

Draft March 7, 2017

Minutes of the Meeting of the Board of Directors of The Dominican Development Group

Annual Meeting of the Dominican Development Group Monday, February 13, 2017 Diocese of the Dominican Republic Diocesan Office, Santo Domingo, Dominican Republic

The Board of Directors of the Dominican Development Group met from 9 a.m. until 3:35 p.m. on Monday, February 13, 2017, at the diocesan office of the Dominican Republic in Santo Domingo.

Members present: Bishops – The Rt. Rev. Wendell N. Gibbs, Jr., (Michigan, Second Vice President), The Rt. Rev. Julio Holguín (Dominican Republic, First Vice President), and The Rt. Rev. Moisés Quezada (Dominican Republic); Bishop’s Designated Representatives - Julia Ariail (Georgia, Secretary), the Rev. Tar Drazdowski (Nebraska), the Rev. Deacon Beth Drew (Western Michigan, President), Katie Forsyth (Eastern Michigan), and Sally Thompson (Southwest Florida); At Large Members - the Rev. Hilario Albert (New York), Julius Ariail (Georgia), Karen Carroll (Dominican Republic), John Gruetzmacher (The Episcopal Church in South Carolina), the Rev. Marshall Huey (South Carolina), the Rev. Sandy Key (New York), the Rev. Ed Miller (Virginia), David Morrow (Northwest Texas, Treasurer), and the Rev. Deacon Alexander Romero (Dominican Republic); and Executive Director Bill Kunkle (Southwest Florida). Guests: Karlah Gibbs (Michigan), Patricia Martin (Dominican Republic) and Charlie Nakash (Dominican Republic).

Members absent: The Rt. Rev. William J. Skilton (Dominican Republic), and The Rt. Rev. Jake Owensby (Western Louisiana) or his representative Dr. Richard Campbell; At Large Members: Joy Holl (South Carolina), and the Rev. Rhonda Rubinson (New York).

The Rev. Deacon Beth Drew opened the meeting with a reflection on Absalom Jones. The Rev. Sandy Key offered an invocation and the official board meeting began at 9:16.

Secretary Julia Ariail declared a quorum of a simple majority of 16 of the 22 members present. The agenda for the meeting is at **Appendix A**. President Drew welcomed the new members: Katie Forsyth, the Rev. Hilario Albert and John Gruetzmacher; and guests: Karlah Gibbs, Patricia Martin, and Charlie Nakash.

Minutes

The minutes of the last meeting were emailed to all the board members two weeks in advance of the meeting. Because one member wanted to review the minutes, they were tabled for a later approval motion. The October minutes are at **Appendix B**.

Confirmation/Election of Officers

David Morrow made a motion to confirm the existing officers for a second term. The motion was seconded by the Rev. Tar Drazdowski. The motion passed unanimously. The officers are President, the Rev. Deacon Beth Drew; 1st Vice President, the Rt. Rev. Julio Holguin; 2nd Vice President, the Rt. Rev. Wendell Gibbs; Secretary, Julia Ariail, and Treasurer, David Morrow.

Distribution of Meeting Packet

Director Bill Kunkle distributed the meeting packet which consisted of the agenda, the President's report, the 2016 and 2017 budget documents, Bishop Holguin's report, the Mission team office report, the communications report, the Executive Director's report, the committee membership and the board membership.

President's Report

President Beth Drew's report began with a quote by John Schaar about the future as an opportunity to create, paths not found but made. She described her travel on behalf of the Dominican Development Group in the past year. Some of the successes of the past year are Tom McGowan's work with the Dominican Episcopal Schools, the Dominican Wave Soap project, the robust construction efforts and the work of over 50 mission teams. Our future is one we will begin to create with God's help and direction. We will focus on vision, taking the best from our tradition, identity and history into the future. See **Appendix C** for her full report.

Treasurer's Report

Treasurer David Morrow referred to the report of the *El Fondo de Autosuficiencia* (The Fund for Self Sufficiency – FOCA) that was distributed Sunday evening at the restaurant gathering of the board. Deacon Romero works for a Dominican bank and monitors the investment of the endowment of the Diocese of the Dominican Republic. He explained that the *Banco Popular Dominicano* offered a rate of 19% interest last year on the monies that were invested long term with only interest withdrawn as is the case with our endowment. Other notes coming due between now and 2022 had varying rates averaging 13.2%. As a result, the balance as of December 31, 2016 was \$335,047,118 Dominican pesos or approximately \$7,128,662 US dollars. The interest on these monies supports the annual budget of the Diocese. See **Appendix D in Spanish and English**.

