

The Board of Archives of the Episcopal Church
Austin, March 31 – April 2, 2016
Draft Meeting Minutes

Members Present:

Ms. Anne Bardol	The Rev. Jennifer Baskerville-Burrows, <i>Vice-Chair</i>
Mr. Mark Duffy, <i>Canonical Archivist</i>	The Rt. Rev. R. William Franklin, <i>Member-at-Large</i>
Dr. Frederick W. (Ted) Gerbracht, Jr.	Mr. Lawrence R. Hitt, II
The Rt. Rev. Gary R. Lillibridge	Ms. Pan Adams-McCaslin, <i>Chair</i>
The Hon. Byron Rushing	The Rev. Robert L. Sessum
The Rev. Dr. Brian K. Wilbert, <i>Secretary</i>	

Not Present: The Rt. Rev. G. Porter Taylor

Thursday, March 31, 2016

The meeting was called to order by Chair *pro tem*, Baskerville-Burrows. Opening prayer offered. She asked the members review the proposed Agenda (*AEC0416.01*) for adoption on Friday morning.

Officers and Executive Committee Election

Baskerville-Burrows called for nominations to fill the Board's Officers and Executive Committee: Chair, Vice-Chair, Secretary, Member-at-Large.

Gerbracht moved Adams-McCaslin as *Chair*. Hitt seconded. Approved by acclamation.
Duffy nominated Baskerville-Burrows as *Vice-Chair*. Bardol seconded. Approved by acclamation.
Adams-McCaslin moved Wilbert as *Secretary*. Lillibridge seconded. Approved by acclamation.
Lillibridge nominated Franklin as *Member-at-Large*. Gerbracht seconded. Approved by acclamation.

Archives Building Project

Duffy gave the Board an overview of the history of the Project and highlighted the Building Project (*AEC0416.04d*) as a high-level resource to help understand how things have progressed. Recent developments related to Church management have opened up the communications which has lent a new transparency for the project.

The Board entered into Executive Session to consider details of the proposed building project.
The Board rose from Executive Session, and recessed at 7:00 pm.

Friday, April 1, 2016

The meeting was called to order by Adams-McCaslin at 9:00 am.

I. Opening Prayer

II and III. Agenda, Minutes Review, and Introductions

The Board reviewed the Agenda. Gerbracht moved adoption as proposed. Sessum seconded. A vote was taken. Adopted unanimously.

The Board reviewed the September 28, 2015 conference call minutes. Wilbert moved adopted as written. Bardol seconded. A vote was taken. Adopted unanimously.

Board members and guests proceeded to introduce themselves.

IV. Archives Building Project

DFMS Consultant Lang Lowrey provided a report on the marketing status of the Block 87 Building Project. The Chair thanked Lowrey for his thorough report. Lowrey responded to several questions from Board members:

The President of the House of the Deputies, Gay Jennings, joined the call and immediately reiterated her support for the Archives project and appreciation of the work of the Archives staff.

Newly appointed DFMS Development Director, Tara Elgin Holley, addressed the Board and stated her belief that the fund-raising efforts are in a good, though not ideal place. She and her staff have been gleaning their records to find what their office has done in the past relative to the Archives. Holley and Duffy have met twice in Austin and the full staff of both offices met in January right after Holley came into her position. All of this initial work helps to inform how the relationship between the Archives and the Development Office will work going forward. Holley spoke to the following steps:

- Any fund-raising campaign will require the establishment of an Advisory Committee.
- A promotional presentation packet will be needed with Case Statement and some images.
- The Board agreed that, as a group, they will make a donation to the project at an early point as a public show of support.
- Further donor cultivation will occur through a number of meetings held throughout the Church.

V. Building Project: Board Discussion

The Chair asked Duffy to share his February presentation to Executive Council's JSC on Governance and Administration for Mission. He brought forward to that group a number of DFMS project planning concerns that are not wrapped in the construction and financial negotiations, including: project management oversight, inventory tracking and controls, building program design review, preparation and move, fund raising, and communications. These are all activities that have a financial implication over and above construction costs of the facility. Duffy drafted a statement on non-capitalized costs for Board review. The Board agreed that the up-front costs should be covered by the DFMS and not be dependent on fund raising.

Sessum moved and Hitt seconded that the Board draft a resolution authorizing Duffy to develop a revised project budget that will identify the costs and the necessary funds to help cover anticipated operational expenses, and to take that number to Executive Council at their June 2016 meeting for consideration.

Resolution 1

Resolved, that the Executive Committee review the Archivist's budget proposal for the Building Project and identify the amount that will be requested by the Board in a resolution to be submitted to Executive Council at its June meeting.

Sessum moved draft Resolution #1. Rushing seconded. A vote was taken. Adopted unanimously.

