

NORTH AMERICAN DIVISION COMMITTEE

September 15, 2003

2:00 p.m.

PRESENT

Don C. Schneider (Ch), Roscoe J Howard (Sec), Larry Blackmer, Russell Burrill, James Gilley, Clarence E Hodges, Eugene Hsu, Delbert L Johnson, Noelene Johnsson, Nancy Lamoreaux, Harold Lee, Kermit Netteburg, Willie Oliver, Kenneth W Osborn, C Michael Park, Juan Prestol, G Edward Reid, Halvard B Thomsen, Jeffrey K Wilson.

GUESTS Tom Wetmore, Legal Counsel

PRAYER James Gilley

MINUTES of the meeting held on July 31, 2003 were approved.

TREn/SECn/NADCOA/NADCOM to RJH

**GREATER WASHINGTON REMUNERATION SCALE
COMMITTEE (GWRS) (NAD-S)—MEMBERSHIP
ADJUSTMENT**

VOTED, To adjust the membership of the Greater Washington Remuneration Scale Committee (GWRS) NAD-S) as follows:

Delete	Lemon, Robert E Ytreberg, F Martin	Undertreasurer, General Conference VP Finance, Adventist Risk Management, Inc
Add	Jamieson, Michael Park, C Michael Rose, Steven G	VP Finance, Adventist Risk Management, Inc NAD – Associate Treasurer Undertreasurer, General Conference

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OGC/SECn/NADCOM to RJH

**ADVENTIST WHOLEHEALTH NETWORK*—
DENOMINATIONAL STATUS**

The Adventist WholeHealth Network has requested denominational status through regular channels and meets the requirements necessary. It is therefore

VOTED, To approve denominational status for Adventist WholeHealth Network, located at Suite 700, 1025 Berkshire Boulevard, Wyomissing, Pennsylvania, 19610, effective date May 8, 2000. Adventist WholeHealth Network will be tax exempt as a subsidiary of the General Conference under 501 (c)(3) of the United States Internal Revenue Code in harmony with the provisions of NAD C 47 and will be listed in the Seventh-day Adventist Yearbook. This organization is eligible to participate in a Church Retirement Plan administered by the North American Division.

*[Adventist WholeHealth Network was formerly known as Reading Institute for Better Living, Inc., which was formerly known as Reading Rehabilitation Hospital.]

OGC/SECn/NADCOM to RJH

**ADVENTIST HEALTH MINISTRIES, INC.—
DENOMINATIONAL STATUS**

The Adventist Health Ministries, Inc. has requested denominational status through regular channels and meets the requirements necessary. It is therefore

VOTED, To approve denominational status for The Adventist Health Ministries, Inc., located at Suite 700, 1025 Berkshire Boulevard, Wyomissing, Pennsylvania, 19610, effective date May 8, 2000. The Adventist Health Ministries, Inc., will be tax exempt as a subsidiary of the General Conference under 501 (c)(3) of the United States Internal Revenue Code in harmony with the provisions of NAD C 47 and will be listed in the Seventh-day Adventist Yearbook. This organization is eligible to participate in a Church Retirement Plan administered by the North American Division.

OGC/SECn/NADCOM to RJH

**SEVENTH-DAY ADVENTIST YOUTH CAMP INC—DENOMINATIONAL
STATUS**

VOTED, To approve denominational status for Seventh-day Adventist Youth Camp, Inc. located at 320 West St. Joseph Street, Lansing, Michigan 48933, effective

April 14, 2003. The Seventh-day Adventist Youth Camp, Inc. will be tax exempt as a subsidiary of the General Conference under 501(c)(3) of the United States Internal Revenue Code in harmony with the provisions of NAD C 47 and will be listed in the *Seventh-day Adventist Yearbook*. Further, this organization will be eligible to participate in a Church Retirement Plan administered by the North American Division.

OGC/SECn/NADCOM to RJH

**SEVENTH-DAY ADVENTIST FAMILY CAMP INC—DENOMINATIONAL
STATUS**

VOTED, To approve denominational status for Seventh-day Adventist Family Camp, Inc. located at 320 West St. Joseph Street, Lansing, Michigan 48933, effective April 14, 2003. The Seventh-day Adventist Family Camp, Inc. will be tax exempt as a subsidiary of the General Conference under 501(c)(3) of the United States Internal Revenue Code in harmony with the provisions of NAD C 47 and will be listed in the *Seventh-day Adventist Yearbook*. Further, this organization will be eligible to participate in a Church Retirement Plan administered by the North American Division.