David said that in the Executive Director's report the board would see that there is a need to transfer \$25,000 to the US account of the DDG from the DDG's investments from the DR because of a shortfall in funds in the US account. Executive Director Bill Kunkle said that several items are over budget at the DDG including his travel, but that is very important in terms of reaching out to new partners. The Episcopal Church has approved support for his pension. The Diocese of Nebraska will contribute money to the DDG for

2017 as a companion diocese. In the discussion the Rev. Marshall Huey asked about the need for moving funds. He suggested the DDG write letters to mission teams after they return home to ask for contributions, a more aggressive asking that we have done previously.

John Gruetzmaker reminded the group that in the early days of the DDG there was a 3% overhead surcharge on certain funds and that became problematic. Bill Kunkle explained that all funds (100%) designated for the DR whether for mission team work or scholarships goes directly to the Diocese for distribution. The Rev. Hilario Albert noted that board member support seemed to be one-half of that required and we need to be more faithful in our own giving. Sally Thompson said we have to be very careful in asking board members to pay as several pay their own expenses even while being Bishop's representatives. Bill explained that the Diocesan support is separate from the Board Member support.

Board members discussed how churches' contributions, diocesan contributions and private contributions are accounted in the spreadsheet. David Morrow said that in a typical year, the DDG handles approximately one million dollars of project money as a "flow-through," not part of the budget. Bill Kunkle said that there are over 400 unique donors. These have never been reported at board meetings but were handled by the accountant in the yearly review that had no negative findings. The Rev. Ed Miller suggested that the impact of the capital campaign may affect this matter and that we should come back to this discussion after his report.

Bishop Holguín's Report

Bishop Holguín delivered his report orally in English. His written report both in English and Spanish is in the Agenda booklet. See **Appendix E**.

Bishop Holguín welcomed everyone. He described the work of the Province IX Development Group coordinated by Bob Stevens as executive director. Bob traveled to Ecuador in November to lead a workshop on how to organize a development group. Bishop Holguín and Bob Stevens went to Honduras from November 28 to December 1 to direct two working meetings on that subject with lay people and members of the clergy. They plan to go to Ecuador in April for another meeting.

The first of the three dormitory buildings at the Bishop Skilton Center is complete. The diocese hopes to complete construction this year in Dajabón, Las Carreras, Azua, and Nizao as well as the technical school in San Pedro de Macorís. He hopes that there will be money to begin construction on two new church buildings: Monte Sión in Boca Chica and El Santo Nombre in Baní.

Bishop Holguín announced his retirement date as November 1, 2017 subject to the approval by the House of Bishops.

The official seating of Bishop Moisés Quezada Mota as bishop diocesan will be on November 4, 2017 if approved by the House of Bishops. The fall DDG Board of

Directors meeting will be in the Diocesan office on November 6. Early arriving board members can take part in Bishop Holguín's retirement festivities and the seating of Bishop Quezada.

Bishop Quezada's Report

Assisted by interpreter Patricia Martin, Bishop Moisés Quezada Mota welcomed everyone. He expressed his gratitude for all the DDG has done and will do in the diocese of the Dominican Republic. He repeated a portion of his speech at the convention two days before, "The DDG is a blessing for this diocese. I testify of the love and giving of the DDG. Their interest in the development and increase in our diocese is great. We need to recognize all their work, for the fund we have received, for projects, for the integration of the diocese and mission teams and for the promotion of our missionary work. From the bottom of our hearts, we thank the DDG!" Bishop Quezada's Report is **Appendix F**.

The Rev. Hilario Albert expressed his pleasure at "coming back home" and having a place at the table.

Bishop Holguín suggested that the members of the board review the FOCA report during the break and ask questions when we return.

President Drew encouraged board members to sign up for committees.

Morning Break at 10:30

After the break, President Drew asked for questions about the FOCA report. She also asked Deacon Romero to provide the report in both Spanish and English for publication in the minutes of the meeting and hereafter at all future meetings. Bill Kunkle asked for an explanation of the 5% capitalization. Bishop Holguín, Alex Romero and Patricia Martin discussed the interest with the group.

