

NORTH AMERICAN DIVISION COMMITTEE

December 16, 2004

12:30 p.m.

PRESENT

Don C. Schneider (Ch), Roscoe J Howard (Sec), Debra Brill, George Brill, Ron M Christman, Garland Dulan, Pat Horst, J Alfred Johnson, Delbert L Johnson, Gerald N Kovalski, Sung Kwon, Nancy Lamoreaux, Harold L Lee, Kenneth W Osborn, Orville Parchment, C Michael Park, Juan Prestol, G Edward Reid, Halvard B Thomsen, Kenneth Turpen, Jere Wallack, Thomas Wetmore, Jeffrey K Wilson.

INVITEE Richard O Caldwell

PRAYER Harold L Lee

MINUTES of the meetings held on August 26, 2004, and October 29, 2004 to November 1, 2004 were approved.

ADMn/NADCOA/NADCOM to RJH

KINSEY, FREDERICK M—APPOINTMENT

VOTED, To appoint Frederick M Kinsey as Assistant to the President for the North American Division.

SECn/NADCOM to RJH

KINSEY, FREDERICK M—COMMITTEE ASSIGNMENTS

VOTED, To assign Frederick Kinsey to replace Kermit Netteburg on the following committees and to serve in the same capacity.

Adventist Media Center Support Services Executive Committee	- Vice Chair
Adventist Media Productions Executive Committee	- Vice Chair
Adventist Review NAD Edition Planning Committee	- Secretary
Breath of Life Ministry Executive Committee	- Member
Faith For Today Interim Committee	- Member
North American Division Committee for Administration	- Member
North American Division Committee	- Member

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North American Division Officers	- Member
NAD Ingathering Advisory	- Chair
Seminars Unlimited Ministry Executive Committee	- Member
Thirteenth Sabbath Offerings Ad Hoc Committee	- Secretary

ITS/NADCOM to RJH

eADVENTIST.NET AS PUBLIC WEBSITE

Presently the Adventist Directory from Archives and Statistics is the public website for churches, schools and other institutions in North America, and is responsible for assigning organizational ID codes (OrgIDs) for each of these entities. Being eAdventist.NET now has 39 conferences on-line and the Adventist Directory is updated from eAdventist.NET it is:

VOTED, To approve using the eAdventist.NET database in the place of Adventist Directory for the public website for NAD churches, schools, and other institutions, and to turn over responsibility for assigning the NAD OrgIDs to NAD/ITS.

ITS/NADCOM to RJH

NAD CHURCH AND DEPARTMENTAL MAILING LISTS

Presently, Archives and Statistics maintains and distributes NAD, GC church and departmental mailing lists. It is:

VOTED, that eAdventist.NET be used, with conference approval, as the source for the NAD church and pastor mailing lists, and that NAD departmental mailing lists presently being maintained by Archives and Statistics be turned over to the various NAD departments in a deliberate and organized manner.

OGC/NADCOM to RJH

ADVENTIST COMMUNITY SERVICES, INC—TO DISSOLVE CORPORATION

VOTED, To dissolve Adventist Community Services, Inc (DC).

SECn/NADCOA/NADCOM to RJH

**ADVENTIST INFORMATION MINISTRY (AIM) (NAD-B)
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Adventist Information Ministry Board (AIM), (NAD-B) as follows:

Delete: Glenn Aufderhar

Add: Marshall Chase
James Gilley
Walter Wright

TREn/NADCOA/NADCOM to JRP

**LA VOZ (ADVENTIST MEDIA CENTER)—
APPROPRIATION**

VOTED, To appropriate \$50,000 to La Voz (Adventist Media Center) for the 2004 satellite evangelism program. The funds will be taken from function #71000 Undesignated Projects.

