

Executive Council Minutes
Portland, Maine
April 20-22, 2009

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MONDAY MORNING, 4/20/09

The meeting was called to order with a prayer by the Chair, Bishop Katharine Jefferts Schori. Bishop Katharine then called on the Secretary, Gregory Straub, for announcements and the roll call. Announcements included deadline for the consent calendar, 12:00 noon tomorrow (Tuesday).

Roll Call

All present, unless otherwise noted.

The Most Reverend Katharine Jefferts Schori, Chair
Dr. Bonnie Anderson, Vice Chair

David Alvarez	Thomas Gossen	Petero Sabune
Tim Anderson	Joyce Hardy	Stacy Sauls - late
Rosalie Ballentine	Betty Jo Harris	Dennis Stark
Hisako Beasley - excused	Mark Harris	John Vanderstar
RPM Bowden- excused	Angela Helt - latelate	Winnie Varghese
Jon Bruno	Josephine Hicks	Belton Zeigler
Kim Byham	Julio Holguín	
Lee Crawford	Gay Jennings	<u>DMFS Officers</u>
Sharon Denton	Timothy Kimbrough	N. Kurt Barnes
Ian Douglas	Bryan Krislock	Gregory Straub
George Frazer - resigned	Sandra McPhee	Linda Watt
Dorothy Fuller	Ted Mollegen	
Butch Gamarra	Emily Morales	<u>Canadian Partner</u>
Bruce Garner	Wilfrido Ramos-Orench	Dorothy Davies-Flindall
Vicki Garvey	Terry Roberts	
Del Glover	Edward Rodman	

Gregory announced that George Frazer has resigned and Province IX will appoint a replacement.

Bishop Katharine presented the agenda with a change to the schedule. This was seconded and approved. A motion to accept the minutes was seconded and the minutes were approved.

OPENING REMARKS

Bishop Katharine spoke of her travels since the last meeting, beginning with the Primates meeting in Alexandria immediately following the Stockton meeting. She will attend the ACC meeting in Jamaica, which begins in 10 days.

Bonnie Anderson spoke about the role of deputies in the interim period between conventions, the canonical responsibilities of the President of the House of Deputies, and how she has functioned in that role. She announced that she has made the appointment to Legislative Committees and that the CCAB preference form will be available as of May 1, 2009.

Linda Watt began with personnel changes:

- Suzanne Watson moves from Center Director to a contract position;
- Brian Grieves and Maureen Shea are both retiring and the plan is to combine those positions and place the person in the Washington DC office;
- Bud Holland has resigned and Margaret Rose will discern what the focus of that position should be;
- Thomas Mansella has resigned, and the translation work is being transferred to Toni Daniels' center.
- Wilfrido Ramos-Orench will be hired to coordinate work with Province IX
- Nancy Caparulo's hours have been increased, and she will assist Margareth Crosnier de Bellaistre in the Treasurer's Office
- They are close to hiring a Native American Missioner and Director of Church Deployment.

Linda also reported that most of the staff has completed the "Safeguarding God's Children" training and thanked Sally Johnson from Church Pension for this.

REPORTS FROM COMMITTEE CHAIRS

JOHN VANDERSTAR – NATIONAL CONCERNS

NAC will hear staff reports from Chris Epting on Interfaith matters and Chris Johnson on domestic poverty.

JOSEPHINE HICKS – ADMINISTRATION & FINANCE

A&F will discuss Mission Funding, Archives relocation, Records Retention policy and hear from John Colon on HR matters.

TERRY ROBERTS – CONGREGATIONS IN MINISTRY

CIM will reflect on what they have done and what they would like to do. They will hear a staff report from Angie Cabanban on accessibility issues.

PETERO SABUNE – INTERNATIONAL CONCERNS

INC will discuss the covenant, the upcoming ACC meeting, UTO, and the MRMC conference.

TASK FORCE REPORTS

The Mutual Responsibility in Mission Conference (MRMC) originated with Executive Council resolution INC 005, passed at the first meeting of the triennium. It was partially funded by a Constable grant, and contributions from Episcopal Relief and Development and the Partnerships Center. Bonnie Anderson thanked Kim Tucker, Gregory Straub and Dorothy Davies-Flindall for all their work leading up to the conference and to Dinorah Padro for translation services. The keynote speaker was John Kafwanka.

For the INC 055 Task Force (UTO), Ian Douglas reported that the group held an organizational meeting on March 31-April 1 and four members attended a UTO meeting. Channels of communication are opening.

For CIM 040 (Strategic Planning), David Alvarez stated that the first meeting was scheduled for May and would take place at 815.

A&F 093 (Personnel Practices) have an organizational conference call scheduled for 4/27. Gay Jennings will act as convener.

Episcopal Relief and Development - Robert Radtke reported that Episcopal Relief and Development received four stars from Charity Navigator and met all 20 standards of the BBB Charity Accountability. They have a new brand identity and new logo. The new Board chair is Robert O'Neill. The MDG Inspiration Fund, launched in 2007, is very close to the goal of three million dollars. Rob thanked the Diocese of Puerto Rico for their donation of \$300,000, showed a clip on the "Nets for Life" program, and spoke of the goals of Episcopal Relief and Development.

Archives Relocation Task Force members Pan Adams-McCaslin, Newland Smith, Larry Maze, Bruce Garner, Tom Gossen and Kurt Barnes gave an update on the project, which will now be the Archives and Mission Research Center. The next step is to close on the land, refine the concept of the project, and prepare for General Convention to involve the entire Church in the project.

Charles Fulton and Susan McCone reported on the progress of Mission Funding. This is a Major Gifts Program and is also involved in the Archives, on-line giving and St. Ives Fund (legal fund).

The rest of the morning was spent in private conversation.

MONDAY AFTERNOON

The afternoon was spent in committee time.

TUESDAY, 4/21/09

Tuesday morning was spent in committee time.

TUESDAY AFTERNOON

The Chair called on the Secretary for announcements. Gregory Straub announced the consent calendar, which will be taken up as the first order of business on Wednesday afternoon.

A&F 096, A&F 098, A&F 099, A&F 101, CIM 042, INC 060, INC 061, INC 062

There will be an election for an Ad Hoc Agenda Committee to plan the first meeting of the next triennium. Each committee should caucus to elect one member. Rosalie Ballentine will continue on, as she is a continuing member who was elected at-large. Other members are Mark Harris, Bruce Garner, Gay Jennings, Belton Zeigler and David Alvarez.

Sandi McPhee introduced Bishop Hart of Liberia. Bishop Hart thanked the Executive Council for the invitation to attend the meeting and address Council. He gave a history of the relationship between Liberia and The Episcopal Church and announced that in January, 2009, they signed a revised covenant reaffirming the on-going relationship. They are in agreement about a reduction of direct budgetary support from TEC. The missionary outreach program continues to be a major help to them. He thanked everyone for their continued support.

