

**DDG Annual Meeting of the Board of Directors – February 11, 2019**  
**Centro Obispo Holly, Calle Gazcue, 114 – Santo Domingo, R.D.**

**Members Present:**

Bishops of the Companion Dioceses:

- The Rt. Rev. Moisés Quezada (Dominican Republic)
- The Rt. Rev. Wendell Gibbs (Diocese of Michigan)

Bishops' Designated Representatives:

- The Rt. Rev. Michael Garrison (Diocese of SW Florida)
- The Rev. Ricardo Lopez (Diocese of NW Texas)
- The Rev. Jason Roberson (Episcopal Church in South Carolina)
- The Rev. Deacon Beth Drew (Diocese of Western Michigan)
- Canon Katie Forsyth (Diocese of Eastern Michigan)

At-large Members:

- The Rt. Rev. Bill Skilton (Dominican Republic)
- The Rev. Ed Miller (DDG President, Diocese of Virginia)
- Karen Carroll (Dominican Republic)
- Tom McGowan (Dominican Republic)
- Alex Romero (Dominican Republic)
- Julius Arial (Diocese of Georgia)
- Joy Holl (Diocese of South Carolina)
- The Rev. John Schaefer (Diocese of Nebraska)
- John Gruetzmacher (Episcopal Church in South Carolina)
- The Rev. Marshall Huey (Diocese of South Carolina)
- Miquea Saintivil (Dominican Republic)
- Sally Thompson (Diocese of SW Florida)

DDG Executive Director: Bill Kunkle (Diocese of SW Florida)

Guests: Charlie Nakash, Debbe Skilton, The Rev. Juan Marquez, Patricia Martin, Michael Sosnowski

**Members absent:**

- The Rt. Rev. Scott Benhase or his rep. Julia Arial (Diocese of Georgia)
- The Rt. Rev. Scott Barker or his rep. (Diocese of Nebraska)
- The Rt. Rev. Jake Owensby or his rep. The Rev. Seth Donald (Diocese of W. Louisiana)
- The Rev. Sandy Key (Diocese of New York)
- The Rev. Hilario Albert (Diocese of New York)
- David Morrow

**Call to Order** (See Agenda)– The Rt. Rev. Moises Quezada began the meeting with prayer at 9:17 a.m, the Rev. Ed Miller, board chair, called the meeting to order. The Rev. Jason Roberson was appointed as substitute secretary, and quorum was confirmed with 18 of 23 board members present. The Rev. Ed Miller introduced guests (listed above), as well as new and prospective board members:

- Miquea Saintivil – from San Jose Church (Boca Chica), now working for the diocese, a graduate of University in San Pedro, has worked for “Rustic Pathways” with U.S. students doing service projects in the DR. Miquea is now working in the role of mission group coordinator for the Diocesan office in Santo Domingo.
- Michael Sosnowski – Water Missions International – guest of Marshall Huey – Michael is working to reestablish communication with the DDG and the Iglesia Episcopal Dominicana; he is present to give a presentation about new partnerships with “Heart To Heart International” and others in the DR working with water projects
- The Rev. Ricardo Lopez – from the Diocese of Northwest Texas, as representative in place of David Morrow on the DDG board of directors.

**Minutes from the October 2018** mid-year meeting were sent to board members by email for review. John Gruetzmacher moved to approve the minutes, seconded by Bishop Garrison. Minutes were approved unanimously with no revisions or amendments (See October 2018 approved minutes.)

**Election of two new members** – Bishop Skilton moved to elect two new members, seconded by John Gruetzmacher. Motion to elect passed unanimously.

- Sally Thompson – at-large member (Diocese of SW Florida)
- Miquea Santival (Dominican Republic, nominated by Bishop Quezada)

**President’s Report** – The Rev. Ed Miller (See written report)

- 2018 was year of milestones and some changes, especially the DDG’s 20<sup>th</sup> Anniversary celebration in Tampa.
- 2018 – the DDG experienced more income than expenses for the first time, being in the black with the annual operating budget.
- FOCA endowment fund – investments are doing well, donations have increased; it is not necessary to take out the maximum amount this year for the operating budget. The FOCA report is included in board packet.
- We offer thanks to Karen Carroll on her retirement and for her many years of service to the Dominican Episcopal Church and the DDG.
- We are thankful at the end of 2018 for the first full year with Bishop Moises as the new diocesan bishop.
- Challenges – our desire to do more than our resources allow us is a reality, especially without much administrative support for the executive director; Bill’s family time versus his time as executive director is challenging.

