

**Calvary of Albuquerque
Minutes of Meeting of Board of Directors
July 19, 2011**

Directors Present:

**Skip Heitzig
Carlos Garcia
Mike Rozenblum
Bob Shank (via teleconference)
Gino Geraci (via teleconference)
Paul Saber (via teleconference)**

Others Present:

**Bobby Martinez – Admin Pastor
Brian Nixon – Media Director
Dave Row- Associate Pastor
Matthew Spangler – Legal Counsel
Tracy Dodge – Executive Assistant
Quorum Present – Yes**

The Board met at Calvary of Albuquerque and via teleconference from approximately 11:00 am – 1:00 pm on July 19, 2011. The following summarizes the discussion and action of the Board.

1. **Call to Order – The meeting was called to order by Skip Heitzig.**
2. **Opening Prayer – The opening prayer was offered by Carlos Garcia.**
3. **Old Business – The minutes of the December 14, 2010 board meeting were reviewed.**
 - **Approval of Minutes – On a motion by Paul Saber and seconded by Mike Rozenblum the Board voted unanimously to approve the minutes as presented.**
 - **Amended and Restated Bylaws were signed by Skip Heitzig and Mike Rozenblum.**
4. **Presidents Report – Skip Heitzig**
 - **Israel Conference**
 - **New Book: You Can Understand the Book of Revelation, Harvest House Publishers**
 - **Ph.D. Dissertation should be completed by the end of the year**
 - **Metro Santa Fe**
 - **Victor Lucero – Assistant Campus Pastor**
 - **Skip preached at the first Sunday service in Santa Fe**
 - **200 folks in attendance**
 - **Vibrant Children’s Ministry**

5. Audit Committee Report – Mike Rozenblum

- 2010 Auditors Report with Material Recommendations was presented and discussed
- Stellar report
- The church is in great financial health
- Praise God for what He is doing in our church!

On a motion by Paul Saber and seconded by Carlos Garcia the Board voted unanimously to accept the 2010 Audit Report.

6. Finance Committee Report – Carlos Garcia

- Skip Heitzig appointed Paul Saber to the Finance Committee, he graciously accepted.
- The Finance Committee will continue to review, evaluate and make recommendations to the Board for Capital Expenditures in the amount of \$75,000.00 and above.

7. Committee Charters: From this meeting forward the Board will:
(i) Reaffirm Committee appointments on an annual basis, and: (ii) establish Charters to identify and outline responsibilities for the following committees:

Audit

Finance

Governance

8. Financial Report – Bobby Martinez

- Current Financial Statements were presented and discussed
- The Church is in a healthy financial position
- Positive debt ratio
- Tithes and offering are up from last year
- Retirement of debt schedule
- White Cap building – future vision

9. Media Report – Brian Nixon

- Financials
- Resources/Promotions
- Radio Stations
- Sales Department
- The Connection Program
- Mobile Stage Truck was sold due to costly repairs and the rising cost to maintain it

10. Ministry Report – Dave Row

- Ordination Procedure

- 11. Pastoral Ordination/Licensure – The Board discussed reconfirming the ordination of Jesse Lusko and Anthony Villegas, and the licensure of Ray Del Toro and Denver Miller. On a motion by Skip Heitzig and seconded by Mike Rozenblum the Board voted unanimously to reconfirm the ordination of Jesse Lusko and Anthony Villegas, and the licensure of Ray Del Toro and Denver Miller.**
- 12. Executive Session – The Board went into executive session to discuss personnel matters. Bobby Martinez, Dave Row, Brian Nixon and Tracy Dodge left the meeting. Skip Heitzig, Gino Geraci, Michael Rozenblum, Paul Saber, Carlos Garcia, and Matthew Spangler remained for the executive session. Due to another appointment, Bob Shank left the meeting at 12:15 pm. The Board closed executive session and upon the resumption of the regular Board meeting made the following statement: The Board discussed management compensation issues.**
- 13. Adjournment – Skip Heitzig adjourned the meeting at 1:00 pm.**
- 14. Closing Prayer – Closing prayer was offered by Mike Rozenblum**

*Respectfully submitted by Tracy Dodge
Executive Assistant*

**Confidential Draft
Calvary of Albuquerque
Minutes of Meeting of Board of Directors
December 8, 2011**

Directors Present:

**Skip Heitzig
Paul Saber
Mike Rozenblum
Sam Winder
Gino Geraci (via teleconference)**

Quorum Present – Yes

Others Present:

**Bobby Martinez – Admin Pastor
Brian Nixon – Media Director
Matthew Spangler – Legal Counsel
Tracy Dodge – Executive Assistant**

The Board met at Calvary of Albuquerque and via teleconference from approximately 12:40 pm – 3:00 pm on December 8, 2011. The following summarizes the discussion and action of the Board.