Next, John Colon, Director of Human Resources, spoke of the role and responsibilities of Human Resources, including their role in the recent reorganization. The reorganized HR Center will consist of two teams of two people, one team for Compensation, Benefits, Records Management and Web Design and the other for talent acquisition and retention, EEO and diversity.

Ed Rodman facilitated a small group discussion on anti-racism by asking the questions “Why is it so difficult for the church to address the history of imperialism?” and “What are the impediments and refusal of the church to address the broader issues?”

WEDNESDAY MORNING, 4/22/09

INTERNATIONAL CONCERNS – SANDI MC PHEE

International Concerns spent time discussing the upcoming ACC meeting , the Ridley-Cambridge draft and Liberia with Bishop Hart. She presented the following resolutions:

INC 064 – Adopted

To: Executive Council
From: Standing Committee on International Concerns
Date: April 21, 2009
Re: Covenant Relationship with Diocese of Liberia

Resolved, that the Executive Council of the Episcopal Church, meeting in Portland, Maine, April 20-22, 2009, approves “A Covenant between the Episcopal Church of Liberia (ECL) and The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America, also known as The Episcopal Church (TEC)”, negotiated by the Covenant Committees of The Episcopal Church and the Episcopal Church of Liberia in January, 2009.

Explanation:

The special relationship between the Episcopal Church of Liberia and The Episcopal Church has existed since 1836 when missionaries were sent to Liberia. In 1979, a Covenant between the churches was adopted by their respective conventions.

The Episcopal Church of Liberia has received continuous financial support from The Episcopal Church. Since the election of the Right Reverend Jonathan B. B. Hart in 2008, the Episcopal Church of Liberia is enjoying a new spirit that more fully incorporates clergy and laity into the administration of the Diocese. The Episcopal Church of Liberia is prepared to develop its own financial resources and wishes to reduce the amount of financial support that it will receive from The Episcopal Church in the future as it develops models of financial self-sufficiency and sustainability.

The Covenant details the anticipated on-going non-financial mutual support that the Episcopal Church of Liberia and The Episcopal Church expect to provide to each other in the future. Event though the financial support to be provided to the Episcopal Church of Liberia will decline over time, the spirit of partnership and mutual mission will continue to bind these two churches to each other.

The covenant was negotiated between the Covenant Committees of the Episcopal Church of Liberia and The Episcopal Church during the fall of 2008, with a final version being crafted at a joint meeting of the Covenant Committees in Monrovia in January, 2009. The Covenant was approved by the Episcopal Church of Liberia at its diocesan convention in February, 2009.

INC 065 – Adopted

To: Executive Council
From: Standing Committee on International Concerns
Date: April 21, 2009

Subject: General Convention Resolution “Commendation of the Episcopal Church in the Philippines”

Resolved, that the Executive Council meeting in Portland, Maine, April 21-23, forward the attached resolution entitled “Commendation of the Episcopal Church in the Philippines” Mission Cooperation in the Americas” to the 76 General Convention for the Convention’s consideration.

Attached Resolution:

Resolved, That the 2009 General Convention of the Episcopal Church commend the Episcopal Church in the Philippines, an autonomous Province of the Anglican Communion since 1988 and formerly a jurisdiction of the Episcopal Church (TEC), on the faithful and sacrificial accomplishment of financial and missional autonomy, having completed the covenant block grant cycle pledged by 1988 General Convention and its successors; and be it further

Resolved, That this 2009 General Convention, pending agreement by the Provincial Synod of the Episcopal Church in the Philippines (ECP), direct the Executive Council of the Episcopal Church to work with the *Joint Committee on the Philippine Covenant*, a committee of the Executive Councils of both Churches formed for the purpose of envisioning shared ministries between the Episcopal Church and the Episcopal Church in the Philippines under, to develop a charter for future cooperation that may include but not be limited to:

- the formation of a *Joint Consultation on Philippine Companionships* under a bi-lateral agreement to promote partnership in mission between the two fully autonomous Provinces of the Anglican Communion (the Episcopal Church and the Episcopal Church in the Philippines) for the sake of their common heritage and history and the building up of the Reign of God; and
- the declaration that the work of *Joint Committee on the Philippine Covenant* is complete;

and be it further

Resolved, That this charter be delivered to the 2011 Provincial Synod of the ECP and the 2012 General Convention of TEC for their consideration and affirmation.

EXPLANATION:

The draft covenant agreement governing the then emerging relationship between the Episcopal Church and the Philippine Episcopal Church (C026) from the 1982 General Convention anticipated that the terms of the covenant relationship would continue until both churches agreed to change, alter, or end the relationship. In 2007 the ECP celebrated full missional and financial autonomy. This resolution seeks to honor the bold and sacrificial work of the ECP leading to autonomy, acknowledging especially the new mission goals set by the ECP (the Province intends to increase the number of self-sustaining congregations from 30 to 116 by 2018 under the mission banner of “a dynamic and vibrant Church of caring, witnessing, and mission-oriented parishes.”

Further, this resolution seeks authorization to end the work of the *Joint Committee on the Philippine Covenant* and in this new age of mature autonomy for both the TEC and ECP to establish a *Joint Consultation on Philippine Companionships*.

INC 066 – Adopted

TO: Executive Council
FROM: Standing Committee on International Concerns
DATE: April 22, 2009
RE: Mission Cooperation in the Americas

Executive Council Resolution to the 76th General Convention
“Mission Cooperation in the Americas”

Resolved, the House of _____ concurring, That the 76th General Convention expresses its gratitude to the leadership of the Provinces of the Anglican Church of Brazil, the Anglican Church of Canada, the Anglican Church of the Central Region of America (IARCA), The Episcopal Church, the Anglican Church of Mexico, the dioceses of Uruguay, Peru and Cuba in gathering to extend our common participation in God’s mission through the Mutual Responsibility in Mission Consultation (MRMC) in Costa Rica from February 22 to 27, 2009; and be it further

Resolved, That this Convention commends the communication from the Mutual Responsibility in Mission Consultation, entitled “Amazing Together” as a vision to inform The Episcopal Church’s cooperation in mission with sisters and brothers in the Americas; and be it further

Resolved, That this Convention urge the Joint Standing Committee of the Anglican Consultative Council and the Primates Meeting to support and encourage ongoing regional gatherings of Anglican churches in the Americas for greater cooperation and coordination in God’s mission; and be it further

Resolved, That the General Convention charge Executive Council through the International Concerns Committee to pursue the possibilities of additional consultations of Anglican churches in the Americas as prayed for in “Amazing Together”; and be it further

Resolved, That the General Convention request the Joint Standing Committee on Program, Budget and Finance to include \$7000 in the 2010-2012 Budget of The Episcopal Church towards the facilitation of the next mission consultation for Anglican Churches in the Americas.

