

**Minutes of Meeting of Board of Directors  
November 12, 2013**

**Directors Present:**

**Skip Heitzig  
Paul Saber  
Mike Rozenblum (via video conference)  
Gino Geraci  
Carlos Garcia**

**Bob Shank was not in attendance**

**Others Present:**

**Brian Nixon – Executive Director  
Jared Humphries – Financial Operations Analyst  
Jeanette Myers – Accounting Manager  
Matthew Spangler – Legal Counsel  
Holly Slade – Executive Assistant  
Lenya Heitzig – Director *she* Ministries**

**Quorum Present – Yes**

**The Board met at Calvary Albuquerque and via teleconference from approximately 1:00 pm - 5:00 pm on November 12, 2013. 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 Gino Geraci**
- 3. Old Business – The minutes of the December 11, 2012 Board meeting were reviewed.**
  - Approval of Minutes – On a motion by Paul Saber and seconded by Carlos Garcia, the Board voted unanimously to approve the minutes as presented.**
- 4. President’s Report – Skip Heitzig**
  - Skip read a portion of scripture.**
  - Skip thanked Jared Humphries and Jeanette Myers for joining the church staff and acknowledged their hard work in the business office.**
  - Skip discussed the reorganization of the staff to reflect our vision of Upreach, Inreach, and Outreach.**
  - Skip announced that the mortgage on the main Church property has been paid off and shared his gratefulness to the Lord.**
  - Skip also mentioned that there is much deferred maintenance to now be addressed.**

**On a motion by Paul Saber and seconded by Mike Rozenblum the Board voted unanimously to receive the President’s report.**

- 5. Audit Committee Report – Mike Rozenblum**
  - Mike Rozenblum introduced the audit conducted by Capin Crouse LLP.**
  - Mike Rozenblum yielded the floor to Jeanette Myers to discuss corrections already in process.**
  - Paul Saber requested that documentation of staff’s progress to be reported to the Board before the end of the year.**

**On a motion by Mike Rozenblum and seconded by Gino Geraci, the Board voted unanimously to accept the audit report and to direct staff to address the audit recommendations and document its progress on the recommendations by the end of the year.**

**On a Motion by Mike Rozenblum and seconded by Skip Heitzig, the Board unanimously voted to reengage the services of Capin Crouse at the rate of \$25,000 for 2014.**

**6. Financial Report – Carlos Garcia, Jeanette Myers**

- **Carlos Garcia requested Jeanette Myers to present the financial report.**
- **Current Financial Statements were presented and discussed.**
- **Accounting office has implemented several changes to improve systems and reporting over previous years.**
- **Jeanette Myers is researching the entry of an in-kind donation documented by the previous accounting team to ensure it was properly classified.**
- **The Church is in a healthy financial position.**

**On a motion by Carlos Garcia, and seconded by Paul Saber, the Board voted unanimously to accept the Financial Statements as presented with the exception of the in-kind donation upon which the staff is directed to research and report back to the Board.**

**7. Budget Report – Jared Humphries**

- **Jared Humphries presented the proposed budget for 2014.**
- **The overall budget is broken into 27 separate budgets according to departmental groupings.**
- **Church revenue has increased every year.**
- **Jared shared the salary matrix Calvary has adopted to determine employee wages.**
- **Calvary has successfully created job descriptions for every position and tied them to the matrix.**
- **Paul Saber suggested the matrix be shared with Capin Crouse to benefit other churches by helping balance the call to ministry with fair market wages.**
- **Paul Saber noted that healthcare costs are likely to increase as much as 50% in the near future and Calvary will need to provide for this in the budget.**
- **Brian Nixon stated that Paul Saber has consulted with Paul Bishop regarding Solomon's Porch and Parchments to improve their financial structure.**

**On a motion by Carlos Garcia and seconded by Paul Saber, the Board voted unanimously to approve the budgets as presented. In addition, the Board requested that staff consider the impact of future increased healthcare costs on the budget and report back to the Board if the anticipated effect appears material.**

**8. Governance Committee Report – Gino Geraci**

- Gino Geraci reviewed the Committee Charters

**On a motion by Gino Geraci and seconded by Skip Heitzig, the Board unanimously voted to approve the committee charters as presented.**

**9. Board Member Re-election – Gino Geraci**

- Gino Geraci informed the board that Carlos Garcia is up for re-election.
- Gino Geraci asked Carlos Garcia if he is willing to serve another term. Carlos affirmed he is willing.
- Skip Heitzig noted there are not additional nominations to the Board at this time.
- Carlos Garcia requested that Lori McAlister replace Steve McKee on the Finance committee.
- Gino Geraci requested to add Matt Spangler to the Governance Committee.

**On a motion by Skip Heitzig, and seconded by Gino Geraci, Carlos Garcia was unanimously re-elected to serve on the Calvary Albuquerque Board of Directors for an additional three year term.**

**On a motion by Gino Geraci, and seconded by Paul Saber, the Board unanimously voted to appoint Lori McAlister to the Finance committee and Matt Spangler to the Governance committee.**

**10. Ministry Report – Brian Nixon**

- Ministry overview video.
- Five new licensees – process in place for licensure.
- Logos software – Skip Heitzig program.
- Skip signed with a new agent and is working on a book based on the DARE series.
- Studio 150 was contracted by the state of New Mexico for a Department of Tourism video.
- Calvary Albuquerque statement of faith has been updated to include a marriage component.
- Brian Nixon recommended revocation of ordination for Geiner Alvarado, a foreign missionary.

**After discussion and on a motion by Skip Heitzig and seconded by Paul Saber, the Board unanimously voted to revoke the ordination of Geiner Alvarado.**

**11. 2014 Pastoral Housing Allowance Proposals – Brian Nixon**

**On a motion by Skip Heitzig, and seconded by Paul Saber, the Board unanimously voted to approve the 2014 Pastoral Housing Allowance Proposals as presented in the Board's written materials.**

**12. *she* Ministry Proposal – Lenya Heitzig**

- Lenya Heitzig presented the vision for Re-load love and for a pod-cast.
- Several Board members expressed enthusiasm and a general vote of confidence for her vision, however noting that the items proposed are management decisions rather than governance decisions.
- Paul Saber advised Lenya to present budgets for her projects to the Executive Office for approval, noting that the Executive Office would have decisions to make regarding the projects' effect on the budget. Once the effect of the projects is reflected in the budget, the Board will re-address the overall budget.

**13. Executive Session – The Board went into executive session. All Calvary employees were dismissed for the executive session. During the executive session, the Board discussed Executive compensation matters. The Board returned from executive session.**

**14. Adjournment – Skip Heitzig adjourned the meeting at approximately 5:00 pm.**

*Respectfully submitted by Holly Slade  
Executive Administrator*