- 1. Call to Order – The meeting was called to order by Skip Heitzig.**
- 2. Opening Prayer – The opening prayer was offered by Sam Winder.**
- 3. Old Business – The minutes of the July 19, 2011 board meeting were reviewed.**
 - Approval of Minutes – On a motion by Skip Heitzig and seconded by Mike Rozenblum the Board voted unanimously to approve the minutes as presented.**
- 4. Audit Committee Report – Mike Rozenblum**
 - Mike informed the Board that Mr. Hrcir (*Schlenker, Cantwell & Hrcir, and P.A.*) has accepted a position as CFO with another company.**
 - The audit committee to obtain proposals from additional audit firms to guarantee the best pricing for 2011 audit.**

On a motion by Sam Winder seconded by Paul Saber the Board voted unanimously to receive the Audit Committee Report.

- 5. Financial Report – Bobby Martinez**
 - Current Financial Statements were presented and discussed**
 - The Church is in a healthy financial position**
 - Debt reduced \$804,000 from last year**
 - Current amount in the savings account is \$800,000**
 - Paul Saber requested that an explanation of variances exceeding 10% to be included in the Financial Statements.**
 - The Board needs all information in order to make accurate decisions.**

- **Redundancy:** In the event of a potential employee absence, the Business/Accounting Office will create redundancy. In addition, the Business/Accounting Office will document all job functions so that another employee is able to perform the duties of the absent employee.

On a motion by Sam Winder and seconded by Paul Saber the Board voted unanimously to receive the Financial Statements as presented.

6. Governance Committee Report – Gino Geraci

- **Committee Charters** were reviewed and discussed. From this meeting forward the Board intends to review Committee appointments and Committee Charters on an annual basis.

On a motion by Gino Geraci and seconded by Skip Heitzig the Board voted unanimously to approve all Committee Charters as presented with the exception of item #11 on the Audit Committee Charter which will be deleted from the approved Charter.

7. Media Report – Brian Nixon

- Year in review
- Events
- Radio
- Easter
- Financials: KNKT, The Connection, and Static Radio
- New venues for The Connection: Salt Lake City, UT and Dallas, TX
- skipheitzig.com is scheduled to be released in March
- Revelation Book: 7,500 copies sold
- Static Radio – Asset has more than doubled in value
- Static Radio will remain youth and college oriented.
- All other translators will be moved to Core Network (teaching programming). Both entities are non-profits. Translator move does not conflict with any applicable conditions. Brian Nixon will outline specific share-a-thon strategies/ideas and email them to Gino Geraci for his review and input.

8. Pastoral Ordination/Licensure – Skip Heitzig

The Board discussed the ordination of Lester Palmer, Kenneth Isaacs, and Geiner Alvarado, and the licensure of Denver Miller, and Mike Hendricks. On a motion by Skip Heitzig and seconded by Paul Saber the Board voted unanimously to approve the ordination of Lester Palmer, Kenneth Isaacs, and Geiner Alvarado, and the licensure of Denver Miller, and Mike Hendricks.

- 9. Re-election of Board Member – Skip Heitzig**
On a motion by Sam Winder and seconded by Mike Rozenblum the Board voted unanimously to re-elect Bob Shank to serve another term as a director.
- 10. Corporation Name Change – Skip Heitzig**
The Board discussed changing the name of the Church from Calvary Chapel of Albuquerque, Incorporated to Calvary of Albuquerque, Inc.
On a motion by Skip Heitzig and seconded by Paul Saber the Board voted unanimously to change the name of the Church to Calvary of Albuquerque, Inc.
- 11. 2012 Pastoral Housing Allowance – Skip Heitzig**
On a motion by Skip Heitzig and seconded by Gino Geraci the Board voted unanimously to accept the Proposed 2012 Pastoral Housing Allowances as presented. The Board asked Matt Spangler to review the I.R.S. code for licensure requirements and report his findings to the Board.
- 12. Executive Session – The Board went into executive session to discuss personnel matters. Bobby Martinez, Brian Nixon and Tracy Dodge left the meeting. Skip Heitzig, Gino Geraci, Michael Rozenblum, Paul Saber, Sam Winder, and Matthew Spangler remained for the executive session. The Board closed executive session and upon the resumption of the regular Board meeting made the following statement: The Board discussed management compensation issues.**
- 13. Adjournment – Skip Heitzig adjourned the meeting at approximately 3:00 pm.**
- 14. Closing Prayer – Closing prayer was offered by Paul Saber.**

*Respectfully submitted by Tracy Dodge
Executive Assistant*