Explanation: The Mutual Responsibility in Mission Consultation (MRMC) in Costa Rica from February 22 to 27, 2009 was an historic opportunity for Anglicans in the Americas to come together to live more deeply into our common calling to God’s mission in the Western Hemisphere. The Episcopal Church was a full partner in planning, and participating in, the Consultation. The Consultation’s communication “Amazing Together” is an important vision for how The Episcopal Church can cooperate in mission with sisters and brothers in Christ in the Americas. This resolution commends the Mutual Responsibility in Mission Consultation, urges the leadership of the Anglican Communion to support such regional gatherings of Anglicans in the Americas, and provides minimal financial resources to facilitate the planning of another consultation.

The committee also met with Ashton Brooks and Wilfrido Ramos-Orench about the work of CETALC. There was an extended discussion about the need to teach this group to be fiscally responsible and accountable without being paternalistic.

INC 067 – Adopted

To: Executive Council
From: International Concerns Committee
Date: April 20, 2009
Re: Anglican International Center for Theological Education

Resolved, That the Executive Council meeting in Portland, Maine from April 20-22, 2009 receives the report of the Director of Centro Internacional Anglicano de Educación Teológica (CIAET) and recognizes the progress of CETALC in initiating the proposal for an Anglican International Center for Theological Education, and be it further

Resolved, that Executive Council requests of CETALC and CIAET that they communicate with greater clarity the program of CIAET envisioned by CETALC to the dioceses and Provinces of Latin America and the Caribbean.

Resolved, the requests for future funding be taken up by A&F and INC at the next Executive Council meeting in October 2009.

Sandi concluded by thanking staff, former and present, the interpreters, and her committee, especially Petero Sabune, the Vice Chair.

NATIONAL CONCERNS – JOHN VANDERSTAR

National Concerns spent time discussing ecumenical relations with the Moravians with Chris Epting, Tim Anderson spoke about a tri-faith initiative, and the committee discussed continuing dialogue with the Presbyterians.

The following resolution affirming Jubilee centers was presented:

NAC 046 – Adopted

TO: Executive Council
FROM: Gary Williams, Advocacy Center
DATE: March 13, 2009
SUBJECT: **Jubilee Programs**

Here is a list of Jubilee Programs to be reviewed by Executive Council on April 20-22, 2009.

NEW

1. ECH Justa Center
1001 W. Jefferson Ave.
Phoenix, AZ 85007
2. Trinity Cathedral, Portland
147 NW 19th Avenue
Portland, OR 97209

REAFFIRMATION

1. St. Philip's in the Hills

4440 N. Campbell Ave.
Tucson, AZ 85718

National Concerns had a discussion on anti-racism training. They are disappointed that more dioceses have not begun the program. Joyce Hardy has agreed to take on the role to collect A123 documents and make sure that anti-racism is always on the Executive Council agenda. They also heard from Bishop Packard regarding the sacramental needs in the armed forces resulting in the following resolution.

NAC 047 – Adopted

TO: The Executive Council
FROM: The Standing Committee on National Concerns
DATE: April 22, 2009
RE: Sacramental Needs in the Armed Forces

Resolved, that the Executive Council calls upon the Department of Defense to take measures to ensure that the sacramental needs of Lutherans and Episcopalians are met by providing a minimum of one weekly celebration of the Eucharist under an officially ordained person recognized by the two churches.

Explanation

The ELCA endorsing agent for the military, the Rev. Darrell Morton, and Bishop Packard attended the Lutheran Episcopal Coordinating Committee meeting in the fall, 2008 to petition that group for their support of the military chaplains in our churches. Often the Department of Defense assigns a chaplain from another denomination to lead Episcopal/Lutheran services. Worse, occasionally a “non-liturgical chaplain” will struggle through a version of our Eucharist from the Book of Common Prayer or the Lutheran Book of Worship.

This resolution calls for attention from both denominations that will allow Rev. Morton and Bishop Packard to approach the Armed Forces Chaplains Board as they engage in a policy change.

It was adopted by the Lutherans at their meeting 14-17 November 2008.

The committee spent time with Chris Johnson, Jubilee Officer, following up the on the Presiding Bishop’s Summit on Domestic Poverty. There will be a pilot program in the Native American community. They struggled to address whether the Executive Council should say anything about property litigation, and received help from David Beers and Sally Johnson on this topic. John presented NAC 048, and there was an extended discussion. One editorial change was made, and then an amendment to change one phrase. The amendment was seconded and approved. Then there was a motion to postpone action until the implications of the resolution could be studied. This motion failed. The resolution was then voted on and the resolution was rejected.

NAC 048 – Rejected

TO: The Executive Council
FROM: The Standing Committee on National Concerns
DATE: April 22, 2009
RE: Statement Regarding Property Litigation

Resolved, the Executive Council of The Episcopal Church, meeting in Portland, Maine, April 20 – 22, 2009, issues the following statement:

We acknowledge the distress created by the need for litigation to resolve property disputes between The Episcopal Church and those individuals who retain control of the property when they end their relationship with The Episcopal Church.

The Church's leadership is called upon from time to time to act on behalf of the larger body and the greater good, always observing the reminder of our Lord and Savior Jesus Christ that we are to love our neighbors as ourselves.

We regret the need to engage in the litigation in which we are involved, but we also recognize our stewardship responsibility to protect what is held in trust for the entire Church. Property and other assets were and are dedicated to God's mission as engaged in by The Episcopal Church. Whenever people decide to leave The Episcopal Church but nevertheless retain control of local property, those who remain in The Episcopal Church find themselves deprived of resources vital to their role in engaging in God's mission as part of The Episcopal Church. We are obligated to restore to the Church what has been taken, and we note that virtually all courts that have heard our claims have agreed with our position. We are not alone in recognizing these responsibilities, as evidenced by a considerable body of decisions favorable to the Methodist, Presbyterian and other similarly governed churches.

We long for the day when there will be no need to settle disputes using litigation, but that day has not yet arrived.

Explanation:

The Episcopal Church has come under criticism for engaging in litigation to ensure that property and other assets of parishes and dioceses remain with the church when members choose to end their relationship with the church. This statement seeks to provide a response that addresses those criticisms and recognizes the sensitivity of the situation.

With thanks to his committee for all their good work, John concluded the report of National Concerns.

ADMINISTRATION & FINANCE – JOSEPHINE HICKS

On behalf of A&F, Josephine presented the following:

A&F 097 – Adopted

For: Executive Council
From: Administration & Finance Committee
Date: April 22, 2009
Subject: Support for the work of the Church in the Diocese Quincy

Resolved, That up to \$110,000 of undistributed accumulated income and appreciation be made available in calendar year 2009 from one or more of the following trust funds established to support the missionary work or mission work of the Church,

TF# 756	Lloyd, Ethel S., Bequest of (1966)
TF# 200.02	The St. Leger Fund (1909)
TF#492	Hopkins, Theresa B., Bequest of (1936)
TF# 723	Zabriskie Memorial Fund (1961)
TF# 814	Boyd, Lizzie E. Fund (1978)
TF# 656	Monteagle, Lydia Paige, Bequest of (1953)
TF# 678	Olden, Sarah E., Bequest of (1955)

TF# 860	Gregg, Ellen F. and David McM. Memorial Fund (1982)
TF# 540	Seager, Schuyler F., Gift of (1941)

and be it further

Resolved, That these funds be used to provide financial assistance during calendar year 2009 in the Diocese of Quincy and other similarly situated dioceses for clergy salaries and other expenses; and be it further

Resolved, That the Executive Council of The Episcopal Church commends the work of all those involved in supporting the efforts by Dioceses to exercise their pastoral and fiduciary responsibilities in regard to the ownership of properties and funds; and be it further

Resolved, That the disbursement of these funds from one or more of the above trusts be made by the Presiding Bishop and the Treasurer.

