

## Significant Actions of the Executive Board

From the January 28, 2017 Meeting:

### **Approval of Minutes**

Minutes for the September 24, 2016 were reviewed. Correction on Wes Segawa being absent for the morning and afternoon session, and Martin Zialcita was absent on the afternoon session. James Merritt moved to accept the minutes, second by Mike Inouye. The minutes were approved by the Board.

### **COMMITTEE REPORTS AND RECOMMENDATIONS:**

#### **OPERATIONS COMMITTEE - Paul Oyer, Chair**

##### **17-1 REC - HPBC Financial Statement for 2014 and 2015**

That the Executive Board accept the audited financial statements of HPBC for 2014 and 2015, as opined on by independent certified public accountants CW Associates, CPA's in their letter dated November 22, 2016.

**APPROVED, by the Board.**

##### **17-2 REC - CW Associates, CPA's**

That the firm of CW Associates, CPA's, be engaged to audit the financial statements of HPBC for 2016, at an estimated cost of \$18,000 to \$20,000 plus Hawaii GE Taxes, in accordance with their engagement letter dated December 30, 2016.

**APPROVED, by the Board.**

##### **17-3 REC -Transfer of Church Site to Undesignated Net Assets**

That the Executive Board approve the transfer of \$350,762 from the Designated New Church Property Fund to Undesignated Net Assets. The \$350,762 is the cost of land in the name of Hawaii Pacific Baptist Convention that is currently used by Cornerstone Christian Fellowship on the Island of Hawaii.

**APPROVED, by the Board.**

#### **ADMINISTRATIVE COMMITTEE - Robert Uyeda, Vice-President**

##### **17-4 REC - HBF Board of Directors**

That the Executive Board elect Anson Okimoto and Amanda Crabtree-Loo as Board of Directors of Hawaii Baptist Foundation effective immediately, January 28, 2017 and will expire at their Annual Meeting in September 2020.

**APPROVED, by the Board.**

##### **17-5 REC - HBA Board of Directors**

That the Executive Board elect Terrance Arashiro and Dominic Dumlao as Board of Directors of Hawaii Baptist Academy effective immediately, January 28, 2017 and will expire at their Annual Meeting in September 2020.

**APPROVED, by the Board.**

##### **17-6 REC - Fill vacancy**

That the Executive Board elect Wes Segawa to fill vacancy to the HPBC Executive Board until the 2017 Annual meeting.

**APPROVED, by the Board.**

**17-7 REC - Fill vacancy**

That the Executive Board elect Shane Okimoto to fill vacancy on the HPBC Executive Board until the 2017 Annual Meeting.

**APPROVED, by the Board.**

**17-8 REC - Change of Meeting Date**

That the Executive Board accept the change of the HPBC Executive Board meeting date from May 13 to May 6, 2017.

**APPROVED, by the Board.**

**17-9 REC - Updated Job Description**

That the Executive Board accept the Updated Job Description of the Director of Church Finance effective January 1, 2017.

**APPROVED, by the Board.**

**17-10 REC - Hiring of Mike R. Martin**

That the Executive Board approve the hiring of Mike R. Martin effective on or about February 22, 2017, in accordance with the Employment Plan dated January 2017, to prepare to fill the job of Director of Church Finance and assume the responsibilities of Director of Church Finance when the Executive Director/Treasurer so determines.

**APPROVED, by the Board.**

**17-11 REC - Changes of Executive Board Meeting**

That the Executive Board approve the changes of the May Executive Board Meeting: change the date to May 6, 2017 and to remove the devotional time and small group prayer time.

**APPROVED, by the Board.**

**17-12 REC - Housing Expense**

John Allison moved to accept the Minister's Housing Expense Estimate for 2017 as stated, which is attached.

**APPROVED, by the Board.**

**17-13 REC - Letter from Gerald Sulliban**

John Allison moved that we received his retirement letter and acknowledge his years of services to HPBC.

**APPROVED, by the Board.**

From the May 6, 2017 Meeting:

Approval of Minutes

Minutes for the January 30, 2016 were reviewed. Pat McAllister moved to accept the minutes, second by Wes Higuchi. Correction that Ruby Ovitt was not absent during the meeting, but it was an excused absent. The minutes were approved by the Board.

**COMMITTEE REPORTS AND RECOMMENDATIONS:**

**PROGRAMS COMMITTEE - Rochelle Knight, Chair**

**17 - 14 REC - JO EVANS MUSIC SCHOLARSHIP**

That the Executive Board award \$1,000 each to Stephen Radkov and Sophia Fryer from the Jo Evans Music Scholarship.

**APPROVED, by the Board.**

**17 - 15 REC - APPLICATION FOR MINISTRY INTERN**

That the Executive Board approve Drew Metcalf as an HPBC Ministry Intern at Lihue Baptist Church from June 1 through October 1 2017 for \$500 per month with the HPBC staff supervisor to be assigned by the Executive Director.

**APPROVED, by the Board.**

**OPERATIONS COMMITTEE - Paul Oyer, Chair**

**17 - 16 REC - Action of Executive Board**

That the action of Executive Board at January 28, 2017 meeting entitled 17 - 3 REC - Transfer of Church Site to Undesignated Net Assets, be effective as of the fourth quarter of 2016.

