved to borrow up to \$6000 from the Endowment Fund. John Pool said it would make sense to take that \$6000 out and put it in a short term investment if it could earn more interest. If it can't, he said we should leave it in the money market until we need it because it may turn out that we won't even need it. George said he would check the money market accounts to see if we could be getting a better rate using short term investments.

## **II. OLD BUSINESS:**

### **H. Personnel Committee: Connie Paris**

10. Connie said that the Personnel Committee met, and will meet again, to discuss Sharon's employee review and her contract. Connie reported that she was able to connect with Annette Erickson, who gave her a completed Personnel Manual dated May 2001. Annette, John Pool, and Joe Taber had worked very hard to put that manual together, but it had never been presented for adoption due to other issues going on within the Board at the time. Annette told Connie that the only things missing were the employee job descriptions. Joe Taber reminded Connie that the job descriptions were decided by the Board and could not be added to or deleted from without Board consent. It was agreed that the Committee would have an initial reading of that manual completed by the next Board meeting.
11. Nancy Lyle said that she and Tim Prather had discussed the need to revise the generic evaluation form. They will be giving that form to Doug Wood to combine with Sharon's job description. Nancy announced that they had picked a date, November 14, to meet and go over this form.
12. Stan Thomas expressed concern about a statement made earlier in the meeting describing Sharon Kehoe's job as primarily teaching. Stan said that teaching

one class is a small percentage of her time available. He said the bulk of her time should be devoted to this institution and that the Board has the responsibility to give her guidance in terms of how to use that time to the best of her abilities.

**B. Special Project Steps:**

1. Nancy Lyle and Sharon Kehoe were reminded of their agreement to contact Duane LeTourneau to be a Co-Chair and to ask Kathleen Warren if she feels she would be capable and is willing to take a Fundraiser position of this capacity and, if not, if she would be willing to be a co-chair. Nancy said that she and Sharon would make those contacts and report back to the Board at the next meeting. Nancy and Sharon reminded the Board that it had also agreed that each Board member would go back to their churches and try to come back to the meeting with a variety of names of possible participants for the Building Project.
2. Stan Thomas suggested that the Building Project become the number one item on our agenda each meeting until we get things rolling. He said if we don't do that, we were going to see months go by and the momentum brought about by the Celebration was going to dim in people's minds.

**III. NEW BUSINESS:**

**A. Meetings:**

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, November 16, at the CCC.
2. The next Executive meeting was scheduled for 3:00 on Wednesday, November 9, at the CCC.
3. The next Personnel Committee meeting was scheduled for 3:00 on Monday, November 14, at the CCC.

**B. Announcements:**

1. All Saints Day – November 1, 7pm
2. Connie Paris suggested a possible fundraiser for the building project which involved offering donors the ability to purchase walkway bricks, posts, or plaques with their names engraved on them. She cautioned that to do this, a careful record should be kept of all names and amounts of donators.
3. Nancy Lyle announced that Stan Thomas had received two lovely letters regarding the Anniversary Celebration. Nancy asked Stan if she could have Doug reduce and/or copy them so they could be handed out at the next meeting. Stan said yes.
4. Connie Paris said she sent a card to John Day on behalf of the Board.

**C. The meeting was adjourned at 6:00.**

*Approved November 16, 2005*

**IICE Board Meeting  
Minutes, November 16, 2005**

In attendance:

Stan Thomas, Joe Taber, Dale Everson, John Pool, George Hespelt, Roger Lynn, Sue Ostrom, Monte Boisen, Nancy Lyle, Sharon Kehoe, Tim Prather, Walter Hesford, Connie Paris

The meeting opened at 4:04 with a prayer given by Sharon Kehoe. Nancy Lyle asked the Board to recite the CCC Vision Statement. She asked the Board to look over the October 19, 2005, minutes and voice any corrections or additions needed. Roger Lynn moved to adopt the minutes as written and Tim Prather seconded. The motion was approved by consensus.

**I. BUILDING PROJECT:**

- A. Fundraising and advisory positions – Sharon Kehoe and Nancy Lyle
  1. Sharon reported that she had talked to Kathleen Warren about the possibility of being a co-chair or fundraiser for the Building Project. Kathleen said no, but said she would help in an advisory capacity and would also help with grant writing and publicity. The Le Tourneaus said no after being asked to be co-chairs, but also said they would be willing to work in an advisory capacity. Sharon said she is currently forming a list of Advisory Committee members. Several names were discussed as potential fundraisers: Parker McCreary, Jody Oftelie, Arnold Schaid, and a group from the Episcopal Church. The Board agreed that a subcommittee would interview potential fundraisers and come back to the Board with recommendations. Because there were no other volunteers, it was decided that the Executive Committee would form this subcommittee.
  2. Nancy asked Board members to submit names of members from their respective congregations that they believed would be good representatives in advisory or fundraising positions for the Building Project. She said the subcommittee would then make those contacts.
  3. Sharon Kehoe said that she and Doug Wood had discussed the possibility of him helping with the support work for the Building Project. The Board was favorable to that suggestion. Tim Prather suggested possibly adding hours to accomplish these extra tasks, rather than shifting Doug's duties within his current workload.
  4. Roger Lynn cautioned the Board about making a decision now on software for the Building Project, saying that whoever we hire as a fundraiser may have their own preferences for a particular software program.

