

Spirit and Truth Fellowship International Christian Educational Services

180 Robert Curry Drive
Martinsville, IN 46151

2011 Annual Board of Directors' Meeting Minutes

Day 1

Monday, January 17, 2011

9:00 AM – 5:15PM, ET, with a working lunch

Attendance:

Dan Gallagher (DG), John Schoenheit (JWS), Gary Theisen (GT), & Karen Theisen (KT)

Opening Prayer with Staff:

Rachel Darr, Debbie Owens, Dustin Speakes, Janet Speakes, Renee Speakes, and Becky Torrey.

I. Governance & Assessment

- A.** Executive Meeting was scheduled with Mike Patten on 1-17-11, 7:00PM
- B.** Per request of Mike Patten, Mary Patten will be present.
- C.** Review of resignation and administrative leave policies.
Administrative leave policies will be clarified in the Employee Handbook and Board Policy Manual (section 3.1.5).

II. Corporate & Legal

A. Board Membership

- 1. Discussion of Board composition.
- 2. Review of potential candidates for Board membership

B. Election of Board Members

- 1. Karen Theisen's term expired. Karen Theisen was elected for another term.
- 2. Dan Gallagher's term expired. Dan Gallagher was elected for another term.

C. Election of Corporate Officers

- 1. President: John Schoenheit - re-elected.
- 2. Vice-president: Gary Theisen - re-elected.
- 3. Secretary: Karen Theisen - re-elected.
- 4. Treasurer: Dave Hanson = re-elected.

D. Board Member Self-Assessment Survey

- 1. General discussion regarding Board performance in 2010.

E. CEO Evaluation

1. Review and general discussion of Dan Gallagher, CEO Performance.

F. Emergency Elders Committee (EEF)

1. Review of committee membership and selection of new EEC members for 2011.

III. Vision, Mission, & Values

A. General review of STF's vision, mission, and core values.

1. General discussion of the STF-USA proposal, a concept regarding an association of STF churches (fellowships) for the purpose of church planting and church development.

B. Bylaws

1. Review of the bylaws. It was decided that no bylaw changes are required at this time.

IV. Executive Session: (7:00PM-8:40PM)

An executive session of the Board was held at the request of Mike and Mary Patten during which time they met with John Schoenheit, and Gary and Karen Theisen.

V. Close:

VI. Board adjourned for the day.

Day 2

Tuesday, January 18, 2011

9:00 AM – 5:15PM, ET, with a working lunch

Attendance:

Dan Gallagher (DG), John Schoenheit (JWS), Gary Theisen (GT), & Karen Theisen (KT)

Opening Prayer with Staff:

Rachel Darr and Debbie Owens

I. Executive Session Debrief

A. General discussion and review of the Executive Session with the Pattens.

II. STF-USA

A. Continued discussion on various concepts concerning the STF-USA proposal.

III. Educational Curriculum

A. Discussed components of a comprehensive educational curriculum. The curriculum will be designed to incorporate the paradigm of conversion, transformation, ministering (serving), and equipping. Classes are being planned to be set up with various tracks that will allow students to learn at their own pace.

- B. Discussion of value of continuing all courses and seminars on the Internet to be available at no charge, thus being available to anyone around the world with Internet access. Board will continue that policy.
- C. Discussed feedback received on the New Life in Christ Seminar.

IV. Calendar of Events for 2011

1.	Scranton, PA Itinerary	February 10-13
2.	Camp Vision Clean-Up	April 9, (Alternate date April 16)
3.	STF Missions	April 15-20
4.	Resurrection Sunday	April 24, Camp Vision
5.	Bible Study Workshop	April 27-May 1
6.	STF Family Event	June 16-19
7.	Teen Camp Counselor Training	July 9
8.	Teen Camp	July 10-16
9.	Women’s Conference	September 8-11
10.	Men’s Camp	October 20-23
11.	Silent Retreat	October 26-30
12.	Board Meeting	November 6-13
13.	Live Out Loud	December 29-January 1, 2012

V. Close:

Board adjourned for the day.

Day 3

Wednesday, January 19, 2011

10:00 AM – 5:15PM, ET, with a working lunch.

Attendance:

Dan Gallagher (DG), John Schoenheit (JWS), Gary Theisen (GT), & Karen Theisen (KT)

Opening Prayer with Staff:

Rachel Darr, Ryan Maher, Janet Speakes, Renee Speakes, Debbie Owens, and Caleb Power.

I. Staff Meeting

- A. Staff informed of calendar of events.
- B. Disclosed decision to hire summer help for projects at Camp Vision.
- C. Discussed long-term goal of hiring an administrative assistant for DG & JWS.
- D. Staff Input

1. Each staff member discussed their various roles and made suggestions about possible changes to enhance efficacy.
2. Rachel Darr & Ryan Maher suggested we not devote any staff time to the networking site MySpace, but just maintain what is already present.
3. In spite of decreased finances for marketing, Ryan discussed that we remain high in our Google page rankings. It was noted that we remain in the number 4 or 5 position or higher on most word searches.
4. YouTube feedback will continue to be overseen by Ryan and Renee.
5. Facebook postings will be overseen by Renee.
6. Ryan suggested the use of GoogleDocs to improve efficiency in the production of The Sower and editing processes.
7. Discussed increased use of volunteers for editing.
8. Ryan discussed the need to revamp the BiblicalUnitarian and TruthOrTradition website platforms. Switching to a newer platform will increase user ability to do word searches, make updates and edits, and keep up with mobile device uses. Also discussed being more inclusive of other Unitarian writers or organization's materials.
9. Ryan & Caleb demonstrated YouTube videos for the Biblicalunitarian.com website.