Draft Resolution 2

Resolved, that the Board of Archives authorizes the Archivist to develop a triennial operational budget for Archives Building Project, and present to the Council's Executive Committee a budget request for fiscal years 2016 and 2017 totaling (an amount to be fixed by Executive Committee) that includes the costs identified for the capital campaign implementation, collection preparation, physical move, staffing, and other operational costs of the Project. The Board requests that the Executive Committee recommend to Executive Council an allocation of these monies from available funding sources to ensure the successful launch of the Project.

Bardol moved draft Resolution # 2. Wilbert seconded. A vote was taken. Adopted unanimously.

Duffy will prepare a final version for the Board's Executive Committee's approval.

VI. Board Governance Review

President of the House of Deputies, Gay Jennings and the Secretary of General Convention, Michael Barlowe joined the Board by phone.

Duffy reported that in a number of venues in recent years, questions and uncertainty have been raised about the role of the Board, and its relationship to the Archivist, the DFMS, Executive Council, and General Convention. He presented discussion questions and asked the Board to take this opportunity to consider these questions and respond with their understanding of their role as a canonically mandated Board of The Episcopal Church.

The Canons and the Board are clear that the Board carries out the Archivist's performance review. The Board agreed that it be delivered directly to the Executive Officer of the General Convention who will then forward it to the Human Resources office.

Duffy stated that a significant area of ongoing concern is the regular inclusion of the Board, through the Archivist, in the overall triennial budget planning process. The Board requests the triennial operating budget of the Archives through Executive Council, JSCPBF, and General Convention. The Board would like to ensure their proper representation during the budget planning discussions and General Convention hearings and look to the Archivist as a member of the Board for that participation.

Gerbracht suggested that now would be a good time for the Board to draft and adopt a set of simple By-Laws. Rushing, Gerbracht, and Duffy will work to draft By-Laws that will then be shared with the rest of the Board for review and approval before going to Executive Council.

The DFMS Gift Policy restricts the Board and Archives from actively seeking fund-raising opportunities, and, it could be argued, the Archives soliciting and receiving donations of personal papers. The previous COO was not supportive of the Board in creating a 501(c)3 organization for the purpose of fund-raising. The Board agreed to draft and present to Council language for inclusion in the DFMS Gift Policy. The Chair asked Hitt to work with Duffy on this task and present it for Board approval.

Before concluding discussion of the topic, the Secretary of General Convention asked for a moment of personal privilege to acknowledge the importance of the Board and the work of the Archivist. Jennings and Barlowe left the meeting at this point in the agenda.

VII. Archivist's Operations Report

The Archivist shared his report of the work of the Archives for 2015 (*see* Agenda Item 0416.05).

The meeting recessed for the evening at 5:00 pm to reconvene at 9:00 am on Saturday.

Saturday, April 2, 2016

VIII. Curator's Exhibits

The Archivist and curatorial staff demonstrated key features of the Archives' new website, including the recently completed online exhibit on the life and ministry of Presiding Bishop John Allin. The Records Manager Corrinne Collett walked the Board through the Employee Resource and Information Center (ERIC) that she manages. The Board offered several suggestions on content and social media sharing.

IX. Archives Budget Report

Duffy introduced the Board to the 2016 Archives budget and described how its structure conveys the work of the Archives. The Board had no questions.

Board members expressed concern about the uncertainty of having no set budget guidelines. The Board is aware of being stewards of the Church's resources and hope that in the future the General Convention see fit to give more guidance in this matter.

X. New Business

D037 Review

The Archivist presented a report prepared for the Standing Commission on Structure, Governance, Constitution and Canons on a draft set of Guidelines for Amending Church Records (*AEC0416.07*).

Other Resolutions Affecting Archives

B021-External Funding for CCABs – As previously discussed, the Board will need to go to Executive Council to clarify how the Board/Archives are affected by the DFMS Gift Giving Policy and how money received will be designated for the benefit of the work of the Archives.

Acquisition and Holdings Policy

The updated policy was reviewed as part of the update to the Archives website. The Board reviewed the Policy. Wilbert moved acceptance. Sessum seconded. A vote was taken. Adopted unanimously.

Recorder of Ordinations-Church Pension Group

The Archives was recently asked to do research for an archival consultant hired by the Church Pension Fund on a contract to update the organization's history for the centennial anniversary. The Archivist raised the point that has concerned him for some time, which is that significant historical records provided by canon are assigned to the CPG, specifically the Recorder of Ordinations, and the publication of authorized liturgical texts. The Board will consider a future response.

Board's Report to Executive Council

The Board asked that information to Executive Council be gleaned from the minutes and presented to show the Board's work.

Next Board Meetings

The Executive Committee of the Board will need to schedule a conference call later in April. A Board conference call was set for Wednesday, September 28, 2016 at 1:00 eastern, 12:00 central, 11:00 mountain time. The next face-to-face meeting of the Board will be held from September 7–9, 2017.

All business having been concluded, Wilbert moved adjournment. Gerbracht seconded. The Board voted to adjourn and the Chair concluded the meeting at 11:40 am.

Respectfully submitted,

Approved,

Mr. David E. Hales
Recorder

The Rev. Dr. Brian K. Wilbert
Secretary, Board of Archives