NAD/BBBC/NADCOA/NADCOM to KWO

**MT. ZION SEVENTH-DAY ADVENTIST CHURCH, NORTHEASTERN
CONFERENCE, ATLANTIC UNION CONFERENCE—
BUILDING AND FINANCIAL PLANS**

VOTED To approve the financial plans of the building project for the Mt. Zion Seventh-day Adventist Church, located at 64 Marlboro St., Hamden, Connecticut 06517, and noting the following variances to policy, with respect to the financial plans of this project:

1. External financing will be from a commercial bank and not the Atlantic Union Conference Revolving Fund.
2. There are no plans for financial participation by the conference in this project; however, the conference will sign for the project and assume liability. (The property and building will be registered to the Northeastern Conference Corporation, as per policy.)
3. The amount of the loan to be issued by the bank exceeds the normal limit specified when looking at tithe income; however, the Northeastern Conference and the Atlantic Union Conference support this project based on an analysis of the church's past giving patterns, as well as the level of commitment on the part of the membership.

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<u>Funding:</u>	
Funds on hand	2,364,000.00
Borrowing from Bank	2,500,000.00
Voluntary Labor	<u>200,000.00</u>
	\$5,064,000.00

<u>Cost:</u>	
Architect	192,000.00
Engineer	100,000.00
Lot Acquisition, Excavation & Grading	720,369.00
Building Foundation & Structure	2,395,000.00
Plumbing	210,000.00
Electrical	350,000.00
Landscaping & Signs	25,000.00
HVAC	245,000.00
Furnishings	300,000.00
Parking Lot, Storm Drains, Sanitary Sewer, Sand Gravel, etc.	520,131.00
	<u>\$5,057,500.00</u>

Balance: \$6,500.00

Type of Construction and Project: This project is an estimated 33,720 sq. foot church building complex with sanctuary, mezzanine, gymnasium and other support facilities.

Life Safety: The building is planned to be a one-hour fire structure in accordance with National Building Code Fire Protection Association (NFPA) Life Safety Code.

Recommendations from Adventist Risk Management:

1. That the Architect, General Contractor and all Sub-Contractors provide General Liability Certificates of Insurance Coverage, naming the Atlantic Union Conference of Seventh-day Adventists and the Northeastern Conference of Seventh-day Adventists, as an Additional Insured for at least \$1,000,000.00, in accordance with NAD Working Policy P 50 and Workers' Compensation Coverage, as required by Law.
2. That the sponsors require evidence of liability coverage up to the cost of projected building by all professional contractors and sub-contractors working on the above-mentioned project.
3. That the sponsors require that the General Contractor provide evidence of a performance bond for the completion of this project, in accordance with the NAD Working Policy, P 50. And full compliance with all provisions of North American

Division Working Policy, National Fire Protection Association Code, State and Local Building Codes.

4. That the sponsors visit the Adventist Risk Management, Inc. website (www.adventistrisk.org) or contact office for further risk management planning solutions.

TREn/PreCab/NADCOM to JRP

**COLUMBIA UNION (POTOMAC CONFERENCE)—
EXCEPTION TO POLICY**

Recently, the Potomac Conference Corporation and the Potomac Conference Executive Committee requested the Columbia Union Revolving Fund (CURF) to grant to them a \$5.5 million dollar loan to build a new facility which will service the Southern Asia congregation on ten acres of property located on the corner of Old Columbia Pike and Randolph Road, (Commonly referred to as the Conley Property) held in trust by the Potomac Conference Corporation. However, CURF denied the loan request since the construction project exceeds the North American Division *Working Policy* directive P 15 60 6a which states that borrowing may be authorized up to the following limits: the lesser of 200 percent of the annual tithe, or 50 percent of the cost of the project. Moreover, a \$5.5 million dollar loan would considerably impact the debt capacity of the Potomac Conference.

VOTED, To grant an exception to NAD P 15 60-6a and P 15 50-6c to the Potomac Conference Corporation for the Columbia Union Revolving Fund (CURF), which will grant to the Southern Asia congregation a \$5.5 million dollar loan to build a new facility on ten acres of property located on the corner of Old Columbia Pike and Randolph Road, (Commonly referred to as the Conley Property), subject to the following terms and conditions:

1. The balance of a loan due on the Conley property shall be paid in full,
2. Pursuant to NAD Working Policy P 15 65, Building Projects, and the Potomac Conference shall submit the building plans to the NAD Building, Borrowing, and Blueprints Committee and the North American Division Committee for administration (NADCOA), with the final approval of the building plans by NADCOA, pursuant to NAD Working Policy P 15 60, Debt Control and
3. Final approval by the North American Division Committee (NADCOA).

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ADM/NADCOA/NADCOM

**NORTH PACIFIC UNION—APPROPRIATION FOR ADVENTIST
CONCILIATION MINISTRIES**

VOTED To authorize an appropriation of \$30,000 from the North American Division to the North Pacific Union for Adventist Christian Conciliation Ministries, with the understanding that Charles Brown, Director of Adventist Christian Conciliation Ministries, will make one presentation in each union. The funds will come from account #18 55050 86 1000 001, Tithe Contingencies.