YOU_n/NADCOA/NADCOM to RJH

IMPACT ST LOUIS 2005—BUDGET (REVISED)

VOTED: To approve the revised budget for Impact St. Louis 2005 as follows:

**IMPACT ST. LOUIS 2005
BUDGET (REVISED)**

INCOME	2003	2004	2005	TOTAL
NAD DELEGATES (100 x \$500)	0	0	50,000	50,000
INTERNATIONAL DELEGATES (100 x \$500)	0	0	50,000	50,000
NAD CONFERENCES	0	0	0	0
NAD UNIONS	0	0	0	0
NAD DIVISION	0	18,000	32,000	50,000
GENERAL CONFERENCE SUBSIDY	0	12,500	12,500	25,000
MISC. INCOME	0	0	1,000	1,000
TOTAL INCOME	0	30,500	145,500	176,000

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EXPENSES

CONTRACT LABOR	0	7,000	5,000	12,000
EXECUTIVE COMMITTEE EXPENSES	0	0	0	0
ADMINISTRATIVE EXPENSES	0	1,000	2,000	3,000
OFFICE SUPPLIES	0	500	1,000	1,500
PHOTOCOPY	0	500	3,500	4,000
COMPUTER HARDWARE	0	500	1,000	1,500
COMPUTER SOFTWARE	0	250	250	500
LOGO DEVELOPMENT & STATIONARY	0	250	250	500
ADVERTISING	0	2,000	2,000	4,000
ADVERTISING - BROCHURES	0	4,000	0	4,000
POSTAGE	0	500	1,000	1,500
TELEPHONE	0	1,000	2,000	3,000
TRAINING	0	0	0	0
2 WAY RADIOS	0	0	500	500
INSURANCE	0	0	2,000	2,000
STAFF SHIRTS	0	0	2,000	2,000
FIRST AID KITS	0	0	500	500
VOLUNTEER RECOGNITION	0	0	500	500
ID BADGES	0	0	500	500
PERMITS	0	0	1,000	1,000
NEWSLETTER	0	0	1,000	1,000
WEB PAGE	0	1,000	1,000	2,000
VEHICLE RENTAL	0	0	1,500	1,500
MINISTRIES ADVERTISING	0	0	1,000	1,000
PROJECT EXPENSES	0	5,000	25,000	30,000
FACILITY RENTAL	0	0	5,000	5,000
CONGRESS FACILITY ROOM RENTAL	0	0	2,500	2,500
CONGRESS BACK DROP	0	0	2,000	2,000
ISL BACKDROP	0	0	500	500
CONGRESS VIDEO EXPENSE	0	0	4,000	4,000
PROGRAMMING COMMITTEE EXPENSE	0	0	2,000	2,000
CONGRESS LIGHTS, STAGE & SOUND	0	0	5,000	5,000
HOUSING (11 x 22)	0	0	36,500	36,500
FOOD (11 x 10)	0	0	16,500	16,500
TRANSPORTATION	0	2,000	2,000	4,000
CONTINGENCY EXPENSES	0	5,000	1,5000	20,000
TOTAL EXPENSE	0	30,500	145,500	176,000

TREn/NADCOM to JRP

**SOUTHEASTERN CALIFORNIA CONFERENCE—
INVESTMENT POLICY VARIANCE**

The Southeastern California Conference (SECC) has requested a variance to add a small high yield corporate and emerging market debt and emerging market equity to the overall conference bond and equity mix. They expect to maintain approximately the same level of risk while partially increasing the overall return. Since emerging market equities are covered in P 30 55 1-g, the request is for a variance for the High Yield Bond and

Emerging Market Debt. After researching the issue with the GC investment office, and with SECC, it is

VOTED, To grant a variance to the Southeastern California Conference allowing the investment of funds in aggregate Emerging Market Equities, US High Yield, and Emerging Market Debt, not to exceed 10% of their total portfolio in the three categories, and not to exceed 5% in any one of the three categories. This policy variance will be made available to other entities within NAD confronting similar circumstances until a new investment policy is voted in November 2005.

TREn/NADCOM to JRP

**NORTHERN CALIFORNIA CONFERENCE—
CHARITABLE GIFT ANNUITIES—INVESTMENT POLICY VARIANCE**

WHEREAS the American Council on Gift Annuities assumes 40% of a charity's annuity funds will be invested in equity investments; the California State Insurance Commissioner allows up to 50% of required annuity reserves to be invested in certain equity investments; investment managers for charitable gift annuities generally implement a strategy of diversified investments, including, but not limited to, both fixed income and equity investments; and the Prudent Investor Act as adopted by many state legislatures requires diversification and equity investments; it is

VOTED, To grant a variance to the Northern California Conference from policy P 30 60 1-g, Charitable Gift Annuities, to allow Charitable Gift Annuities to invest in items described in P 30 55 1-g (preferred stocks, common stocks, warrants, convertible securities, and equity mutual funds) up to 30% of the combined investment portfolio of both any annuity reserves required by state law and other annuity funds, so long as the investments are in harmony with applicable governing state laws and regulations and the investment decisions are made in consultation with a professional investment advisor. This policy variance will be made available to other entities within NAD confronting the similar circumstances until a new investment policy is voted in November 2005.