**II. REPORTS:**

- A. Director's Report: Sharon Kehoe
  1. Sharon's IICE involvement included Executive Committee and Personnel Committee meetings, and Building Project feasibility committee meetings

with potential advisory council members, Kathleen Warren, the Le Tourneaus, and Stan and Dorothy Thomas.

2. University involvement included:
    - “Gays and God” event and planning for future
    - Planning and execution of “All Saints Remembrance”.
    - Meetings every other Tuesday with the other “Sacred Journey” professors to plan the five sections of our class.
    - Evening presentations of films for all Sacred Journey sections.
    - “Sacred Journey Society” has chosen a name and written a constitution and meets Tuesday nights.
  3. Pastoral care included:
    - Planned Taize service at CCC for Episcopal Church Women visitors
    - Preaching at First United Methodist Church
    - Counseling students
    - Sharon said she gave a guest lecture about pilgrimage in one of the other Core Discovery Classes.
  5. Continuing education/training included a weekend class on Church and Family Systems in Spokane given by Bishop Waggoner.
- B. Finance Report: George Hespelt, John Pool
1. Regarding the question about renting to for-profit entities, Nancy Lyle said that the Executive Board recommended waiting for a ruling from the county before making a decision. There were no objections to this recommendation.
  2. Regarding Roger Lynn’s formal proposal for general policies that 1) states that when funds not invested reach a certain dollar amount that an investment action is triggered and 2) if we do have a portion of funds in an account that is spoken for, to flag the account so that we don’t forget the decision and intent that was made for those funds:
    - The Board asked the Finance Committee to decide on and make a recommendation to the Board for a dollar amount that would trigger the action for investment in proposal #1.
    - The Board agreed by consensus to proposal #2, amended as it reads above. (The word “commitment” was changed to “intent”.)
  4. John Pool said a letter had been signed authorizing him to move funds from Zion Bank to LPCU. Because George Hespelt recalled that the money in Zion Bank was Endowment money, John suggested putting the funds in the Endowment account rather than the LPCU. The Board agreed by consensus.
  9. George Hespelt reported that the money market rates were compatible with short term rates, around 2.4% per year.
  10. Nancy Lyle asked the Finance Committee to discuss the pros and cons of the various ways to access the \$6000 that the Board voted to use for the Building Project. Sharon Kehoe suggested that the Committee also consider that the costs for the Project would likely exceed \$6000 and asked that they would consider and recommend where those funds might come from as they are needed.
  11. John Pool mentioned that Emmanuel Lutheran had only paid \$230 of their annual pledge of \$1500. Connie Paris said she would check with the church.

### **III. OLD BUSINESS:**

#### **I. Personnel Committee: Connie Paris**

13. Connie said that the Personnel Committee accomplished an initial reading of the personnel manual, that she was typing up the changes, and the Committee would be looking at it again. She said the committee was also continuing to work on Sharon's contract and evaluation procedure.
14. Nancy Lyle said that she and Tim Prather had discussed the need to revise the generic evaluation form and they would be deciding how best to handle that issue.
15. Nancy said the committee will discuss the issue of a cost-of-living raise and give a proposal to the Board at the December meeting.

### **IV. NEW BUSINESS:**

#### **A. Meetings:**

1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, December 14, at the CCC.
2. The next Executive meeting was scheduled for 3:00 on Wednesday, December 7, at the CCC.

#### **B. Announcements:**

1. Nancy Lyle said Doug Wood extended the following offer: If Board members would bring a standard 3-ring binder with your name on the cover and the spine, he would place your board packets in that and store them at the office.
2. S.O.U.P. signup sheet was being passed around.
3. Food for Finals, December 12-16, sign-up sheet was being passed around.
4. Nancy Lyle said that the Annual Meeting was set for February 12, 2006. Doug Wood needs any bylaw revisions as soon as possible and no later than 30 days before the meeting. She said Doug Wood had suggested one revision that would NOT require the secretary of the Trustees to sign each of the notices of the Annual Meeting before they are mailed. The Board agreed that revision should be voted on at the Annual Meeting. Doug also requested that anyone writing a report for the Annual Meeting needed to get that report to Doug as soon as possible and no later than Monday, January 30, 2006.
5. Sharon Kehoe bought up the issue of making Stan Thomas an IICE Emeritus Trustee of the Board. The Board agreed by consensus.
6. Nancy Lyle read a letter addressed to Stan Thomas complimenting the Center and the 75<sup>th</sup> Anniversary.