TREn/NADCOM to JRP

**ADVENTIST COMMUNITY SERVICES (NORTH STAR)—
APPROPRIATION**

VOTED, To authorize an appropriation from the North American Division in the amount of \$336,848.85. The funds will come from #18 55050 83 00 001, NAD Contingencies, to cover the settlement payments and legal fees Adventist Community Services has paid in 2003 for the Clothing Program. This is a donation to Adventist Community Services and will be reflected in the Adventist Community Services books.

ADMn/NADCOM to KWO

LUBIS, YOVIAN-EMPLOYMENT

VOTED, To employ Yovian Lubis as Training and Implementation Specialist for the North American Division Treasury Department, effective September 2003.

ADMn/NADCOM to KWO

**NEW JOB DESCRIPTION-TRAINING AND IMPLEMENTATION
SPECIALIST**

VOTED, To approve the new position of Training and Implementation Specialist in the North American Division Treasury Department. The Job Description is as follows:

JOB DESCRIPTION

NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS

Job Title: Training & Implementation Specialist	Department: Treasury (NAD-TRE)
Name:	Budget Number: A99
Category: Exempt	Wage Range: 78 - 99%
Credentials:	Supervisor: Michael Park
Date Written: September 2003	Supervisor's Title: Associate Treasurer

POSITION SUMMARY: Implementation and Training Specialist is responsible for the coordination of implementation and training of designated employees within the North American Division (NAD) who will be responsible for implementing the SunPlus accounting software system within their respective organizations. and provide first-tier support for NAD users,

AUTHORITY, ACCOUNTABILITY: Work is varied and performed within a team context with limited supervision. Incumbent must work independently to meet established deadlines. Accountable to the Associate Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Assist and coordinate the SunPlus team implementation schedule in the North American Division using well-developed knowledge of programming and applications development and SunSystems Software.
- Assist and conduct seminars for all SunPlus components as needed or requested by supervisor.
- Responsible for timely updates of all federal and state tax tables/formulas for payroll and verification of their accuracy.
- Constant review of all features and functionalities of SunPlus program relying on knowledge of accounting procedures and technical scope of knowledge.
- Responsible for timely updates and accuracy of W2, Magnetic Media Reporting and Electronic Filing (MMREF) software as needed for SunPlus software.
- Responsible for timely update of 1099 information for NAD A/P module.
- Participate in the coordination of all phases of end-user procedure manual development for all components of SunPlus, including but not limited to revising and editing of manuals and materials.
- Receive feedback/requests from users, communicate them to all related parties for proper action, follow up on them, and/or communicate the results to contributors.
- Maintain constant communication with users, including General Conference Auditing Services, and developers.
- Responsible for development of training material for SunPlus (NAD) users.
- Editing of SunPlus newsletter and webpage for the North American Division.

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EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) in a computer related field required. Experience in accounting preferred. Graduate degree a plus. Must have knowledge of SunSystems software. Minimum of three years relevant successful experience is required to fulfill essential job functions.

KNOWLEDGE AND SKILL: General knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills including proficiency in verbal and written communication. Ability to communicate knowledge and training information in a friendly, and patient teaching manner. Ability to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Working knowledge of accounting processes and how data is related essential. Must have good working knowledge of Sun, Payroll, Remittance programs, Vision XL and Vision Executive, all SunPlus Add-on programs, and word processing (Word), database (Access), spreadsheet (Excel), presentation (Powerpoint), and email (GroupWise/Outlook) programs. Basic knowledge of Microsoft NT environment, SQL database, and Delphi programming.

Must have highly developed computer skills and the ability to adapt quickly to new processes and technology. Ability to write/create end-user documentation and training material. Accounting experience and education desired.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Contact with outside organizations, treasury staff and other North American Division and/or General Conference department personnel. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS: Must be able to read, speak and hear. Must be able to effectively communicate both orally and in writing. Domestic (NAD) travel will be required. Inasmuch as incumbent is an exempt employee it is expected that individual will work the hours required to complete assignments (i.e. no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying of light items, etc. required.

WORKING CONDITIONS: Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated.

COMM/NADCOM to KLN&RJH

**LOW POWER FREQUENCY MODULATION (FM) STATIONS—
DENOMINATIONAL STATUS—TEMPORARY EXCEPTION
TO POLICY**

VOTED, To grant a temporary exception to NAD Working Policy C 47 10 for Low Power Frequency Modulation (FM) stations that meet the following criteria:

1. The corporate membership shall be the local church board.
2. Programming shall be provided through an agreement with LifeTalk Radio or other radio ministry with denominational status and which is listed in the current Adventist Yearbook.
3. The financial records shall be subject to audit by GCAS.
4. The corporation shall maintain a contract with the local conference for the lease and use of property, facilities, and/or equipment owned by the conference.
5. The station agrees to operate in harmony with Adventist beliefs and standards and in cooperation with the overall mission and objectives of the local conference.

ADJOURNMENT

Don C Schneider, Chair
Roscoe J Howard, III Secretary
Esther Jones, Recording Secretary