TREn/NADCOM to JRP

CLOSING OF TREASURY BOOKS—2004

VOTED, To empower the Treasury Department and NADCOA to take the appropriate actions necessary to close the Treasury Books for 2004.

04-124
December 16, 2004
NADCOM

TREn/NADCOM to JRP

SOUTH AMERICAN DIVISION SOFTWARE AGREEMENT

VOTED, To authorize (per NADOUP recommendation) the North American Division administration to enter into an agreement with the South American Division for the development of a software package for the general ledger that will be ready by the beginning of 2006 with a total cost of \$400,000.00:

1. The North American Division (NAD) will make a payment of \$200,000 to the South American Division (SAD) for the rights to the Source Code, ownership, and distribution rights within North America. The approximate total cost is \$400,000.
2. The project is a joint effort of both divisions, acting under the auspices, and with the desire to be of benefit to the General Conference and the world field, as they seek to provide an affordable, solid, easy to install, and versatile windows accounting software package. The North American Division will provide leadership and financing, and the South American Division will provide the knowledge base for the elaboration of the software.
3. The software package will be ready for installation by February 1, 2006 with the following features:
 - a. GL/AR/AP/FA/Financial Reports
 - b. Drill down application
 - c. Excel spreadsheet embedded capabilities
 - d. E-mail for management communication and control
 - e. Imaging technology – Store/Retrieve
 - f. Revolving Loan Fund applications
 - g. Multi Language
 - h. Multi Currency

This is the most recent draft of the understanding between the two organizations. Should the final agreement substantially change, the agreement would be brought back to NADCOM for approval. The funds will come from function #64557 SunPlus NAD.

TREn/NADCOM to JRP

SOUTH AMERICAN DIVISION—PAYROLL SOFTWARE PAYMENT

VOTED, To authorize payment to the South American Division (through the General Conference) of 50% of 2/3 of the development and maintenance cost incurred by SAD for payroll software. (See agreement details on file in Treasury.) These payments

are to be made between 2003 and 2007. The agreement for 2003 was \$37,000.00 and the payment for 2004 is \$48,000.00 to be covered from function #64557 SunPlus NAD.

PREn/NADCOM to HBT&RJH

**NORTH AMERICAN DIVISION PERSONNEL COMMITTEE—
APPOINTMENT**

VOTED, To appoint the North American Division Personnel Committee with Terms of Reference and membership as follows:

**NORTH AMERICAN DIVISION PERSONNEL (NADPC)(NAD-S)
COMMITTEE—TERMS OF REFERENCE**

This committee exists for management of North American Division personnel with remuneration rates up to 104%. The Division engages the professional services of the General Conference Human Resources Department. The committee works in close collaboration with the GC Human Resource Services.

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

- | | |
|---|---|
| 1. Employ and assign hourly employees and those employees filling positions with a remuneration rate maximum up to 104%. | 1. Power to act. |
| 2. Set remuneration rates and apply allowances and other benefits to all employees within the policies currently in effect. | 2. Power to act in consultation with GC Human Resource Services. |
| 3. Approve transfer of NAD employees. | 3. Power to act in consultation with GC Human Resource Services. |
| 4. Review reclassification of NAD employees. | 4. Recommend to NADCOA in consultation with GC Human Resource Services. |
| 5. Approve disciplinary measures in harmony with the provisions of the GC/NAD <i>Employee Handbook/</i> Manager's Manual. | 5. Power to act in consultation with GC Human Resource Services. |