**APPROVED, by the Board.**

**17 - 17 REC - Puu Kahea Conference Center Accounted Under Designated Fund.**

That the Executive Board approve that effective January 1, 2018, the Puu Kahea Conference Center be accounted for as an Executive Board Designated Fund, rather than as part of Undesignated Assets as it is currently.

**APPROVED, by the Board.**

**17 - 18 REC - New Church Property Fund administered as an Endowment**

That the Executive Board accept that effective January 1, 2017 the designated New Church Property Fund be administered similar to an endowment, in that the amount available to be distributed each year be based on a percentage of the amount of the fund at the beginning of the year. That the percentage of the fund available be granted each year be initially 5%. This procedure is expected to insure that funds will be available to be distributed in all years. Funds available to be distributed in one year that are not granted in that year will be available to be granted in the future years.

**APPROVED, by the Board.**

**17 -19 REC - Revision to the Policies of the Executive Board**

That the Executive Board accept the revision to the policies of the Executive Board introduced at the last Executive Board meeting be adopted at this meeting with one change. That a new "E," be added to Section 1, paragraph II to read;

"The Executive Board meeting for the third quarter shall serve as the annual meeting of the members of HPBC's institutions (Hawaii Baptist Academy and Hawaii Baptist Foundation) at which members of the Board of Directors of the institutions are normally elected."

And that the existing paragraph "E" shall be relabeled "F" and the existing paragraph "F" shall be related "G".

**APPROVED, by the Board.**

**ADMINISTRATIVE COMMITTEE - Robert Uyeda, Vice President**

**17 - 20 REC - Job Description of Director of Church Health**

That the Executive Board accept the updated job description of Director Church Health presented, with tools for evaluation by September meeting.

**APPROVED, by the Board.**

**17 - 21 REC - CP Task Force**

John Endriss moved that the Executive Board form a CP Task Force to evaluate and develop a plan, seconded by John Hom.

**The recommendation was amended.**

**17 - 22 REC - Amended CP Task Force**

John Endriss moved that the Executive Board form a CP Task Force to evaluate and recommend actions to the Executive Board, seconded by Vince Bagoyo.

**APPROVED, by the Board.**

**17- 23 REC - Members of the CP Task Force**

John Allison moved that the head of the CP Task Force will form the CP Task Force team from the names recommended, but no more than seven members, seconded by Paul Oyer

**APPROVED, by the board.**

**17 - 24 REC - Purpose of CP Task Force**

Paul Oyer moved that the head of the CP Task Force will form a charter and purpose of the CP Task Force and to bring it to the Executive Board meeting on September, seconded by Wes Segawa.

**APPROVED, by the Board.**

From the September 16, 2017 Meeting:

Approval of Minutes

Minutes for the May 6, 2017 were reviewed. Wes Segawa moved to accept the minutes, second by Wes Higuchi. Correction on first paragraph of page 6, it should read as, As a matter of information, Olivet Baptist Church offer to transfer title to a property... Correction on second paragraph of page 7, John Endriss moved that the Executive Board form a CP Task Force to evaluate, develop a plan, and implement, seconded by John Hom. The minutes were approved by the Board.

**COMMITTEE REPORTS AND RECOMMENDATIONS:**

**PROGRAMS COMMITTEE**

**17 - 25 REC - 2018 MINISTRY SUPPORT AND CHURCH PLANTING**

That the Executive Board approve the Ministry Support and Church Planting sections of the 2018 HPBC Budget as presented.

**APPROVED, by the Board.**

**ADMINISTRATIVE COMMITTEE - Robert Uyeda, Vice Chair**

So that he could present the recommendations of the Administrative Committee, which he chairs, President John Endriss asked First Vice President Robert Uyeda to preside during the Committee's report.

**17 - 26 REC - HPBC 2018 BUDGET**

That the Executive Board approve the 2nd draft of the HPBC 2018 Budget.

**APPROVED, by the Board.**

**17 - 27 REC - JOB DESCRIPTION OF ASSISTANT EXECUTIVE DIRECTOR**

That the Executive Board approve the Job Description of Assistant Executive Director as presented.

**APPROVED, by the Board.**

**17 - 28 REC - 4TH QUARTER EXECUTIVE BOARD MEETING**

That the Executive Board to schedule the 4th quarter Executive Board Meeting on November 18, 2017.

**APPROVED, by the Board.**

**17 - 29 REC - TRANSITION MIKE MARTIN TO FULL-TIME**

That the Executive Board to transition Mike Martin from part-time to full-time staff effective immediately through the remainder of the 2017 with \$7,250/month salary.

**APPROVED, by the Board.**

**17 - 30 REC - RESTRUCTURING OF HPBC/ASSOCIATIONAL**

That the Executive Board to bring a recommendation to the HPBC Annual Meeting to proceed with the HPBC/Associational restructuring. It is also recommended that the Executive Director Chris Martin be permitted to use his discretion in the timing of the presentation of this recommendation to the Annual Meeting, as well as the implementation of the restructuring.

**APPROVED, by the Board.**

**17 - 31 REC - EXTENSION CAMPUS OF SWBTS**

That the Executive Board give permission to the Executive Director Chris Martin to engage with Southwestern Baptist Theological Seminary in setting up a seminary extension program in HPBC territories and expect regular updates to the Executive Board.

**APPROVED, by the Board.**