Mission Team Office Report

Karen Carroll, Mission Team Coordinator, gave the Mission Team report. There are 42 teams already scheduled for 2017: 7 medical teams, 8 VBS teams and 27 construction/repair teams. There will also be two exploratory teams.

She described several of the teams and the work they were doing. Three teams have sent playground kits by ship and new playgrounds will go in at Santísima Trinidad, La Redención and San Matías. Teams are working on water systems, solar panel installation, kitchens and a bakery as well as new pews and furniture.

Karen would like to retire by the end of 2017 and return to Tampa, FL to support the DDG in the Tampa office. To date no one has been located to replace her. Karen's report can be found at **Appendix G**.

Communications Report

Julius Ariail presented the Communications Update. He and Julia have compiled the data and coded the online Asset Map of The Episcopal Church to reflect accurate locations of all the churches, schools and other Episcopal facilities in the DR. Julius redesigned the DDG website and continues to maintain and enhance the websites for the DDG and the Diocese of the Dominican Republic. He and Julia published eleven issues of the DDG *Companion News* in 2016 and four issues of *Compañeros Dominicanos*.

Julius has developed a social media fact sheet to be distributed to all mission team leaders online and in print that encourages the mission teams to share their group photos and stories. He distributed three handouts in addition to the communications update: the latest *Compañeros Dominicanos*, "Help us tell your Mission Team Story," and the DDG Programs and Services flyer. Working with Karen Carroll and Bill Kunkle, he and Julia helped to develop a mission team information form with all relevant information for team leaders and the mission team office.

Julius posts daily on DDG social media to focus on the work of mission teams in the DR. His report is **Appendix H**.

Executive Director's Report

Executive Director Bill Kunkle described 2016 as another remarkable year for the Dominican Development Group. The DDG continued to facilitate the mission and purpose of the organization by supporting the many ministries of the Dominican Diocese of the Episcopal Church. The DDG received and transferred \$631,808.93 in support of the development and self-sustainability of the diocese. That amount represented over 900 donations from just under 400 individuals and organizations. A significant amount of the money is designated for mission team support

The endowment campaign trip to Texas plus donations to honor Bishop Ousley's 10th anniversary as bishop raised \$86,350. We will be launching a campaign through the Episcopal Church Foundation to enhance the campaign this year. The DDG 2016 budget was \$139,007.40, but we only received \$110,612.38. We finished the year \$1,805.85 over budget. Bill asked the board for help in this area so that the programs and travel to recruit new donors can continue. He was out of the office 86 days in 2016 and plans to be out for 73 days in 2017.

The Programs that the director works with are mission teams, solar energy projects in Consuelo, Jalonga, San Simón, and Mosoví. There are two exploration trips a year in April-May and in October. The Clínica Esperanza has major financial challenges. However, groups from Southwest Florida, Nebraska, Georgia, and Western Louisiana are currently supporting the clinic.

The Housing program is awaiting the purchase of the necessary parcels of land and addition funding. The “Dominican Wave” micro business was a partnership with Flagler College. The program is in jeopardy because of lack of continued funding. We are actively promoting the vocational schools and hope to encourage mission teams to work of these.

We currently have two active grants: a 2016 UTO Companion Diocese Grant to fund 30% of the solar electric and water program in Jalonga; and the Saint Michael and All Angels Sanibel Island grant for \$1,000 for the nutritional program at Santo Tomás. We will apply for a 2017 UTO Grant in early March.

Bill is the SW Florida representative to the Global Episcopal Mission Network and is on the board of directors. He traveled to Puerto Rico in May 2016 for the annual mission conference. Julius Ariail, Julia Ariail, and Tar Drazdowski also attended along with missionaries Karen Carroll and Charlie Nakash. This year’s meeting in May is in Alabama. Bill’s report is **Appendix I**.