EXPLANATION

Some members of the Episcopal Church in the Diocese of Quincy have opted to leave the Church. The remaining members of the diocese – lay and ordained – find they have reduced resources from which to care for one another and to reach out to those who do not know the Gospel of Christ. Ordained ministers, who provide an ongoing pastoral presence to the continuing Episcopalians, now face insecurity with respect to their salaries.

The mission of the Church is to restore all people to unity with God and each other in Christ - - through prayer and worship, proclaiming the Gospel, and promoting justice, peace and love. These dioceses have become fertile areas for mission work.

The Executive Council previously authorized draws of up to \$500,000 in 2008 and up to \$700,000 in 2009 to fund similar work in the dioceses of Fort Worth, Pittsburgh and San Joaquin. These disbursements were reviewed and approved by legal counsel, who confirmed that the disbursements complied with the terms and conditions of the trusts.

The undistributed appreciation in the above named trust funds totaled an estimated \$1.2 million as of 03/31/09. The undistributed appreciation has been depleted by nearly \$3.0 million since 12/31/07 as a result of withdrawals to support dioceses in reorganization and market declines.

A&F 100 – Adopted

To: The Executive Council
 From: The Joint Standing Committee on Administration & Finance
 Date: April 21, 2009
 Subject: Task Force to work with the Historical Society

Resolved, that the Executive Council requests the presiding officers to appoint a task force to examine the role, purpose and function of the Historical Society in relationship to the Domestic and Foreign Missionary Society and The Archives of the Episcopal Church. This task force will include, but not be limited to, members of the Executive Council, the Historical Society, the Board of Archives and the Canonical Archivist and will report its initial findings at the next meeting of the Council.

EXPLANATION

The Historical Society has requested direct relationship with DFMS. This request creates the opportunity to clarify the relationship.

When A&F 102 was presented, one Council member expressed his misgivings because the land in question is located in the Diocese of Texas. The Treasurer pointed out that the Diocese of Texas contributes approximately 7%. Other members pointed out that it is a new day in Texas that this is an

opportunity to make new the relationship, and that they are trying to reconnect with the The Episcopal Church.

A&F 102 – *Adopted by majority*

To: The Executive Council
From: The Joint Standing Committee on Administration & Finance
Date: April 21, 2009
Subject: Purchase of Land for Archives and Mission Research Center

Resolved, That the Treasurer of the Domestic & Foreign Missionary Society is authorized to utilize the Society's line of credit to purchase land in Austin, Texas, identified on the city's plats as Block 87, at a \$9.5 million purchase price and related closing costs, the total of which shall not exceed \$10 million; and be it further

Resolved, That the revenue generated from the use of Block 87 as a surface parking lot will be used to offset payments on the aforesaid loan; and be it further

Resolved, That the Treasurer will contract for regular management, maintenance and improvement of Block 87 during the period in which it is used as a surface parking lot, including the negotiation of a contract with an appropriate parking lot management firm; and be it further

Resolved, That the Episcopal Archives Strategy Committee is authorized to continue with the existing members, and such members as may be needed and appointed by the Presiding Officers, until the Committee or its successor body is established prior to the first meeting of the Executive Council following the 76th General Convention.

Explanation

The Episcopal Archives Strategy committee, operating under General Convention Resolution 2006-A143 and Executive Council resolution 2007-AF040 has selected a site, completed due diligence, and entered into the initial phase of fund raising for this important project to house the Church Archives and support a mission research program. The land in question is located in downtown Austin, adjacent to a vibrant Episcopal parish and is currently being used as a parking lot. This revenue stream is projected to cover the cost of a loan drawn on the DFMS's line of credit with its bank. The purchase of the land places the church and the Archives on record as proceeding with a serious intention to construct the Archives and Mission Research Center.

The Committee members are: Ms. Pan Adams-McCaslin (Chair), Mr. Kurt Barnes, Mr. mark J. Duffy, Mr. E. Bruce Garner, Mr. Tom Gossen, The Rt. Rev. Larry E. Maze, Mr. Newland F. Smith, The Rev. Gregory Straub. *Consulting the Committee*: Ms. Jeannette Huey, Mr. Tom Duggan.

This concluded the report A&F; Josephine thanked her committee, especially Nancy Caparulo, for all their work.

CONGREGATIONS IN MINISTRY – TERRY ROBERTS

Terry began by giving thanks to her vice chair, Butch Gamarra, and secretary, Joyce Hardy, as well as the rest of the committee. She noted that there was a huge hole in their midst due to the absence of RPM Bowden and asked that the secretary draft a letter to RPM saying how much he was missed.

The committee heard a report from Suzanne Watson about Evangelism and Congregational Life, one from Angie Cabanban on her role as point person for working with people of disabilities, seen and unseen, and from Margaret Rose about the Mission Center.

Terry expressed the hope of the committee that whatever happens with the coordination of translators, we continue to use translators with a knowledge of polity and the mission of the church.

It was moved and seconded to remove CIM 042 from the consent calendar. Because of the technicalities in restoring unused Constable Grant funds, an amendment to CIM 042 was proposed and adopted.

CIM 042 – Adopted as amended

To: The Executive Council
From: Congregation in Ministries
Re: Youth Presence at GC 2009
Date: April 20, 2009

Resolved, That unused monies awarded from the Constable Fund, TF 514, for projects for Small Church Best Practices, the Province IX/Haiti EYE Funds, and Empowering Women Advocates be restored; and be it further

Resolved, That a grant of those restored funds be granted to support the Official Youth Presence at General Convention 2009.

This concluded the report of CIM.

Companion Church Reports

Dorothy Flindall-Davies, our representative from The Anglican Church of Canada, said she was impressed by the amount of work going on, and pleased to hear some of the conversations going on with the Anglican Church of Canada. She listened with interest to the struggles with relationships, as Canada struggles with their relationship with aboriginal people. She enjoyed the farewell festivities last evening and sends good wishes to those who are going off Executive Council.

Chris Epting said that the Evangelical Lutheran Church of America holds its Churchwide Assembly in Minneapolis from August 7 – 23, where they will be dealing with the results of a study on sexuality, among other issues.

A motion to suspend the rules to deal with the consent calendar was moved, seconded and passed.