- | | | | |
|-----|---|-----|---|
| 6. | Terminate nonelected/nonappointed employees from employment in harmony with the provisions of the <i>GC/NAD Employee Handbook/ Manager's Manual</i> . | 6. | Power to act in consultation with GC Human Resource Services. |
| 7. | Approve merit increases and remuneration rates for employees in harmony with established GC/NAD parameters. | 7. | Power to act in consultation with GC Human Resource Services. |
| 8. | Suggest revisions to the <i>GC/NAD Employee Handbook</i> . | 8. | Recommend to GC Human Resource Services. |
| 9. | Request exceptions to the <i>GC/NAD Employee Handbook</i> . | 9. | Recommend to GC Human Resource Services. |
| 10. | Consider financial assistance requests for graduate level study programs. | 10. | Recommend to NADCOA. |
| 11. | Approve requests for professional upgrading. | 12. | Power to act. |
| 12. | Approve requests for time out of the office for hourly employees for off-site meetings. | 12. | Power to act |

MEMBERS

THOMSEN, HALVARD, CHAIRMAN

Banks, Rosa, Secretary

Brill, Debra

Osborn, Kenneth

Parish, Ruth E

TREn/NADCOM to JRP

BENEFIT ACCOUNT FOR NAD EMPLOYEES

VOTED, To authorize NAD administration to work with General Conference Human Resources to establish a separate benefit account for NAD employees, beginning January 1, 2005.

TREn/NADCOM to JRP

ADVENTIST MEDIA PRODUCTIONS—APPROPRIATION

VOTED, To appropriate \$30,000.00 to Adventist Media Productions to cover services provided to Amazing Facts. The funds will be taken from function #15190 Evangelism. This is a one-time appropriation.

TREn/NADCOM to JRP

**CENTER FOR SECULAR/POST-MODERN MISSION—
PAYMENT TO GENERAL CONFERENCE**

VOTED, To pay \$17,071.00 to the General Conference for NAD's 2004 share of the Center for the Secular/Post-modern Mission as recommended by the presidents of the North American, Trans-European, South Pacific, and Euro-Africa divisions. The funds will be taken from function #15190 Evangelism.

TREn/NADCOM to JRP

**GREATER WASHINGTON REMUNERATION SCALE COMMITTEE—
RETIREMENT**

VOTED, To retire the Greater Washington Remuneration Scale Committee (GWRS) (NAD-S).

TREn/NADCOM to JRP

**GREATER WASHINGTON REMUNERATION COMMITTEE—
APPOINTMENT**

VOTED, To appoint the Greater Washington Remuneration Committee (GWRC) (NAD-S) with terms of reference and membership as follows:

**GREATER WASHINGTON REMUNERATION
COMMITTEE (GWRC) (NAD-S)**

The purpose of the Greater Washington Remuneration Committee is to provide coordination to the level of remuneration and cost of living compensation among the organizations and entities that operate within the Greater Washington area.

TERMS OF REFERENCE

1. Set the annual remuneration factor for the Greater Washington area consistent with the Remuneration Factor voted by the North American Division Year-end Committee. A review of CPI, tithe percentage of increase and other indicators will serve as a guide for the strategy to be presented.
2. Set the ceiling for the implementation of cost of living level (ERI) in accordance with the parameters set by policy X 10 25.
3. Review ERI report with the parameter to set the parsonage exclusion ceiling for the Greater Washington area.
4. Provide an opportunity for the sharing of information as to the condition of the finances of the entities, leading to the development of criteria for the level of acceptance in the cost of living compensation for employees in the Greater Washington area.
5. Develop appropriate guidelines leading to mutual understanding for the setting of remuneration levels within the region.

AUTHORITY AND RESPONSIBILITY

1. Recommend to organizational controlling committees.
2. Recommend to organizational controlling committees.
3. Recommend to organizational controlling committees.
4. Power to act.
5. Recommend to organizational controlling committees.

MEMBERS

PRESTOL, JUAN R, Chair
Chow, Dowell W, Secretary

Allen, S Kurt	Treasurer, Potomac Conference
Banerjee, Nantoo	Chief Financial Officer, Home Study International
Chow, A Ramon	Treasurer, Chesapeake Conference
Farley, Patrick	Chief Financial Officer, Columbia Union College
Jamieson, Michael R	VP Finance, Adventist Risk Management, Inc
Martin, Lawrance E	Treasurer, Allegheny East Conference
Osborn, Kenneth W	Associate Treasurer, North American Division
Parish, Ruth E	Director, Human Resource Services, General Conference
Rose, Steven G	Undertreasurer, General Conference
Scheuneman, Byron	VP Finance, Adventist Development and Relief Agency
Upson, Don	VP Finance, Adventist World Radio