**Treasurer’s Report** – given by Bill Kunkle on behalf of David Morrow (See finances of written Executive Director’s Report)

- Financials are presented in Bill’s executive report.
- 2018 Budget Summary – to date we have transferred \$15,305,352.96 to the Dominican Episcopal Church from the DDG,
- \$183,791.20 has been transferred so far this year.
- This year we raised more money than our budget for first time.
- There is a surplus amount \$13,155.98 (also noted in budget summary of Executive Director’s report).

**FOCA report** – given by Alex Romero (See written report)

- A written FOCA report is included in board packet (report of self-sufficiency).

- 60% was withdrawn this year (instead of the normal 80%), therefore an extra \$200,000 was left in the fund – this will produce an extra \$20,000 in the next 12 months.
- Exceeding \$10 million in the FOCA fund is a huge milestone.
- Bishop Skilton thanked Alex Romero for his hard work over the years; Alex has been instrumental working with FOCA.

**Bishop Quezada’s Report** – Major topics listed below. (See written report.)

- Bishop Quezada welcomed the DDG board and guests to the Dominican Republic and to the Diocese; he reminded the group that the DDG board is a vital part of this diocese in the mission of the Church in the Dominican Republic.
- 1- RESTRUCTURING OF THE DIOCESE - Congregational Development Committee
  - Marshall – asked, with agreement between diocese and government, will Christian doctrine still be allowed to be taught in the schools? Bishop Quezada answered, yes. Christian Education will continue, including new organizing of “Nueva Vida” groups/youth clubs, etc.
  - 5 schools will be co-managed with the Dominican Government - Jimani (San Pablo), Carreton (closed now but will reopen), San Matias (Santana Bani), Jesus Nazareno (San Francisco de Macoris), La Redencion (Barahona)
  - Another program – “Estancia Infantil” day care – children from 1 to 5 years – government will pay the schools, but schools can still charge a tuition fee
  - Law says that all employees will have scholarships for their children
  - The govt. is searching for schools to enter into this co-management project, it does not matter if the schools are Roman Catholic or not. Public-private partnership – a sales tax (4% of 18%) goes to education. There is still a lack of capacity to educate the number of children – so the govt. has entered into an agreement with private schools.
  - 2,500 pesos per child will be provided at the pre-school level (Tom McGowan) – a good example is Buen Pastor (San Pedro de Macoris) – there has been a great renewal of the school that was in dire straits
  - Bishop – the govt. is investing a lot of money in education – a school is designed to give a social service – example in Jimani – the tuition is not enough to pay teachers salaries – 7,000 pesos per month at private Episcopal Schools – public schools pay 30,000 pesos per month;
  - Bishop Moises - Larger Episcopal schools can then increase the quality, increase the tuition, and pay higher salaries – we do not want to co-manage with the govt.; the govt. requires that we stop charging tuition at the larger schools, and require a 10 year contract – the govt. will hire the teachers taking over control of our schools – so the IED has been negotiating these conditions; Buen Pastor is under full control of the govt., so the diocese has been working there to regain some control – a contract was presented to them, but they continue to insist in 10 year contracts; salaries have been raised, but nowhere near the public school sector salary
- San Andres, San Jose, San Marcos, Jesus Nazareno – the work done with Tom has allowed us to increase the number of students
- Scholarship program is still very important because we cannot pay the salaries – 20,000 pesos per month for our teachers vs. 60,000 pesos in the public schools
- Pre-schools will enter into co-management – 1900 pesos per month as these schools, but meals are included, so we have to raise tuition
- When children reach 5 years of age, they will continue with us in the Episcopal System

- New law – 4% of GNP is being given to education, increasing competition in the private sector – creating a “boom” in the country
- Bill Kunkle – down from 62% to 57% - the endowment support to the diocese has decreased this past year – a sign of good leadership

### **BREAK at 10:36 – 15 minutes**

#### **Water Mission presentation** – Michael Sosnowski (Director of Stewardship, Southeast Region)

- 2001 – After hurricane Mitch – disaster response, 10,000 gallons of water per hour
- “Safe water request” for a community – “Safe water committee” is set up in the community
- 3% of daily income of a community member – maximum price that can be paid for water
- Paid full time operator
- NEW - Satellite water communicators – to check the status of water flow, chlorine content, and turbidity (since 2010, especially in Africa)
- Unicef, Samaritan’s Purse, FEMA – partnerships with Water Mission
- DR partnerships – Major League Baseball teams and players, Heart to Heart International
- DR possibility - Existing water systems “institutional models” for schools, clinics, hospitals – less hours of preparation are needed for training, etc. Water sources are easier to treat – city water, existing wells, etc. – chlorinator or an entire system – revenue stream for institution with taps for charge with the community
- San Andres school – spends \$100/week on drinking water (botellones) – a water mission system would eliminate that cost
- 23 sites have been tested around the diocese with a rep. from Water Mission – all tested as “treatable” except for 2 sites because of high salinity levels
- Bill – very worthwhile to consider adding a WM system/partial system/chlorinator in many of our diocesan institutions

