

**JUST TO CLARIFY THE DATE—THIS MEETING WILL TAKE PLACE ON THURSDAY, JUNE 28, 2018 AT 1:00 PM IN THE PRESBYTERY OFFICE, 1700 South First Avenue, Iowa City**



## **NOTICE OF A SPECIAL (CALLED) MEETING OF THE PRESBYTERY OF EAST IOWA**

(Called this 11<sup>th</sup> day of June 2018 in accord with Presbytery policy)

At the request of the Presbytery Trustees, Moderator Karen Minnis has called a **special meeting of the Presbytery of East Iowa for Thursday, June 28, 2018 at 1:00 p.m. at the Presbytery Office** (1700 South First Avenue, Suite 23, Iowa City) for the purpose of acting upon the following time-sensitive item:

**MOTION:** The Presbytery Trustees recommend that the governing body approve this request of the congregation of Iowa City, St. Andrew. By a vote of 144-4 at a special meeting on 10 June 2018, the congregation of Iowa City, St. Andrew requests that the Presbytery of East Iowa approve the sale of Outlot A, recorded on BK 60, PG 138 by the Johnson County Recorder to Walton Builders Inc. pursuant to the terms of the amended May 29, 2018, purchase agreement, which includes the following:

**Price:** \$930,000, with all proceeds after expenses being applied to the principal balance of the church's loan from Two Rivers Bank.

**Financing:** Cash, Subject to 1031 Tax Free Exchange.

**Closing:** Dec. 31, 2018, or as agreed between parties.

**Earnest money:** \$500 with offer; \$9,000 upon acceptance by the Presbytery of East Iowa.

**Contingencies:**

- a. **Approvals:** Approved by the congregation (by June 13) and the Presbytery of East Iowa (by July 15)
- b. **Survey Pins:** Seller Cost, estimated \$1,000 (July 15)
- c. **Soils Test:** Buyer Cost. (90 days after acceptance)
- d. **Property Investigation:** Included zoning, plan acceptance, utilities, cost of development and project feasibility, building department requirements. (180 days after acceptance by presbytery)
- e. **Shared road agreements:** With Nepola/Heck and South Gate (180 days after acceptance by presbytery)
- e. **Abstract updating:** Seller cost. Will be done twice. (15 days after accepted offer by presbytery, and 20 days before closing)
- f. **Seller/Buyer attorney review** (completed)

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**MOTION:** The Personnel Committee recommends Julia Andrews West be hired to serve as Communications Project Manager for the Presbytery, a  $\frac{3}{4}$  time (30 hours/week) position, effective July 2 with the following terms:

Salary	\$31,200
FICA	\$2,307
Continuing Ed	\$500
Benefits	\$11,025*

TOTAL \$45,112 (minimum; Final TBA)

*\*benefits are still being discussed with Julia at the time of the call for this meeting  
Includes two weeks paid vacation*

**Recommendation**

Julia Andrews West is dynamic, bright, highly organized and motivated. As a professional musician, she has successfully juggled multiple part-time jobs—small business owner, arts administrator, church music director, college instructor—and in the process honed skills in marketing, web design, database management, and communications. We believe her abilities to prioritize, organize and multi-task without supervision will serve her and us particularly well in this new position in a time of tremendous change in our Presbytery. In her own words, during a season in which she needs to streamline her life, Julia is “excited at the prospect of using these skills toward the daily work of the church I love.”

Julia has served as organist at Westminster in Cedar Rapids and is currently serving as church musician at First Mount Vernon.

Process

The position description was approved by the body at our 181<sup>st</sup> Stated Meeting on March 20, 2018. The job opening was advertised in early April on [Indeed.com](https://www.indeed.com), posted on the presbytery website and highlighted in the April 17 *Out & About*. Over 30 applications were received and we were blessed with truly excellent candidates. Initially, the Personnel Committee interviewed five candidates. Two final candidates were selected and Presbytery officers were invited to be part of that interview. Moderator Karen Minnis, Vice Moderator Dan Jessop, and Stated Clerk Rebecca Blair were in attendance.

