



2017 ATFE Biennium

**MEETING MINUTES &
COMMITTEE REPORTS**

January 20-24, 2017

Business Meetings Agenda

34th ATFE Biennial 2017, Saint Paul, Minnesota

Friday January 20, 11:45 am – 12:45 pm (Promenade Ballroom)

- Approve agenda for business meetings
- Approve minutes from 2015 Biennial Meeting
- Receive reports of Steering Committee
 - Chairperson (Joe Bush)
 - Vice-Chair (Diane Maloney)
 - Membership Report
 - By-Laws and Policies and Procedures Manual
 - Treasurer (Tim Johnson)
 - Presentation of potential sites and dates for 2019 Biennial Consultation
 - Presentation of Nomination Report

Saturday, January 21, 2017, 11:45 am – 12:45 pm (Promenade Ballroom)

- Receive Reports from Steering Committee Members (continued)
 - Caucus Coordinator: Lee Beach
 - Report from Research and Publications
 - Barbara Blodgett, Chair of Research and Publications
 - Chris Scharen, Center for the Study of Theological Education
 - Motion to approve budget
 - Election of 2017-2019 Steering Committee
 - Selection of Site and Dates for 2019 Biennial Consultation
 - Resolution of thanks to Charlotte Berres and Allen Kuss
 - Evaluations
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Minutes
ATFE Biennial Business Meeting
Santa Fe, New Mexico
January 2015

January 23, 2015

Alice Rogers (chair for 2013-15 biennium) led the blessing, then called the business meeting to order. Alice Rogers called attention to the proposed agenda for the business meeting, included in the consultation packet. She asked for a motion from the floor to approve the agenda. Moved and seconded. All in favor.

Alice Rogers called attention to the minutes of the last biennial business meeting (Williamsburg, Virginia – January, 2013), included in the consultation packet. She asked for a motion from the floor to approve the minutes. Moved and seconded. All in favor.

Alice Rogers directed members to see her Chair report in the consultation packet. She reported that the members of the Steering committee faithfully fulfilled their duties in accordance with the responsibilities set forth in ATFE's Policies and Procedures Manual.

Joe Bush brought the Vice Chair report. He began by thanking Desiree Barnes and LaTaska Nelson for their work as ATFE registrars. He then directed members to the 2013-14 membership numbers in the consultation folders. Recent years have brought a decline in membership...though 2014 is up again, currently at 78. Joe offered as a reason the transitions in our positions. New folks may not be aware of us or of need to forward dues. Seminaries have budget cuts. There was a good response to an appeal to members to renew in 2014. Our practice is to send out two dues notices: one in the Spring, one in the Fall. Joe stressed the importance of providing ATFE with updates to changes at seminaries. Member dues are counted annually.

Diane Maloney presented the Secretary's report. She called attention to the summary of Steering Committee activities over the past two years, found in the registration packet.

Tim Johnson brought the Treasurer's report. He reported a net income from the last consultation of \$3,000. Expenses and income are relatively close. There was a decrease in Steering Committee costs. He presented the proposed budget, based on the assumption that membership numbers will be same. Budget has decreases in the amount given for Research and Publications and our amount for support of The Journal of Reflective Supervision. The Steering Committee agreed to send an ATFE representative to the ATS meeting, to give our input on assessment. Nannette Banks represented us.

Alice Rogers called for a presentation of the next venue for the 34th ATFE biennial in January of 2017. Spencer Lundgaard and David Degler from A Christian Ministry in the National Parks came forward to speak on behalf of Grand Canyon National Park, noting that 2016 will mark the 100th anniversary of the National Parks Service. In discussion from the floor, concerns were expressed around travel difficulties. Those from great distances such as Australia request a longer conference than this 3 day conference. Alice suggested that members give budget parameters in their evaluations. At this time she called attention to the evaluation form in the packet, inviting members to voice challenges and concerns.