Consent Calendar – Adopted

A&F 096 - Adopted

TO: Administration and Finance Committee
FROM: Mark J. Duffy, Canonical Archivist
DATE: April 20, 2009
RE: Records Retention Policy for the DFMS

Resolved, That The Domestic and Foreign Missionary Society adopts the “Records Retention and Management Policy,” as approved by the Board of Archives and the Audit Committee and hereafter amended by the Board of Archives and the Administration and Finance Committee, and directs that the Society’s employees follow the policy and the standard retention and

disposition procedures developed from it as they apply to the Society's records and electronic communication.

Explanation

In response to a request for the development of a standard records retention policy for the DFMS by the Board of the Archives in 2007 and the Audit Committee of Executive Council in 2008, the Archives has prepared this policy proposal. In addition to these two bodies, the policy was circulated, reviewed, and revised to incorporate the comments of ECC management, in-house counsel, and professional peer reviewers. Effective policy and standard practice in the area of records retention, particularly for electronic records and email, has increased significantly in the past few years in response to the requirements for transparent business practice, cost effective response to legal discovery, management of corporate information assets, and Sarbanes-Oxley requirements for controls over electronic communication affect both the private and nonprofit sectors.

Compelling reasons exist for adopting an official retention policy for the Society's records at this time. Up to this point, DFMS retention practices have been largely advisory. Lacking endorsement by appropriate corporate bodies, records retention has been unevenly practiced. Many employees have interpreted retention recommendations as optional. As a result, the Society can not claim to have uniform retention standards or a common set of understandings and practices about what is permissible or prudent record keeping. This confusion exposes the corporation to unnecessary financial risks, legal liabilities, and costs associated with information loss. Adoption of a corporate retention policy is a prior step for the Archives before it invests in an enterprise-wide software solution to manage electronic records and implement retention guidelines.
(See Attachment A)

A&F 098 – Adopted

To: The Executive Council
From: The Administration & Finance Committee
Date: April 22, 2009
Subject: Approval of Investment Committee Appointments

RESOLVED, that the Executive Council approves the nominations to the Investment Committee for three-year terms

Mr. Walter. W. Buckley, Jr.
Mr. Ken Dengler
Ms. Lillian Shackelford Murray
Mr. Dennis Sullivan

to replace Mr. Arthur M. Bjontegard Jr.
Mr. James S. Clarke
Mr. Robert C. Wilkins
Mrs. Sally M. Zimmerman

And be it further

RESOLVED, that The Executive Council expresses its gratitude for the service of Messrs. Bjontegard Jr., Clarke, Wilkins and Mrs. Zimmerman.

EXPLANATION

Arthur M. Bjontegard Jr., James S. Clarke, Robert C. Wilkins, and Sally M. Zimmerman are completing their second three-year term in 2009. The Investment Committee by-laws state that potential candidates must be elected by Executive Council.

Walter. W. Buckley, Jr.: Founder, partner and president of the Buckley Firm since 1987, Mr. Buckley is a resident of the Diocese of Bethlehem. A graduate of Cornell, he held various managing positions with the Bethlehem Steel Corporation and was for three years the chairman of the Pension Trustees. He is also the current chairman of the investment committee of St. Luke's Hospital.

Ken Dengler: Mr. Dengler's experience includes J&W Seligman and Co. (assistant vice-president), Goldman Sach's (vice-president), Deutsche Bank and Credit Suisse Boston where he was a managing director. For the past five years, Mr. Dengler has been the COO and Head of trading at Soleil Securities Corporation. He is a resident of the Diocese of New York.

Lillian Shackelford Murray: Ms. Murray has been a Managing Director at Saints since 2002. Prior to Saints, she was a Managing Director at Prudential Volpe Technology Group. Prior to Volpe, Ms. Murray was a Managing Director and Co-Head of Healthcare investment banking for Wheat First Securities. Ms. Murray received her Masters in Business Administration from Harvard Business School.

Dennis Sullivan: Dennis Sullivan became President of the Church Pension Group five years ago. A distinguished business and investment professional, his career has revolved around investments, finance and administration in the for-profit, not-for-profit and government sectors including Andrew W. Mellon Foundation; Princeton University Investment Company; Department of Labor & Industry for the State of New Jersey; J.P. Morgan Securities; New York Public Library; the State of Delaware; and Executive Director of the Municipal Assistance Corporation for the City of New York, a particularly critical role in the early 1980s. He holds a M.A. from Oxford University.

A&F 099 – *Adopted*

To: The Executive Council
From: The Joint Standing Committee on Administration & Finance
Date: April 22, 2009
Subject: Dissolution of the Relationship Between St. Luke's
International Medical Centre and the Domestic and Foreign Missionary
Society

Resolved, That the Executive Council approves the dissolution of the relationship between St. Luke's International Medical Centre, Tokyo, Japan and The Domestic and Foreign Missionary

Society of the Protestant Episcopal Church in the United States, referred to as The American Council of St. Luke's; and be it further

Resolved, That the Executive Council directs the Society to release the funds held in custody (Trust Fund #958.00) for the American Council to the Board of St. Luke's International Hospital and College of Nursing; and be it further

Resolved, That the Executive Council approves that the name – American Council of St. Luke's, be used to represent future relationships between St. Luke's Medical Centre and American medical institutions.

EXPLANATION

St. Luke's Hospital was founded in 1902 as Japan's first modern hospital by a dedicated missionary, Dr. Rudolph Bolling Teusler, who had earlier started a clinic in Tsukiji, Tokyo, along with Dr. Tokutaro Kubo, and a nurse, Iyo Araki. The American Council of St. Luke's International Medical Centre (The American Council), a registered 501c(3) non-profit organization, was designed to support the medical institution in Tokyo and to foster the exchange of knowledge and personnel between the U.S. and St. Luke's International Medical Centre, Tokyo, Japan.¹ St. Luke's has grown from a missionary outpost to a major metropolitan medical center.

On June 29, 1984, The American Council was dissolved effective 1/1/1985 and transferred assets and management to the DFMS, which appointed a program committee of The Episcopal Church to continue the exchange of knowledge and personnel.

The relationship between DFMS and St. Luke's Medical Center continues to serve in the exchange of medical personnel between St. Luke's Tokyo and various medical institutions in the United States and an instrument for managing St. Luke's investments. There is, however, no spiritual component in the relationship.

After extensive discussion, St. Luke's Hospital personnel and DFMS staff concluded that the personnel exchanges and investment management can be effectively handled by St. Luke's International Medical Center without any DFMS involvement.

Members of the Boards of St. Luke's International Medical Center have requested and are prepared to receive and manage the funds which totaled approximately \$1,404,055 at 3/31/09 . This decision is consistent with Executive Council resolution EXCO-61984.09 of June 8, 1984.