Discussion

In the discussion following Bill’s report, John Gruetzmacher asked if the grants go through the budget. Bill replied that a portion is included. John commented that the professional evolution of the board since his last term on the board is remarkable. Bill Kunkle asked members of the board to sign up for the committees: budget, membership, endowment, bylaws, and perhaps form a new one - communications. The Rev. Marshall Huey said that social media and mass communication are important and the communications group should have personal contacts they could add to the current list. The Rev. Hilario Albert said that the Communications committee should support the Endowment. John Gruetzmacher suggested that someone should call the mission team leaders after their mission to ask for constructive comments. Several members agreed. Karen Carroll said that she tries to get feedback on the last day of the team’s stay.

The Rev. Sandy Key made a motion to create a communications committee. The Rev. Hilario Albert seconded the motion. And the motion carried unanimously.

After Julius Ariail organized the group photo, the group adjourned for lunch.

Lunch

The committees met for 45 minutes. The group reassembled for reports from each committee.

Committee Reports

Bill Kunkle lead the report of the **Membership Committee**. We had three resignations: The Rev. Deacon Bob Snow (At-large, Nebraska), the Rev. David Somerville (At-large, Georgia), and the Rt. Rev. Robert Skirving (Diocesan, East

Carolina). The Revs. Snow and Somerville resigned for health reasons. Bishop Skirving is discontinuing East Carolina's commitment to be a companion diocese. The board members signed cards to Bob Snow, David Somerville, and a congratulatory note to Bishop William Skilton and his bride, Debbe. Julia and Beth will send a letter to Bishop Skirving thanking him for the years his diocese was a companion diocese. The Rev. Tar Drazdowski announced that The Rt. Rev. Scott Barker of Nebraska has asked to name the Rev. John Schaefer of St. Andrews Episcopal Church in Omaha, Nebraska, to replace Bob Snow as an at large member. An incorrect list of members was printed in the meeting packet. Julia will send out a correct list with the minutes. Julia will also write Joy Holl to ask if she wishes to remain on the board. David Morrow made a motion to approve the actions of the membership committee. Ed Miller seconded the motion, and it passed unanimously.

The Rev. Tar Drazdowski submitted a written report on the **Water and Sanitary Latrine Committee**. The limited success of the latrine effort calls for re-evaluation of the location to build the latrines. Perhaps it would be best to store the latrine forms and temporarily suspend the project. The water efforts would continue as planned. She is resigning as chairperson. The Water and Sanitary Latrine report is **Appendix J**.

The Rev. Marshall Huey asked why we have a committee on one aspect of our work. After discussion, the group decided to rename the Water and Sanitary Latrine committee as the **Program Committee**. Marshall Huey made the motion; seconded by David Morrow, and it passed unanimously.

The Rev. Ed Miller, chairperson of the **Endowment Committee**, reported that for a number of years the DDG has been trying to get the DR diocesan endowment (FOCA) to 10 million dollars. Right now that would mean an additional 2.9 million dollars. He has talked to Leslie Pendleton at the Episcopal Church Foundation who will be our consultants for the campaign. We have negotiated a pay-as-you-go day-by-day system and signed a contract to have them make a proposal for the campaign.

We have two stories to tell in the campaign. We want to honor Bishop Julio Holguín for the amazing work that he has done in expanding the facilities and the ministries of the Episcopal Church in the Dominican Republic. Secondly, we need money for the self-sustainability of the Dominican Diocese given the final lump sum payment by The Episcopal Church in 2016 and diminishing funds for only 3 more years. The Dominican Diocese under Holguín is an example for others in Province IX. The Diocese of Honduras may be next in line to achieve financial self-sustainability.

Ed asked our group to be enthusiastic and committed and to find names for lead gifts. He had personally called two people who may potentially donate \$500,000. Bishops Todd Ousley and Wendell Gibbs will hold a meeting of other companion diocesan bishops at the March House of Bishops meeting to gather support.

David Morrow added that there are good things to point to in the proven returns on investments in the FOCA. We are three-quarters of the way there.

Julia Ariail distributed a brochure she designed after a telephone meeting with Leslie Pendleton about the campaign that is a draft of the information that will be circulated to those who will be asking for contributions. Marshall Huey said that people who have already contributed are the best ones to ask for the lead gifts. The *La Paloma* brochure 2/13/2017 draft is **Appendix K**.

Ed said there are five targeted groups: the committed dioceses; mission teams, major donors, partner parishes, and people in the Dominican Republic and in New York Dominican communities. Beth said we should submit names to Bill Kunkle. David has a spreadsheet of potential donors from the block grant. Most people want to be part of a success, and this is a success. Ed said we hope to conclude the campaign in November or announce where we are in November and conclude in February. We can have challenge matches between congregations and individuals.