Members of all entities of the Greater Washington are standing invitees to this committee including the following:

President, Allegheny East Conference
President, Chesapeake Conference
President, Potomac Conference
President, Columbia Union Conference
President, Columbia Union College

TREn/NADCOM to JRP

ADVENTIST RISK MANAGEMENT INC—SHORT-TERM LOAN

The North American Division has been informed by Adventist Risk Management of their cash flow needs in order to effect payment of the executive risk and excess liability renewals effective January 1, 2005, as follows:

1. Executive Risk	\$1,550,927
2. Excess Liability	\$504,000

After discussing the request with the administration of Adventist Risk Management Incorporated and in view of the fact that this renewal affects all entities with the North American Division, it is

VOTED, To authorize the North American Division Administration to extend a short-term loan to Adventist Risk Management Incorporated for \$2.2 million interest-free for up to ninety (90) days. The North American Division is forfeiting all interest on this loan.

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December 16, 2004
NADCOM

TREn/NADCOM to JRP

**GENERAL CONFERENCE/NORTH AMERICAN DIVISION—
INVESTMENT POLICY—CLARIFICATION**

Whereas North American Division investment policy authorizes specific organizations to invest long term funds in Capstone SERV mutual funds, and

Whereas due to transfers of funds from Capstone SERV to World Asset Management operated trust funds by the General Conference Investment Office and the Retirement Plan resulted in the liquidation of the Capstone SERV mutual funds,

VOTED, To acknowledge a change in investment vendors, and to authorize all qualifying investing organizations previously authorized under NAD investment policy to substitute World Asset Management SDA Funds for Capstone SERV funds.

TREn to JRP-NADCOM

BASIC LIFE INSURANCE—IMPLEMENTATION POSTPONED

VOTED, To postpone until July 1, 2005, the implementation of the increase to the Basic Life Insurance for denominational employees of \$50,000.00 on the employee and \$5,000.00 on the dependent children.

This action will also postpone implementation of amendments to NAD Working policies X 35, X 40, and X 45. A union conference may opt to apply the new limits on Basic Life Insurance prior to July 1, 2005.

ADJOURNMENT

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

NORTH AMERICAN DIVISION COMMITTEE

December 16, 2004

12:30 p.m.

PRESENT

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- North American Division Committee for Administration - Member
- North American Division Committee - Member
- North American Division Officers - Member
- NAD Ingathering Advisory - Chair

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NADCOM

Seminars Unlimited Ministry Executive Committee
Thirteenth Sabbath Offerings Ad Hoc Committee

- Member
- Secretary

ITS/NADCOM to RJH

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04-132
 December 16, 2004
 NADCOM

EXPENSES

CONTRACT LABOR	0	7,000	5,000	12,000
EXECUTIVE COMMITTEE EXPENSES	0	0	0	0
ADMINISTRATIVE EXPENSES	0	1,000	2,000	3,000
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POSTAGE	0	500	1,000	1,500
TELEPHONE	0	1,000	2,000	3,000
TRAINING	0	0	0	0
2 WAY RADIOS	0	0	500	500
INSURANCE	0	0	2,000	2,000
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TREn/NADCOM to JRP

CLOSING OF TREASURY BOOKS—2004

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04-134
December 16, 2004
NADCOM

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 - e. Imaging technology – Store/Retrieve
 - f. Revolving Loan Fund applications
 - g. Multi Language
 - h. Multi Currency

This is the most recent draft of the understanding between the two organizations. Should the final agreement substantially change, the agreement would be brought back to NADCOM for approval. The funds will come from function #64557 SunPlus NAD.

TREn/NADCOM to JRP

SOUTH AMERICAN DIVISION—PAYROLL SOFTWARE PAYMENT

VOTED, To authorize payment to the South American Division (through the General Conference) of 50% of 2/3 of the development and maintenance cost incurred by SAD for payroll software. (See agreement details on file in Treasury.) These payments are to be made between 2003 and 2007. The agreement for 2003 was \$37,000.00 and the payment for 2004 is \$48,000.00 to be covered from function #64557 SunPlus NAD.