Special Note

In the spirit of full disclosure and transparency, Julia has a prior relationship with two members of the Personnel Committee, RE Larry Petrick and TE Lori Wunder, because of her role as church musician at Mount Vernon, First since January 2017. Neither Larry nor Lori knew of Julia's skills beyond music and neither recommended the position to her. She found the job opening independently and applied. Larry and Lori were open about their connection to her throughout the process and tried to let others take the lead in interviews with Julia and the evaluations that followed. The committee's recommendation of Julia is unanimous and enthusiastic.

Members of the Personnel Committee

Tom Suchomel, RE Cedar Rapids, Olivet; Kris Ward, RE Davenport, Newcomb; Bill Warhover, TE Washington, UP; and Lori Wunder, TE Mount Vernon, First; along with Temporary Advisors (elected at the 180<sup>th</sup> Stated Meeting on January 13, 2018) Richard Miller, TE Davenport, First; Larry Petrick, RE Mount Vernon, First; and Pam Saturnia, TE Muscatine, First.

Respectfully submitted,

Rebecca Blair, Ph.D.  
Stated Clerk

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**MINUTES OF THE SPECIAL (CALLED) MEETING OF  
THE PRESBYTERY OF EAST IOWA**

Presbytery of East Iowa Office  
Iowa City, IA

1:00 pm  
Thursday, 28 June 2018

**CALL TO ORDER**

The Special (Called) Meeting of the Presbytery of East Iowa was called to order at 1:00 pm by the Moderator, Ruling Elder Karen Minnis, with prayer.

**QUORUM**

The Stated Clerk, Ruling Elder Dr. Rebecca Blair, declared a quorum to be present with the roll to be established from the onsite attendance forms. Moderator Minnis announced that only the business stated in the amended call for the meeting would be in order.

<b>TEACHING ELDER MEMBERS—present at the 28 June 2018 special meeting:</b>					
Cathy Allen	A	Patricia Henderson	A	Duane Olsen	A
Steven Allen, HR	E	Randi Henderson	E	Melody Oltmann	E
Mike Andrew	A	Beth Hilkerbaumer	A	Kyle Otterbein	P
Noelle Andrew	A	Robert Hill, HR	E	Kristy Parker	A
Mary Arnold, HR	E	John Hougen	A	Kurt Pasko	A
Karen D. Beals, HR	E	Beverly Hovenkamp	A	Matt Paul	A
Jim Bonewald	A	Sue Howes, HR	E	Wayne Peach, HR	E
Robert Bouton, HR	P	Kristin Hutson	P	Joseph Phipps	A
Gary Burnett, HR	P	Herb Isenberg, HR	E	Elizabeth Platt, HR	E
Maury Campbell, HR	E	Will Jackson, HR	E	Mary Pugh	P
David Castrodale, HR	E	William Jamison, HR	E	Nancy Redman, HR	E
Howard Chapman	A	Jennifer Jennings	P	Gerald Rife, HR	E
Stan Coller	A	R. Dixon Jennings, HR	E	Lisa Ross Thedens	P
Jessica Crane Muñoz	P	Warren Jensen	P	Pam Saturnia	A
Robert David	E	Bethany Jessop	P	Julie Schuett	P
Danie deBeer	P	Daniel Jessop	P	Linda (Kitch) Shatzer, HR	E
Elizabeth Dickey	E	David Jurgens, HR	E	Paul Skelley, HR	E
Tim Dyck	E	Robin Kash, HR	E	David Snyder	A
Robert Dykstra	E	Lucille King, HR	E	Colette Soultis	A
Jack Edmisson	A	Debra Kinney	A	Katie Styr	E
John Elliott, HR	E	Sonda Kirsteatter	E	James Stewart, HR	E
Barry Ensign-George	E	Wade Kirsteatter	E	Penny Thomsen	A
Jon Evans	A	Jim Langley	A	Anni Thorn	A
Emory Gillespie	A	Nancy O. Love	P	Paul Uzel (dual member)	A

Aimee Goldmeyer	P	Mark Martin, HR	E	Emory VanGerpen, HR	E
Mildred Grubbs, HR	E	Samuel R.D. Massey	E	Diane Voorhees, HR	E
Dottie Halverson	P	Charles McCracken, HR	E	Dick Wallarab, HR	E
Pat Halverson, HR	E	Darcy Metcalfe	A	Bill Warhover	A
William Harnish, HR	E	Richard Miller	A	Mary Anne Welch	p
Robert F. Hart, HR	E	Charles Mills, HR	E	Troy Winder	A
Heather Hayes	A	Scott Minter	A	Lorene Wunder	P
Sarah Hegar	A	Dennis Morey	A		
Trey Hegar	A	Maxwell Muska	A		