#### **C. The meeting was adjourned.**

*Approved December 14, 2005*

**IICE Board Meeting  
Minutes, December 14, 2005**

In attendance:

Alberta Hill, George Hespelt, Joe Taber, Dale Everson, Norman Fowler, Roger Lynn, Sue Ostrom, Stan Thomas, Sharon Kehoe, Nancy Lyle, Doug Wood, Connie Paris

The meeting opened at 4:06 with a prayer given by President Nancy Lyle. The Board recited the CCC Vision Statement aloud. Nancy asked the Board to look over the November 16, minutes and voice any corrections or additions needed. The minutes were approved as written.

**I. BUILDING PROJECT:**

A. Fundraising chairs and other Building Project committees: Nancy Lyle, Sharon Kehoe

1. Nancy said she had contacted Parker McCreary and that he was willing to come to Moscow to meet with Board members on Saturday, January 7, at 9:00 a.m.. Parker will not charge us for his time but we will take care of this hotel and mileage. Stan Thomas mentioned Tom Wilson as a potential Fundraiser. Sue Ostrom offered to call Tom and see if he would be at all interested in meeting with us. Sharon said Jody Oftelie had moved to Michigan.
2. Nancy asked Board members to submit names of members from their respective congregations that they believed would be good representatives in advisory or fundraising positions for the Building Project to Doug Wood.

B. Database program proposal: Doug Wood

1. Doug presented a proposal for a new database program called eTapestry. After some discussion, Roger Lynn made a motion to 1) ask the Fundraisers we interview what their opinions are about the program, 2) ask eTapestry if they would be will willing to extend their end-of-year deal a couple of months for us to give us more time, and 3) to give the Executive Committee authorization to consider all of that data and make a decision for the Board. George Hespelt seconded that motion. The Board agreed, with the exception of one person opposing.

**II. REPORTS:**

A. Director's Report: Sharon Kehoe

1. Sharon said that everyone who attended the 75<sup>th</sup> Anniversary would be receiving a CD of photographs of the three day event. She said anyone else interested in receiving one was also welcome to have one.
2. Sharon passed around some books her students had created.
3. Sharon reported that the CCC Christmas party was successful. Joe Taber offered to take down the Christmas tree over break.
6. Sharon said the CCC would be closing up Friday until school starts again.

B. Finance Report: George Hespelt, Dale Everson

1. Roger Lynn stated it was important to continue to pursue the county's position on non-profit entities renting to for-profit entities. Nancy Lyle asked Doug

Wood to contact the county for an answer prior to filing our status form. Nancy offered to take over this issue if Doug could not get an answer prior to break.

2. Regarding Roger Lynn's formal proposal for general policies that 1) states that when funds not invested reach a certain dollar amount that an investment action is triggered and 2) if we do have a portion of funds in an account that is spoken for, to flag the account so that we don't forget the decision and intent that was made for those funds:
  - George Hespelt made a motion that the cash in all of our special funds be placed in money market accounts with Edward D. Jones to be handled by Bryan Hanson. The motion was passed by consensus.
3. Nancy Lyle suggested tabling the discussion of where future funds would come from as they are needed for the Building Project until we talked with Parker McCreary to see what his advice would be concerning the matter.

### **III. OLD BUSINESS:**

- J. Personnel Committee: Connie Paris
  16. Connie asked the Board to find copies of the preliminary Personnel Manual in their packets. The Board was asked to read the manual and to give the Personnel Committee any corrections or suggestions by the Executive Committee meeting so that they could be considered prior to the January meeting. Nancy Lyle thanked everyone for their work on the manual, especially Joe Taber, John Pool, and Annette Erickson for their initial work on creating the manual.
  17. Nancy Lyle reported that Sharon Kehoe had been asked to do a self-evaluation of her work as it relates directly to her job description. Sharon reported that Doug would also be doing a self-evaluation that would be presented to the Personnel Committee.
  18. Connie proposed a 3% cost-of-living raise be given to both Sharon Kehoe and Doug Wood beginning in January, 2006. The Board agreed by consensus.

### **IV. NEW BUSINESS:**

- A. Meetings:
  1. The next IICE Board meeting was scheduled for 4:00 on Wednesday, January 18, at the CCC.
  2. The next Executive meeting was scheduled for 3:00 on Wednesday, January 11, at the CCC.
- B. Announcements:
  1. S.O.U.P. signup sheet was passed around.
  2. Doug Wood presented the Board with a proposed letter of notification for the Annual Meeting. Doug also requested Board members let him know the names of people from their respective congregations who should be invited.
  3. CCC closed December 17 – January 9. Classes resume on January 11.
- C. The meeting was adjourned at 5:41.

*Approved January 18, 2006*