#### **Committee Formation** – new membership

- Sally – Education
- Ricardo – Communications
- Jason – Endowment
- Miquea - Education
- Fr. Seth Donald – new representative from W. Louisiana

#### **Communications Report** – Julius Arial

- 2 page report with new banner – “DDG Communications Update”
- new mission team poster – pictures of every incoming mission team by Patricia or Charlie
- education brochure
- Companeros December Newsletter
  - Increased focus on articles written by Dominicans, including new December article
- Website – DDG and Iglepidom currently managed by Julius – Padre Diego is the new chair of the communications committee for the diocese – new changes coming and turning the Iglepidom website over to the diocese
  - Episcopal Asset map – to be the primary directory of churches and mapping of parishes
- Photo and Video Projects
- Social Media
- Constant Contact Email service

- End of 2019 – Julius and Julia rolling off board at the end of this year. Julius will be 75 this year, difficult to travel due to some minor health issues

Bishop Skilton – motion for official thanks to Julia especially in her absence and to Julius for all their work and dedication to the DDG – motion to thank both; Bishop Gibbs- second; Motion passes

**Mission Team Office Report** – Patricia Martin (See *Appendix J* for written report)

- Bishop Moises says the office should continue working with the same efficacy
- Working with mission teams to help with the development with the mission of the church
- Good communication between clergy, local congregations, and brothers and sisters in mission – good relationships
- An honor for Patricia –
- New expectations – hiring of Miquea Santival – with Charlie Nakash, they are strengthening our work by team follow up, especially construction teams
- Miquea is able and ready to work, very prepared;
- GEMN conference in April 2019 – logistical planning out of the diocesan office
- 2018 – 50 mission teams coordinated by this office
- 2019 – 29 teams on the calendar; 15 leaders of other teams have requested information to make the decision of date and place
- Thanks to God – for the Snows, for Karen, and for everyone who supports this diocese

**Executive Director’s report** – Bill Kunkle (See *Appendix K* for written report)

- 2018 was an amazing year to see that the DDG is two decades old, developing and assisting the diocese
- Patricia does a great job communicating with mission teams
- Karen’s retirement – 815 wants the mission office to be run by a Dominican
- Office help is needed, but there is no money in the budget - \*\*
- Other support:
  - Seaboard Machine – 70% discount through our relationship
  - FedEx shipping – donations from the FedEx warehouse given to the IED
  - Shoe ministry – TEC in SC? David Morrow in Texas
- Finances – see graph
- Purchases of fire trucks and ambulances through the DDG office
- Budget summary – see written report
- Use of Karen’s car, diocesan van, apartment for Bill – provided by the diocese
- Advisory Board – David Morrow still has a dream of developing a group of “Friends of the DDG”
- Scholarships
- Exploration team – spring and fall
- Clinica Esperanza – major deficit each year, on the “verge of closing” each year; Rev. Milquella has been able to improve some of the problems
  - How to make the clinic self-sustaining and improve accessibility? To provide low cost, quality health care and support the diocese at the same time.
  - Bishop Moises – construction in 1920 for a school – it does not meet the conditions for a clinic required by insurance companies; the clinic has not been able to secure the approval to be affiliated with insurance companies – a diocesan committee has been appointed to look at the ways to improve the service, and to be approved to receive the social security insurance

- Bishop Skilton – has the diocese considered a partnership with the 3 very successful clinics in Puerto Rico – Clinica San Lucas – Moises - yes, we have talked to the Bishop of PR to help us with a strategic alliance to work together
- GEMN conference at San Jose (Skilton Center and Hampton Inn) – Bill has one year left on the GEMN board – very helpful to help with mission teams and organizational needs – the conference will give us great exposure for the Dominican diocese - Stephanie Spellers, Bishop Griselda (Cuba), and several others from 815; Bill will over 2 workshops on mission team development

#### QUESTIONS – 5 minute open discussion

- Marshall Huey – what kind of administrative support does Bill get? What are his needs? The DDG should be responsible to our donors and our mission by focusing more on administration and the operation of the DDG....after growing the endowment so much, we now need to focus on admin.
  - Bill has an accountant/bookkeeper - ACS online entries
  - Jillian – the parish administrator who works 3-4 hours per week for the DDG – she helps with thank you notes to donors, with data entry
  - Bill – we can double the DDG’s productivity by hiring a full-time office manager in Tampa
  - Ed – propose a budget for 2019 with the included need for office manager – to be discussed by budget committee.

#### **BREAK for LUNCH – 12:30**

1:30 - Committee Meetings were held in breakout sessions.