<b>ELDER COMMISSIONERS—present at the 28 June 2018 special meeting:</b>	
Ainsworth, Ainsworth Community	A
Argyle, Argyle PC	A
Atkins, Pleasant Hill	A
Bettendorf, Bettendorf PC	A
Birmingham, First	A
Blairstown, First	A
Blue Grass, Blue Grass PC	A
Bonaparte, Bonaparte United	A
Burlington, First	A
Cascade, Community	A
Cedar Rapids, Calvin Sinclair	A
Cedar Rapids, Christ Church	A
Cedar Rapids/Marion, Echo Hill	A
Cedar Rapids, First (two commissioners)	A
	A
Cedar Rapids, Hus Memorial	A
Cedar Rapids, Olivet	A
Cedar Rapids, Westminster	Jan Kosowski
Clinton, First United	A
Coggon, Zion	A
Columbus Jct., Cotter	A
Columbus Jct., Salem Welsh	A
Columbus Jct., United	A
Coralville, St. Andrew (two commissioners)	Ann Ford
	Jeff Charis-Carlson
Crawfordsville, United	A
Davenport, First (two commissioners)	Harry Hoyt
	A
Davenport, Newcomb	A

Davenport, New Hope	Karen Bartel
Ely, First	A
Fairfield, First	A
Farmington, Sharon	A
Ft. Madison, Union	A
Hazleton, First	A
Independence, First	A
Iowa City, First (two commissioners)	A
Keokuk, United	A
Keota, United	A
LeClaire, First	A
LeClaire, Our Savior	A
Lone Tree, United	A
Lost Nation, Union	A
Manchester, First	A
Marengo, First	A
Marion, First	A
Mechanicsville, First	A
Mediapolis, First United	A
Miles, First	A
Monticello, First	A
Montrose, Montrose PC	A
Morning Sun, First United	A
Mt. Pleasant, First	A
Mt. Vernon, First	Larry Petrick
Mt. Vernon, Linn Grove	A
Muscatine, First	A
New London, New London PC	A
Newhall, Central	A
Onslow, First	A
Princeton, Princeton PC	A
Rowley, First	A
Scotch Grove, Scotch Grove PC	A
Shellsburg, First Presbyterian Church	A
Springville, Springville PC	A
Stanwood, Stanwood Union	A
Vinton, Vinton PC	Marjorie Thirkettle
Wapello, First	A
Washington, United Presbyterian	A
West Liberty, First Church United	A
West Point, West Point PC	A

Williamsburg, First	A
Wilton, First	Kerry Jennings
Wilton, Sugar Creek	A
Winfield, First	A

**MODERATOR**

Ruling Elder Karen Minnis (eligible to vote)

**VICE-MODERATOR**

Teaching Elder Dan Jessop (eligible to vote)

**STATED CLERK**

Ruling Elder Dr. Rebecca Blair (eligible to vote)

**TREASURER**

Ruling Elder Karen Bartel (eligible to vote)

**COMMISSIONED RULING ELDERS (eligible to vote)**

Don Clark, Marian Hart

**COMMITTEE MODERATOR/PCC RULING ELDERS (eligible to vote)**

Larry Petrick (listed as commissioner—Mt. Vernon, First)

**G.A. COMMISSIONER RULING ELDERS [2018-2020] (eligible to vote)**

None

**RULING ELDER FORMER PRESBYTERY MODERATORS**

Harry Hoyt (listed as commissioner—Davenport, First)

**CANDIDATES AND INQUIRERS**

None

**CORRESPONDING MEMBERS**

None

**VISITORS**

None

Moderator Minnis read the first motion from the Presbytery Trustees as follows:

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**Earnest money:** \$500 with offer; \$9,000 upon acceptance by the Presbytery of East Iowa.

**Contingencies:**

- a. **Approvals:** Approved by the congregation (by June 13) and the Presbytery of East Iowa (by July 15)
- b. **Survey Pins:** Seller Cost, estimated \$1,000 (July 15)
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- e. **Abstract updating:** Seller cost. Will be done twice. (15 days after accepted offer by presbytery, and 20 days before closing)
- f. **Seller/Buyer attorney review** (completed)

After questions from the floor to clarify the meaning or context of specific terms of sale, the Moderator questioned if the body was ready to vote. The body declared its readiness to vote by unanimous voice vote. **The body then APPROVED the motion unanimously.**

Moderator Minnis then introduced TE Lori Wunder (Personnel Committee) to present the motion from that committee.