A&F 101 – Adopted

TO: Executive Council
FROM: Standing Committee on Administration & Finance
DATE: April 23, 2009
RE: Clergy Housing Allowance

Resolved, that the Executive Council designates as a tax-deductible housing allowance for 2009 those allowances requested and presented by clergy employees of the Domestic and Foreign Missionary Society to the Treasurer; and be it further

¹ The American Council for St. Luke's International Medical Center, Tokyo – Charter and Mission

Resolved, that these allowances will be made pursuant to Internal Revenue Code Section 107 and Internal Revenue Service Regulations S1.107 up to 100% of the annual cash salary of such clergy.

EXPLANATION

Executive Council previously approved housing allowances for clerical members of the staff effective the first of 2009. This subsequent request was submitted in March 2009. Requests received subsequent to this date are delegated to the review of the Audit Committee or Executive Council depending on meeting schedules.

INC 060 – Adopted

TO: Executive Council
FROM: International Concerns Committee
DATE: February 12, 2009
RE: New Companion Diocese Relationship

Resolved, That the Executive Council meeting in Portland, Maine from April 20-22, 2009 vote to recognize a new Companion Diocese Relationship between the Dioceses of Lexington and Haiti for a period ending on February 28, 2013, unless extended or terminated by mutual consent.

INC 061 – Adopted

TO: Executive Council
FROM: International Concerns Committee
DATE: March 10, 2009
RE: New Companion Diocese Relationship

Resolved, That the Executive Council meeting in Portland, Maine from April 20-22, 2009 vote to recognize a new Companion Diocese Relationship between the Dioceses of Southeast Florida and the Dominican Republic until terminated by mutual consent.

INC 062 – Adopted

TO: Executive Council
FROM: International Concerns Committee
DATE: March 10, 2009
RE: New Companion Diocese Relationship

Resolved, That the Executive Council meeting in Portland, Maine from April 20-22, 2009 vote to recognize a new Companion Diocese Relationship between the Diocese of Southeast Florida and the Diocese of Antananarivo in the Church of the Province of the Indian Ocean until terminated by mutual consent.

INC 063 – Adopted

TO: Executive Council
FROM: International Concerns Committee

DATE: April 16, 2009
RE: New Companion Diocese Relationship

Resolved, That the Executive Council meeting in Portland, Maine from April 20-22, 2009 vote to recognize a new three-partner Companion Diocese Relationship between the Dioceses of El Camino Real, Gloucester in the Church of England, and Western Tanganyika in the Anglican Church of Tanzania for a period ending on December 31, 2013, unless extended or terminated by mutual consent.

End of consent calendar

There was a late resolution from INC, with the floor opened for Ian Douglas to present. An amendment was proposed, seconded and passed.

INC 068 – *Adopted as amended*

TO: Executive Council
FROM: Standing Committee on International Concerns
DATE: April 22, 2009
Subject: ACC Constitutional Changes – ACC as a Charitable Company

Resolved, that the Executive Council on behalf of The Episcopal Church meeting in Portland, Maine, April 20 – 22, accept Resolution 3 of ACC-13.

Background documentation:

Resolutions ACC-13: Nottingham, 19-28 June 2005

Resolution 3: Constitutional Change (ACC to be a charitable company)

The Anglican Consultative Council:

- a. notes and approves the draft memorandum and articles proposed by the Standing Committee in order to reconstitute the work of the Council within the framework of a limited liability company as requested by ACC 11 and ACC 12
- b. authorizes the Standing Committee to make such final amendments to the documentation as may be needed in the light of this Council's discussions and the views of the Primates Meeting, and in accordance with legal advice and any further comments received from the Charity Commissioners
- c. requests the Standing Committee to establish such a body with charitable status in accordance with the such approved draft Memorandum and Articles as amended as a result of any such views, advice or comments
- d. resolves to transfer to the new charitable company all the Council's assets and liabilities in due course and to wind up the affairs of the existing legal entity once the new arrangements are in place.

John Vanderstar presented a courtesy resolution for Maureen Shea, which was received by acclamation.

NAC 049 – *Adopted*

TO: The Executive Council
FROM: The Standing Committee on National Concerns
DATE: April 22, 2009
RE: Courtesy – Maureen Shea

Resolved, That the Executive Council, meeting in Portland, Maine, April 20-23, 2009, express its deep appreciation to Maureen Shea, our esteemed director of the Office of Government Relations, for her work these past six years and wishes her Godspeed in her retirement as she leaves her duties September 1, 2009; and be it further

Resolved, That the Council gratefully acknowledges Maureen's many gifts, and holds up her example of service to the Church as a model to be followed, and notes particularly her team work approach and enabling of her talented staff to accomplish a broad and important agenda on behalf of the Church, and has given meaning to the Church's many public policies adopted by General Convention and Executive Council; and be it further

Resolved, That Council gives special thanks for Maureen's sterling work on Palestine/Israel peacemaking as chair of Churches for Middle East Peace, her support of Bishops Working for a Just World, her acknowledgement by the Obama Administration on health care by inviting her to the signing of the children's health care legislation at the White House and the many ways, often behind the scenes, in which she has helped develop the Episcopal Church's reputation for competence and reliability in Washington, noting she will be sorely missed; and be it further

Resolved, That Council is comforted that Maureen will continue to live on Capitol Hill and attend St. Mark's parish and be available for advising the Church in the years to come.

Gregory conducted an in-house final evaluation by reading a series of questions and asking for written responses, which will be collected and compiled. He also conducted a final evaluation of this meeting (See Attachment B). He announced that Petero Sabune has submitted his resignation as a member of Executive Council, and thanked Lee Allison Crawford for preparing the worship for this meeting. Winnie Varghese and Gay Jennings volunteered for the next meeting.

CLOSING REMARKS

Bishop Katharine reflected on the ways in which the Council has grown and said that she has learned a lot and thinks we will start the next triennium from a stronger place. Bonnie said that although one of the main complaints from people was that there wasn't enough time to get to know each other, she thinks it happened when we weren't watching. She reminded the group to treat each other with kindness and love.

Bishop Katharine closed the session by giving thanks to this body and reminded the group that Eucharist begins at 11:30. The meeting was adjourned.

**Domestic and Foreign Missionary Society
Records Retention and Management Policy**

Approved by Executive Council, April 22, 2009

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Records Retention and Management Policy

I. Purpose

This policy addresses the need of the Domestic and Foreign Missionary Society (the Society) and the General Convention to follow standard policies and practices for the retention, disposition and systematic management of organizational records. The reasons for having a records management policy include: securing access to records that are essential to ongoing operations, ensuring business continuity in the event of unanticipated events, reducing exposure to unnecessary fiscal and legal liabilities, responding effectively to discovery requests, reducing costs of information management, and preserving information assets and institutional memory. In the current record keeping environment, a records management policy includes these goals:

1. A common understanding of the definition and scope of the Society's records
2. Controls over retention and disposition of records in compliance with regulatory requirements and administrative standards
3. Provision for the management of electronic records and communications
4. Ongoing maintenance, audit and storage of records
5. Definition of responsibilities of the record creator and other records custodians

II. Policy Statement

This policy, together with approved procedures and management standards, establishes requirements for the retention, disposition, maintenance, and preservation of the Society's records in all formats and media, including electronic records and communication, in accordance with statutory and regulatory standards, and appropriate administrative standards and best practices. All business records will be scheduled and maintained for a minimum required retention period, and thereafter as necessary for archival purposes. No record will be improperly or prematurely disposed of by any employee. All Society employees are obligated to follow the Society's records retention and management procedures as established by this policy.