Bill Kunkle says there is a list of 5000 names in the DDG database. Julius Ariail says the mailing list for the *Companion News* and *Compañeros Dominicanos* has 1,014 on the email list. Julia, Bill and Karen are developing a form that would capture mission team members' names, addresses, and email addresses. Beth suggested we need to educate the team leaders so that they will be enthusiastic about supporting the effort. Ed concluded by reminding the group that we have a \$10,000 grant to develop the fundraising strategy for the St. Louis Family Foundation Amos Fund/Emmanuel Fund. We have also previously voted to support the campaign by \$30,000.

John Gruetzmacher asked if the ECF has ever done this kind of campaign. Ed answered, "Yes, they have had experience with a similar campaign in Haiti and learned from that. We believe that sustainability as a target goal will be popular." John said that people are more willing to give to schools than churches and buildings. David Morrow said that the DDG is not wealthy. Much of what we have now came from individuals. Bill Kunkle said that \$3.2 million has come through the DDG; \$1.6 million has come from the Dominican Republic so that was \$4.8 that was invested wisely and has raised the current total to \$7.128 million. Ed Miller made a motion to enthusiastically support the capital campaign through prayer and action; Bishop Gibbs seconded and the motion passed unanimously.

The minutes of the October 17, 2016 meeting were unanimously approved on a David Morrow/Ed Miller motion.

The Rev. Sandy Key reported for the **Budget Committee**. He reviewed the 2016 Budget answering questions. We have decreasing dollars coming from the dioceses. We need companion dioceses to pay the full \$10,000 asking or raise the contribution level for the other dioceses. We don't need to guess every year what the dioceses will contribute. We need that information before calculating our yearly budget. Sandy also asked the individual board members to increase the amount they are contributing. He passed out sheets of paper so that members could anonymously pledge, and that

amount that came to \$18,350. Bishop Gibbs asked that we don't exclude Bishop's representatives from giving. Tar said that the full board should contribute.

The group discussed the check writing privileges for the DDG. Currently Bill Kunkle, Anne Vickers, the CFO of the Diocese of Southwest Florida and the retiring David Somerville are signatories. Marshall Huey said there needs to be two signatories in Tampa to establish accountability and so that the director doesn't have to travel to get checks signed. A Marshall Huey/David Morrow motion to authorize President Beth Drew to set a policy and approval process acceptable to Bill Kunkle passed unanimously. Sandy Key made a motion to amend the 2017 budget to include the figure \$18,350 for board member contributions. Hilario Albert seconded, and the motion passed unanimously. Bill asked for approval to transfer \$40,000 from the DR investment account to the DDG. The David Morrow/Wendell Gibbs motion passed unanimously. The actual 2016 and proposed 2017 Budgets are **Appendix L**.

Katie Forsyth reported for the Communications Committee. This new committee will assist Julius and Julia Ariail in the publications of the Companion News and *Compañeros Dominicanos* as well as the DDG website, Facebook page and Episcopal Dominican Diocese website. There are difficulties in getting consistent information to Julius from the teams, churches and DDG office. We need text and photos from mission teams and about projects. Julius has developed an info sheet that Karen Carroll's office will send by email and give a print copy to the team leaders of the mission teams asking for photos tagged #episcopaldr17. Katie will develop a form letter to be sent to the companion dioceses asking for the Bishops' media person's name and email address to facilitate the social media management.

A list of the 2017 Board of Directors as approved at this meeting is **Appendix M**.

Date and Location of Next Meeting.

The next meeting of the Board is November 6, 2017, in Santo Domingo. A goodbye party will be arranged for Bishop Holguín before the seating of Bishop Moisés Quezada on November 4, 2017. The next annual meeting will be in Santo Domingo, Dominican Republic on Monday, February 12, 2018, following the convention from February 9 – 11, 2018.

David Morrow and Bishop Gibbs made the motion to adjourn. The unanimous vote closed the meeting.

Following the meeting, Bishop and Mrs. Holguín hosted an elegant dinner party for the Board Members at their home.

Respectfully Submitted,
Julia Ariail, Secretary, Dominican Development Group
March 7, 2017