I. Insurance

A. General Insurance

Don Strouse, agent, H.J. Spier Company Inc., updated the Board on its various property and liability insurance coverage. Discussed carrier change for Camp Vision to Philadelphia Insurance, standard market for camps, rated A ++. Camp Vision is covered as an LLC under CES.

Discussed potential changes in the insurance market regarding use of automobiles to transport event participants to and from airport.

B. Health Insurance

1. DG reported health insurance premium increased 17.7 percent in 2010. Anthem Summary of Benefits, Blue Access Options 6 with Rx Option G. Discussed Preferred Provider Plans versus Health Savings Plans and Employer/Employee contribution options. At this time the ministry provides a PPO plan with a \$1,500 individual / \$4,500 family deductible. The premiums are paid on a 70/30 split Employer/employee.
2. Review dental, vision, and Life insurance provisions of the plan.

3. The Board discussed with present staff members the various ramifications of switching to a HSA from the current PPO plans and moving to a 60/40 sharing of premiums.
4. **Close:**
Board adjourned for the day.

Day 4

Thursday, January 20, 2011

10:00 AM – 6:00PM, ET, with a working lunch

Attendance:

Dan Gallagher (DG), John Schoenheit (JWS), Gary Theisen (GT), & Karen Theisen (KT)

Opening Prayer with Staff:

Ryan Maher, Debbie Owens, and Caleb Power.

I. Staff

- A. Discussed current staff and short term and long-term goals with staffing.

II. Health Insurance

- A. Continued discussion on health insurance plans and various options. Decision to make any plan changes was tabled, pending future review.

III. 2011 and 2012 Event Planning

A. Bible Lands Tour

- a. JWS reported 30 individuals have expressed interest in tour. JWS to contact the Institute for Biblical Studies for potential tour dates in April or May.

B. Discussed 2011 Teens & Twenties Camp theme and staffing.

- a. Theme: Let Your Light Shine.

C. Daily Themes

1. Sunday: We shine because we are loved. (I Jn. 4:19)
2. Monday: We shine because we want to.
3. Tuesday: We shine because we remove the “baskets” that block the light. (Matt. 5:15 ESV)
4. Wednesday: We shine with power.
 - a. Focus on the New Birth and manifestations. (I Cor. 2:4-5)
5. Thursday: We work to shine more brightly.
 - a. Focus on the fruit of the spirit and how we can improve in areas where we are weak. (Gal. 5: 22-23, REV)
6. Friday: We shine our light to others.

- a. Focus on witnessing (making disciples) and fellowshiping with others. (Matt. 23:39)

IV. Internet Technology Trends

- A. Ryan Maher & Caleb Power presented feedback regarding our websites.
 - a. Mobile version will be available.
- B. Concept of guided navigation discussed.
- C. Ryan presented BibleLock Screen program.

V. Finances

- A. Treasurer's Report
 1. Dave Hanson reported 2010 financials have been simplified. Goal is to continue to simplify so general report will be two pages or less.
- B. Cost of Living Adjustments (COLA) discussed.
 1. Any adjustments will be determined by the Compensation Committee after our January Financials are completed.
- C. Staff Bonuses
 1. Pending review and recommendations by the Compensation Committee.
- D. Finance Committee
 1. The Board complemented Dave Hanson, extending much gratitude to him for his detailed attention to the ministry finances and reports, including the proper filing of our 2009 IRS 990 forms, etc. Dave continues to Chair the Finance Committee.
- E. Compensation
 1. Gary Theisen to contact Finance Committee to discuss employee compensation.

VI. Close:

Board adjourned for the day.

Day 5

Friday, January 21, 2011

10:00 AM – 4:00PM, ET, with a working lunch.

Attendance:

Dan Gallagher (DG), John Schoenheit (JWS), Gary Theisen (GT), & Karen Theisen (KT)

Opening Prayer with Staff:

Ryan Maher, Janet Speakes, Debbie Owens, and Caleb Power.

I. STF International and STF-USA

- A. Discussed structure to support STF simple churches/fellowships in other countries and the purpose and organizing concepts for an association of churches like STF-USA.

II. The Sower

- A. Reviewed quarterly themes.
- B. Discussed formatting with Ryan Maher and Caleb Power.

III. Facilities

- A. Discussed the STF Home Office, Camp Vision, and needs for future planning to keep up with growth and production for STF.
- B. Recording studio needs.
 - 1. Discussed feasibility of building studios and the equipment needed.
 - 2. Ryan Maher was approved to purchase one HD camera immediately for filming seminars and YouTube videos.

IV. On-line Learning

- A. Ryan suggested Linda.com format.
- B. Discussed teaming with V. Torrey to discuss formatting.

V. Close:

Board adjourned for the day.

Respectfully submitted,

Karen Theisen, Secretary