III. Scope of Coverage

Records of the Society and the General Convention

This policy affirms that a record of the Society and the General Convention is information that is recorded or captured as evidence of the organization's business activities and transactions. **The Society's records are the records created or received by any officer or agent of the Society in the exercise of their fiduciary responsibility.** This policy covers information that is in a fixed form and recorded on standard media and formats, including documents on paper (e.g., reports, minutes, blueprints), printed publications (e.g., DFMS and General Convention publications), electronically stored information (e.g., databases, text documents, digital images), electronic communication (e.g., emails and list postings), electronic records, and electronic publications (e.g., websites, intranets).

A full definition of what constitutes a record for purposes of records retention and management of the Society's records is found in Canon I.5.2:

Records are defined as all fixed evidential information regardless of method, media, format or characteristics of the recording process, which have been created, received or gathered by the Church, its officers, agents or employees in pursuance of the legal, business and administrative function and the programmatic mission of the Church. Records include all original materials used to capture information, notwithstanding the place or conditions of creation, or the formality or informality of the characteristics of the record. The records and archives of the Church are not limited by the medium in which they are kept and include such formats as paper records, electronic records, printed records and publications, photo-reproduced images, and machine-readable tapes, film and disks.

Employees of the Society are required at the time of hire to acknowledge the Society's ownership of records as work product and works-for-hire by signing the statement, "Ownership of Records, Files, Documents and Other Papers Produced by Employees of the Society During the Course of Employment."

Personal records are not records of the Society, and this policy does not cover records produced by employees in the course of activities unrelated to their employment or the work of the Society. Personal records should not be kept in the Society's paper files or electronic record keeping and information storage systems.

Business Records and Processes

The scope of the business records produced by the Society and the General Convention includes corporate responsibilities, canonical mandates, and mission programs. Retention and disposition of the Society's records include all records created by employees while performing the work of the Society.

The business processes of the Society include the exercise of executive and primatial leadership, administration of corporate functions in human and material resources, management of finances and investments, use of information and communication technologies, support of the General Convention and its official bodies, implementation of the General Convention's mission program, development of ministry, and maintenance of jurisdictional affiliations. (An outline of the Society's business processes is maintained by the Archives and can be found in a discussion document attached to this statement.)

IV. Records Management

The fundamental principles of records, information, and archival management are applicable to both paper and electronic records. These principles include appropriate organization, maintenance, and disposition of the records.

- **Organization of Records.** Records should be organized and kept in identifiable filing scheme structures throughout the life cycle of the record from office use to inactive custody in the Records Center or Archives. Once a record is declared by the creator, the record should be filed or stored in the filing system. The Archives and Records Management staff will work with the individual and department to identify useful and logical filing schemes.
- **Maintenance, Security and Authenticity.** Keeping authentic records after the point of current business use requires that they be set apart with all the features of their initial creation and use. The Archives will retain records as approved and scheduled in a secure environment and provide controls to ensure that paper records are kept in their original form. The Archives will work with the information technology personnel (e.g., MIS and Communications offices) to create retention and accountability controls over electronic records. The most effective way to guarantee authenticity for electronic records is to implement enterprise-wide electronic records management.
- **Retention and Disposition of Obsolete and Legacy Records.** Paper and electronic records will be retained for ongoing business use, and ultimately destroyed, retired, or refreshed for future use. These activities are conducted in accordance with the Society's records retention schedule and management policies. The appropriate destruction of paper and electronic records, including confidential business and personal data, will be supervised by the Archives' records management officer and documented for audit purposes using standard destruction logs and records schedules.

V. Responsibility and Accountability

Responsibility for managing the records of the DFMS and the General Convention is shared between the individual record creator, the departmental custodian of the record, and the keeper of the Society's records (the Archives). Other officers and agents have an important role in securing the Society's records. These centers of accountability are:

- **Executive management (COO and senior management).** Reviews and approves retention recommendations, enforces policy compliance, and secures resources for records management
- **Records management staff (Archives).** Implements policies and procedures for the retention and disposition of records in all formats, and carries out records management for offices and agencies of the DFMS and the General Convention.
- **Information management and communications systems staff (MIS and Communications).** Act as managers of networked information, electronic mail and communication, Website publications, and electronic documents in content management systems. These departments work with Archives to secure electronic records as designated for temporary or permanent retention.
- **Departmental managers and staff.** Each employee and manager is responsible for retaining and identifying records as prescribed in all formats, reviewing and acknowledging retention policies regarding specific records, and working with Archives to comply with the Society's policies on records retention and the orderly retirement of records that fall within the scope of their work.

VI. Administration

Enterprise-wide Records Management

This policy represents a change from the existing situation of ad hoc retention guidance and compliance to uniform standards applied across all offices of the Society for all record formats. The following operations form the basis for the Society's records management program.

- Electronic records and communication are integrated with the management of other records and information resources of the Society's workplaces. The implementation of an enterprise-wide model of records management is facilitated by using an electronic document and records management system (EDRMS) to integrate the management of all record formats.
- Each department will identify an individual who acts as records liaison to the Archives' Records Management Office to assist in implementing retention and management policies for unit and departmental records, including both paper and electronic records.
- Department managers will consult with the Archives' staff to examine any policy-related implications of new record keeping systems in order to address retention, content management, and access-related issues before adoption. **This is a critical design step** before deploying new electronic information systems or major enhancements to existing systems.
- The Archives will maintain an auditable inventory of the Society's electronic records and information systems, specifying the location, manner, and media in which electronic records are maintained to meet operational and long-term archival requirements.

- The MIS office will work with the Archives to identify and verify the existence of, and develop and maintain up-to-date documentation about, all electronically stored information and electronic record keeping systems that hold current data applications and legacy files.
- The Archives develops and implements approved records retention and disposition schedules for the Society's records. Records retention schedules include electronic records wherever they are created by the Society's employees, offices or agents.
- Department managers are to work with the Archives and MIS to establish procedures and safeguards to ensure that the requirements of this policy are applied to electronic records that are created or maintained by third parties contractors or as remote web applications.
- Archives will provide training to users of software and electronic mail systems on record keeping requirements, procedures for designating email as records, and moving or copying records for inclusion in a record keeping system.