2:45 – the board reconvened in the conference for Committee Reports.

#### **Membership Committee – presented by Bishop Garrison**

- there needs to be an election to the board at the mid-year meeting; ballots should go out electronically for official elections for treasurer and secretary
- The following five board positions will become vacant, as people are rolling off this year: 1) Karen Carroll, 2) Joy Holl, 3) Rev. Sandy Key, 4) Bishop Bill Skilton
- Dioceses of East Carolina, Southeast Florida, and Central Gulf Coast are not currently active with the DDG or with their official companion relationship.
- The Diocese of Michigan’s companion relationship may change with Bishop Gibb’s retirement.
- The Diocese of Georgia’s relationship may change as well with Bishop Benhase’s retirement.
- Western Louisiana is trying to increase representatives for the DDG board.
- Rev. Sandy Key has missed 4 consecutive meetings. He has communicated conflicts with parish events to Julia Arial for the past 2 meetings; he has also communicated with Bill Kunkle about conflicts. The board will send him a letter of term ending, asking if he wants to continue on the board.
- Rev. Hilario Albert also expressed his regrets that he could not attend.
- There is no formal “job description” or skill set required or needed to be a board member.
- Elections TODAY – David will continue as treasurer through 2019.

**Motion to elect new officers and board members** – the motion was presented by Bishop Garrison – and seconded by Bishop Gibbs.

- President – Rev. Ed Miller
- 1<sup>st</sup> VP – Bishop Moises Quezada
- 2<sup>nd</sup> VP – Bishop Bill Skilton
- Secretary – Rev. Jason Roberson
- Treasurer – David Morrow remains until end of 2019 (recommendations are being accepted for election to replace David at the October mid-year meeting.)

**Education Committee** – presented by Tom McGowan (see written report)

- In Bishop Moises, we have an educator bishop who is former principal and teacher.
- Idea to examine schools where the DDG has a long-term relationship – should we even be building new schools?
- Mission teams expectation – “we build it, they fix it”
- Fundraising ideas – plans and strategies, education committed
- Possibility of “school improvement” committee
- Promote relationships within US schools and
- Priorities assessment - Needs in DR schools – science labs, computer labs, etc.?
- Tom’s report – reports to 815, Bishop Moises and Tom’s blog are available
  - 2 day retreat at Jarabacoa

**Motion to approve amended Budget for 2019** – Rev. Marshall Huey presented the motion, Rev. Beth Drew seconded.

- The budget committee proposes the following revisions to the 2019 budget:
  - Personnel – Executive Director salary will be increased to \$80,000
  - A new line item will be added for “Administrative support” in the amount of \$30,000
  - This represents a total \$123,000 (an increase of \$33,689)
  - Other faith donations – 38,700 funded, in this order from:
    1. Faith donations
    2. Surplus from 2018
    3. To extent necessary from principal of investment account
      - Subtotal other sources \$81,300.00
      - \$166,300.00 Expenses (left side column)
- Discussion was open to floor.
- The motion passed unanimously with no abstentions.

**Motion to authorize a professional audit of all DDG funds** – John Schaeffer presented the motion with a second by Bishop Gibbs; the motion passed unanimously.

- The Rev. Marshall Huey proposed an amendment to the motion that the expense for the audit will come out of investment account principal.
- Audit will be completed by Sept. 1, 2019.

**Scholarships** – presented by Karen Carroll; she would like to get more involved in scholarship program during her retirement.

- The income for the scholarship program has decreased in the last 10 years.
- The donor list will be revisited, in an attempt to recapture previous donors.
- A donor request letter will be drafted.
- Profiles/pictures of children and parishes need to be improved.

- Communication with and from local parish priests needs to be improved.

### **Communications Committee**

- This is a transition time for the communications committee with Julius and Julia rolling off of the DDG board at end of 2019.

### **Next Mid-year and Annual Meeting**

- Bill has talked to some about Western Michigan, and the possibility of video conference for mid-year meeting has been discussed; this would represent a significant cost reduction for the board and board members.
- Board members would be asked to promote the Dominican Diocese in lieu of traveling to the meeting, and board members would be asked to promote Bishop Moises as a speaker in the companion dioceses.
- Video conferencing might allow companion bishops to participate who cannot normally travel
- Mid-year meeting date (video conference) - Monday September 23rd - 10:00 a.m.
- Annual meeting – following the Diocesan Convention in Santiago, the second weekend of February 2020 – possible locations for the 2020 annual meeting are Santiago, Santo Domingo, or the camp in Jarabacoa.

### **Additional business:**

- David Morrow sent a message and asks that we think and pray about how to help with housing/accounts for retiring Dominican clergy.

**Meeting adjourned:** 4:45 p.m.