**MOTION:** The Personnel Committee recommends Julia Andrews West be hired to serve as Communications Project Manager for the Presbytery, a  $\frac{3}{4}$  time (30 hours/week) position, effective July 2 with the following terms:

Salary	\$31,200
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Benefits \$11,025\*

TOTAL \$45,112 (minimum; Final TBA)

\*Benefits are still being discussed with Julia at the time of the call for this meeting  
Includes two weeks paid vacation

### Recommendation

Julia Andrews West is dynamic, bright, highly organized and motivated. As a professional musician, she has successfully juggled multiple part-time jobs—small business owner, arts administrator, church music director, college instructor—and in the process honed skills in marketing, web design, database management, and communications. We believe her abilities to prioritize, organize and multi-task without supervision will serve her and us particularly well in this new position in a time of tremendous change in our Presbytery. In her own words, during a season in which she needs to streamline her life, Julia is “excited at the prospect of using these skills toward the daily work of the church I love.”

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### Special Note

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After a discussion to clarify the specific benefits associated with this position, an amendment (in bold type) was offered and seconded:

**MOTION:** That Julia Andrews West be hired to serve as Communications Project Manager for the Presbytery, a  $\frac{3}{4}$  time (30 hours/week) position, effective July 2, 2018 **including sick leave time, continuing education leave, parental leave, and benefits to be determined by the Personnel Committee with the total compensation not to exceed \$48,000.**

**The amendment was APPROVED unanimously, and the main motion as amended was APPROVED unanimously.**

Moderator Minnis then introduced the motion from the Presbytery Trustees as follows: **MOTION:** If the way be clear, the Presbytery Trustees recommend that the Presbytery approve the terms listed below for the sale of the Presbytery office condo to Donald James O'Connell, and further authorize the Trustees to use up to \$15,000 of the sale proceeds to cover costs of relocation to Westminster Presbyterian Church in Cedar Rapids.

SALE OF THE PRESBYTERY OFFICE CONDO

The following offer to purchase the Presbytery office condo, located at 1700 South First Avenue, Suite 23 in Iowa City is contingent, subject to approval by the Presbytery no later than July 1, 2018.

Purchase price: \$230,000

Earnest money of \$2000 to be paid within 72 hours of acceptance of the offer

Change of possession: on or before August 15, 2018

Contingencies:

1. This purchase is subject to the approval of the Presbytery of East Iowa at a duly called special meeting prior to July 1, 2018.
  2. Purchase includes tables and chairs in large conference room and refrigerators
  3. A letter from the Eastdale Plaza Owners Association, signed by Manager Jack Tank and dated 6/21/2018 shall be considered satisfaction of the contingencies set forth
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in the offer in paragraphs 19f and 19g concerning the performance of repairs on the exterior stairway leading to Suite 23 as needed in a proper, safe, and workmanlike manner at the cost of the Association. The Association will also repair the approximately 2 x 4 plywood

“patches” in the roofline of the unit to the common second floor hallway. Said repairs shall be funded by the Association and will not be paid for by special assessment to the owners. Said repairs shall be completed by October 1, 2018.

Brief discussion ensued to clarify the assessed valuation of the property, the listed sale price, and the cost of the last renovation to the property in 2001.

A motion was offered and seconded to amend the main motion as follows:

**MOTION:** If the way be clear, the Presbytery Trustees recommend that the Presbytery approve the terms listed below for the sale of the Presbytery office condo to Donald James O’Connell, and further authorize the Trustees to use up to \$15,000 of the sale proceeds to cover ~~costs of~~ **relocation expenses, capital expenditures, infrastructure expenses, and other associated moving expenses** to Westminster Presbyterian Church in Cedar Rapids.

**The amendment was APPROVED unanimously, and the main motion as amended was APPROVED unanimously.**

**At 1:36 pm, a motion to adjourn was seconded and APPROVED.** Moderator Minnis closed the meeting with prayer.

Respectfully submitted,

Rebecca Blair,  
Ph.D. Stated Clerk

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