Email and Electronic Communications

Email created in a work-related capacity utilizing the information systems of the DFMS are records of the Society. Each employee acknowledges and observes the Society's rules for using its email system upon hiring (e.g., "Proper Use of DFMS Computer Resources", dated May 14, 2004). Individual employees are responsible for managing email messages and attachments for purposes of declaring a retained record or destroying messages that are considered transitory or obsolete for purposes of transacting the business of the Society. Email messages are scheduled for retention or destruction. Messages deleted by the records creator as transitory or obsolete will be scheduled for destruction. Records retained by the record creator will be retained according to a schedule and reviewed for archival retention.

Legal Discovery and Hold

The Society has been and may in the future be served with a subpoena or a legally mandated request for records. Employees may become aware of or suspect a potential legal action, a civil investigation, an audit, or other legal demands and discovery requests concerning the Society's business activities and programs. In such circumstances and events, employees shall suspend all document destruction, disposal, and deleting activities as necessary to comply with laws. Employees should seek the advice of the Society's counsel. Counsel shall immediately inform the Archives' staff of the hold. Archives' staff will take all appropriate and necessary steps to secure all documentation from further disposition, and shall assist in informing all other appropriate staff of the suspension of records destruction, including but not limited to those responsible for electronic information storage and records keeping systems.

Security

The security of records held in the Record Center is the responsibility of the Archivist for Records and Information Management Services. Except in urgent circumstances, physical access to the Records Center takes place under the supervision of the records management officer or other Archives' staff. Access to the contents of the Records Center is managed through inventory records kept by the Archives. Security for electronic records maintained as active or legacy records in the ECC's networked information systems is the responsibility of the enterprise technology services office (MIS). Security for electronic records maintained as active or legacy records in Field Offices of the Episcopal Church Center is the joint responsibility of the Field Office, the host technology services office, the MIS office, and the Archives. Access to electronically stored information for purposes of establishing retention and

inventory control of the Society's records is managed through the enterprise-wide electronic document management system and is the joint responsibility of the Archives and the creating office or departmental management.

Access to Non-current Corporate Records

Employees are responsible for controlling access to active records. Records transferred to Archives are accessible to the record creator and their successor agents. External access to unpublished corporate records that are less than 30 years old is restricted. Access to restricted records is granted through the department head, the chief executive officer, or the Canonical Archivist or the delegate thereof in a matter of legal or corporate importance. Access to personnel records, records of a private or personal nature, and other records identified by the creator and the Archives as confidential file series are restricted for a period of 80 years. The Board of the Archives and the Executive Council establish access policies for the Episcopal Church's inactive records and archives.

Destruction of Records

Decisions on what should be destroyed and when should be based on the content of records without consideration to their format. Inactive records with no operational, legal, fiscal or historical value are destroyed according to approved records retention schedules. In the event that a record is new, or has not previously been scheduled, it is analyzed for its business purpose and scheduled for destruction. An Archives staff person supervises the certified physical disposal of scheduled records and maintains standard destruction registers. The Archives will use electronic records management software to ensure an independently verifiable audit trail exists for the scheduled destruction of electronic records, including proper disposal of back-up copies.

Additional Considerations Regarding Electronic Records

Federal Rules of Civil Procedure make electronic record discovery the norm and raise the expectation that every organization will be able to identify an inventory of information sources and be able to generate information outputs. The Archives is responsible for the regular survey of the Society's electronically stored information, and for identifying all structured and unstructured electronic records. The survey will include the physical and logical location of network servers containing any and all electronic records of the Society, including records held by third-party vendors.

The Archives will prepare and apply records retention schedules for the Society's electronically stored information and records, including the Society's Web content, Internet publications, electronic messaging, voice mail, peer-to-peer collaboration, intranets, PDAs, Web 2.0 communications, and all other electronically stored information formats yet to be devised. Practices will be developed to permit disposal or retention of discrete data sets in accordance with legal, administrative, or historical requirements. Archives' staff will analyze and recommend electronic storage requirements for the Society's permanent and long-term retention of electronic records.

Electronic records depend on systems that enable a person to review, evaluate, and transfer non current and legacy records to a read-only archive server. Transactional computer records will be kept and maintained to create an audit trail of all system and data application processes, and all user activity. Archives and MIS will work together to identify the best technological solutions for the long-term retention and preservation of electronic records, while meeting wherever possible the goal of General Convention Resolution 2006-A049 (Adopt Open Standards for Data). The Society will find the resources to be in compliance with General Convention and other regulatory requirements that affect electronic records.

Employees' electronic records will normally be created, maintained, and/or backed-up on the Society's networked computer systems. This policy covers all of the Society's records, including electronically stored information maintained on host data servers in the Society's field office or remotely by third-party contractors. Routine practice and contingency plans for data back-up systems and disaster recovery for vital records will be documented and regularly updated. The MIS office, and any departmentally contracted IT staff working independently of the Society's MIS office, are responsible for notifying Archives staff at the earliest opportunity of any plans to update, retire and/or migrate active or legacy files to new applications or storage environments. No one should destroy electronic data sets or legacy records without notifying and getting permission from the Archives first. The Archives will evaluate the electronic records on the basis of existing laws and regulations, professional standards, best practices, and evidential value, and then assign a retention period.

Degrees of security required for file storage and management will reflect the sensitivity and confidential nature of any recorded material. Authorized Archives staff will have read-only clearance for purposes of implementing retention, disposition, indexing, and maintenance of all non-current and legacy electronic records stored in the Society's computer systems. Appropriate security systems, notification procedures, and restrictions will be established to protect privacy and confidentiality. As appropriate and within policy, legacy electronic records will eventually be made accessible for Church-wide research.

Implementation of these requirements and best practices is assured by deploying technological solutions that match the technology being managed. While some piecemeal measures can be taken to identify retained electronic records and dispose of obsolete electronic records, the Society is best served by deploying an electronic document and records management system (EDRMS) for an enterprise-level management solution to electronic records retention and disposition. An Implementation Discussion accompanying this policy statement contains an elaboration of the features and advantages of an EDRMS.

Rev. 04-17-2009

Attachment B

Realtime Evaluation 4/22/09

What has worked well?

Staff has been accommodating; space has been good.
Having natural light in the committee room was great. Windows are good.
Proximity to the airport.
Program last night was incredibly excellent.
Free Wi-Fi accessibility and dancing.

Leaking of rain in the room is the same as she had two years ago. Had to move to another room. Engineering was prompt to respond.

Thanks for the trip to downtown Portland to see a little of it.
Attending the service at the Cathedral on Sunday – the spontaneous response of the parishioners was lovely.
Sound system is excellent.
Problems with the interface with the printers.
Gregory and his staff are hospital, graceful and helpful.
Work of the translators is essentially and of the highest caliber.

What has happened at this meeting that you wouldn't want to have happen in the future?

Late arrivals, no shows at Bible study and Morning Prayer.
Leaky ceiling that was not fixed despite contacting engineering.
When the agenda is a little lighter, maybe starting later in the morning would be a good idea – difficulty with attendance at Bible study and plenary.