PREn/NADCOM to HBT&RJH

**NORTH AMERICAN DIVISION PERSONNEL COMMITTEE—
APPOINTMENT**

VOTED, To appoint the North American Division Personnel Committee with Terms of Reference and membership as follows:

**NORTH AMERICAN DIVISION PERSONNEL (NADPC)(NAD-S)
COMMITTEE—TERMS OF REFERENCE**

This committee exists for management of North American Division personnel with remuneration rates up to 104%. The Division engages the professional services of the General Conference Human Resources Department. The committee works in close collaboration with the GC Human Resource Services.

TERMS OF REFERENCE

1. Employ and assign hourly employees and those employees filling positions with a remuneration rate maximum up to 104%.
2. Set remuneration rates and apply allowances and other benefits to all employees within the policies currently in effect.
3. Approve transfer of NAD employees.
4. Review reclassification of NAD employees.
5. Approve disciplinary measures in harmony with the provisions of the *GC/NAD Employee Handbook/ Manager's Manual*.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Power to act in consultation with GC Human Resource Services.
3. Power to act in consultation with GC Human Resource Services.
4. Recommend to NADCOA in consultation with GC Human Resource Services.
5. Power to act in consultation with GC Human Resource Services.

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| 6. | Terminate nonelected/nonappointed employees from employment in harmony with the provisions of the GC/NAD <i>Employee Handbook/</i> Manager's Manual. | 6. | Power to act in consultation with GC Human Resource Services. |
| 7. | Approve merit increases and remuneration rates for employees in harmony with established GC/NAD parameters. | 7. | Power to act in consultation with GC Human Resource Services. |
| 8. | Suggest revisions to the GC/NAD <i>Employee Handbook</i> . | 8. | Recommend to GC Human Resource Services. |
| 9. | Request exceptions to the GC/NAD <i>Employee Handbook</i> . | 9. | Recommend to GC Human Resource Services. |
| 10. | Consider financial assistance requests for graduate level study programs. | 10. | Recommend to NADCOA. |
| 11. | Approve requests for professional upgrading. | 12. | Power to act. |
| 12. | Approve requests for time out of the office for hourly employees for off-site meetings. | 12. | Power to act |

MEMBERS

THOMSEN, HALVARD, CHAIRMAN

Banks, Rosa, Secretary

Brill, Debra

Osborn, Kenneth

Parish, Ruth E

TREn/NADCOM to JRP

BENEFIT ACCOUNT FOR NAD EMPLOYEES

VOTED, To authorize NAD administration to work with General Conference Human Resources to establish a separate benefit account for NAD employees, beginning January 1, 2005.

TREn/NADCOM to JRP

ADVENTIST MEDIA PRODUCTIONS—APPROPRIATION

VOTED, To appropriate \$30,000.00 to Adventist Media Productions to cover services provided to Amazing Facts. The funds will be taken from function #15190 Evangelism. This is a one-time appropriation.

TREn/NADCOM to JRP

**CENTER FOR SECULAR/POST-MODERN MISSION—
PAYMENT TO GENERAL CONFERENCE**

VOTED, To pay \$17,071.00 to the General Conference for NAD's 2004 share of the Center for the Secular/Post-modern Mission as recommended by the presidents of the North American, Trans-European, South Pacific, and Euro-Africa divisions. The funds will be taken from function #15190 Evangelism.

TREn/NADCOM to JRP

**GREATER WASHINGTON REMUNERATION SCALE COMMITTEE—
RETIREMENT**

VOTED, To retire the Greater Washington Remuneration Scale Committee (GWRS) (NAD-S).

TREn/NADCOM to JRP

**GREATER WASHINGTON REMUNERATION COMMITTEE—
APPOINTMENT**

VOTED, To appoint the Greater Washington Remuneration Committee (GWRC) (NAD-S) with terms of reference and membership as follows:

**GREATER WASHINGTON REMUNERATION
COMMITTEE (GWRC) (NAD-S)**



The purpose of the Greater Washington Remuneration Committee is to provide coordination to the level of remuneration and cost of living compensation among the organizations and entities that operate within the Greater Washington area.

TERMS OF REFERENCE

1. Set the annual remuneration factor for the Greater Washington area consistent with the Remuneration Factor voted by the North American Division Year-end Committee. A review of CPI, tithe percentage of increase and other indicators will serve as a guide for the strategy to be presented.
2. Set the ceiling for the implementation of cost of living level (ERI) in accordance with the parameters set by policy X 10 25.
3. Review ERI report with the parameter to set the parsonage exclusion ceiling for the Greater Washington area.
4. Provide an opportunity for the sharing of information as to the condition of the finances of the entities, leading to the development of criteria for the level of acceptance in the cost of living compensation for employees in the Greater Washington area.
5. Develop appropriate guidelines leading to mutual understanding for the setting of remuneration levels within the region.

AUTHORITY AND RESPONSIBILITY

1. Recommend to organizational controlling committees.
2. Recommend to organizational controlling committees.
3. Recommend to organizational controlling committees.
4. Power to act.
5. Recommend to organizational controlling committees.

MEMBERS

PRESTOL, JUAN R, Chair
Chow, Dowell W, Secretary

Allen, S Kurt	Treasurer, Potomac Conference
Banerjee, Nantoo	Chief Financial Officer, Home Study International
Chow, A Ramon	Treasurer, Chesapeake Conference
Farley, Patrick	Chief Financial Officer, Columbia Union College
Jamieson, Michael R	VP Finance, Adventist Risk Management, Inc
Martin, Lawrance E	Treasurer, Allegheny East Conference
Osborn, Kenneth W	Associate Treasurer, North American Division
Parish, Ruth E	Director, Human Resource Services, General Conference
Rose, Steven G	Undertreasurer, General Conference
Scheuneman, Byron	VP Finance, Adventist Development and Relief Agency
Upson, Don	VP Finance, Adventist World Radio

Members of all entities of the Greater Washington are standing invitees to this committee including the following:

President, Allegheny East Conference
President, Chesapeake Conference
President, Potomac Conference
President, Columbia Union Conference
President, Columbia Union College

TREn/NADCOM to JRP'

ADVENTIST RISK MANAGEMENT INC—SHORT-TERM LOAN

The North American Division has been informed by Adventist Risk Management of their cash flow needs in order to effect payment of the executive risk and excess liability renewals effective January 1, 2005, as follows:

- | | |
|---------------------|-------------|
| 1. Executive Risk | \$1,550,927 |
| 2. Excess Liability | \$504,000 |

After discussing the request with the administration of Adventist Risk Management Incorporated and in view of the fact that this renewal affects all entities with the North American Division, it is

VOTED, To authorize the North American Division Administration to extend a short-term loan to Adventist Risk Management Incorporated for \$2.2 million interest-free for up to ninety (90) days. The North American Division is forfeiting all interest on this loan.

04-140
December 16, 2004
NADCOM

TREn/NADCOM to JRP

**GENERAL CONFERENCE/NORTH AMERICAN DIVISION—
INVESTMENT POLICY—CLARIFICATION**

Whereas North American Division investment policy authorizes specific organizations to invest long term funds in Capstone SERV mutual funds, and

Whereas due to transfers of funds from Capstone SERV to World Asset Management operated trust funds by the General Conference Investment Office and the Retirement Plan resulted in the liquidation of the Capstone SERV mutual funds,

VOTED, To acknowledge a change in investment vendors, and to authorize all qualifying investing organizations previously authorized under NAD investment policy to substitute World Asset Management SDA Funds for Capstone SERV funds.

TREn to JRP-NADCOM

BASIC LIFE INSURANCE—IMPLEMENTATION POSTPONED

VOTED, To postpone until July 1, 2005, the implementation of the increase to the Basic Life Insurance for denominational employees of \$50,000.00 on the employee and \$5,000.00 on the dependent children.

This action will also postpone implementation of amendments to NAD Working policies X 35, X 40, and X 45. A union conference may opt to apply the new limits on Basic Life Insurance prior to July 1, 2005.

ADMn/NADCOM to JRP

DISABILITY MINISTRIES FUNCTION

VOTED, To transfer responsibility for coordinating the Disability Ministries function for NAD from the Office of Human Relations (Rosa Banks) to the Vice President for Ministries (Debra Brill) and to establish accounting function 13710 "Disability Ministries" with an initial budget for 2005 of \$22,000.

ADJOURNMENT

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