Alice Rogers then called attention to the slate of nominees for the 2015-17 Steering Committee, as found in the consultation packet. She thanked Matt Floding and Lorraine Ste Marie, who served with her as the Nominating Committee. She presented the slate of nominees as:

Chair – Joe Bush (Wesley Theological Seminary, Washington D.C.)
Vice-Chair – Diane Maloney (Garrett-Evangelical Theological Seminary, Evanston IL)
Secretary – Tracy Hartmann (Baptist Theological Seminary, Richmond VA)
Treasurer – Tim Johnson (North Park Theological Seminary, Chicago IL)
Communications – Axel Schoeber (Carey Theological College, Vancouver, BC)
Member at large – John Senior (Wake Forest Univ Div School, Winston-Salem, NC)
Member at large – Lee Beech (McMaster Divinity School, Hamilton, Ontario)
Member at large – Jennifer Rodriguez Salas (Princeton Theological Seminary, NJ)

Also named was a separate position needing to be elected:

Research & Publications – Barbara Blodgett (Lexington Theological Seminary, KY)

There was discussion on the floor about the extra member-at-large proposed. A question was raised as to whether we need a change in by-laws to add a member-at-large. Concern was expressed for representation across culture and denomination. Nominations were welcomed from floor. A motion was made by Kathleen Castillo, to empower the Steering Committee to add the third member-at-large, and seconded by Allan Kuss. All in favor.

Alice Rogers was thanked for staying on board as Chair even after discerning movement into parish ministry. Noting this path from field educator to parish as not unique to her alone, she encouraged membership to give one another permission to move as we hear other calls.

The Biennial business meeting was adjourned until 12:15 on January 23, 2015.

January 24, 2015

Alice Rogers called the meeting to order.

ATFE Registrar LaTaska Nelson led the blessing.

Matt Floding brought the Research and Publications report. He has been serving as Interim Chair. He announced a new issue of Reflective Practice: Scott Sullender is a new editorial board member. Matt reported on 20 published pieces by membership, and forthcoming resources available in the coming year. There are Research and Publication grants available to support Theological Field Educators to write, sharing our best practices. Matt also mentioned Sonia placement software. It is cloud-based, offering assistance with deadlines, documents, mentor communication, etc. and can be tailored to fit particular contexts, nomenclatures. A discount was being offered.

Alice Rogers asked for a motion to approve the budget report. Motion was made and seconded. There was a discussion about the use of a conference planner for the biennium. This previous line item was covered by event fees. Expertise provided by planner saves us money: negotiation of special rates, attention to detail. Alice Rogers acknowledged conference planner Alice Tarkington's extraordinarily helpful contribution. There was conversation about raising dues. The Steering Committee is not currently recommending a raise of dues, as it might be counterproductive if seminary budgets are being tightened. The last increase was voted for in 2009, to be eased in over a two year period. Dues have been steady since 2011. The budget was approved by all.

2017 Venue

Alice Rogers called for a vote on the proposed Grand Canyon venue for 2017. Allen Kuss, of St. Paul Seminary, MN offered an alternative invitation from the floor. He proposed the biennium be held in the Twin cities: citing many benefits to this location, including ease of airport access. Discussion followed. It was decided to wait to vote until other business was completed.

Steering Committee Nominations

After reviewing the by-laws regarding adding third member-at-large, Emily Click made a motion from the floor to suspend the by-law regarding there being two members-at-law to be elected. This was seconded by Murray House.

Discussion: There has frequently been a need to replace one or more Steering Committee members within the two year frame. The benefit of 3 at-large members is that one could be moved into officer position if needed. Costs were considered. The committee now meets primarily via teleconferencing, so travel costs are not as concerning. After discussion, the motion was approved by all. As it was a Committee proposal, it didn't require second. All in favor.

Vote was held to approve Barbara Blodgett as chair of Research and Publications Committee. All in favor.

Members were asked to complete evaluations, available in packet, as these have proven very helpful to the Steering Committee in planning the conference.

There was a call for other business

Alice Rogers asked whether the body was ready to make a decision on venue, or preferred to wait until the banquet. Matt Floding moved to delay vote. Seconded by Tamera Wilden. A question was raised about delay. The majority in the room were ready to go forward. The vote was taken by a show of hands. A majority chose St. Paul/Minneapolis for 2017 Biennium.

Alice Rogers read a resolution of thanks to the local arrangements chair David Jenkins and to our conference planner Alice Tarkington.

The biennial business meeting was adjourned.

Minutes submitted by Diane Maloney, Secretary, 2013-15 Steering Committee

STEERING COMMITTEE CHAIR'S REPORT
34th ATFE Biennial 2017, Saint Paul, Minnesota
Joseph Bush

It has been a true honor and a genuine pleasure to serve as the chair of the Steering Committee during the past biennium and to co-labor with the other members on the Steering Committee and with Local Arrangements. This 34th Biennial Consultation is the fruit of much of our work together.

We began the biennium in 2015 with a slightly expanded Steering Committee (one more at-large member than had been on previous Steering Committees) and with a slightly reduced budget. To economize, we decided to maximize our use of virtual meetings by having monthly on-line gatherings to accomplish the bulk of our work together. In addition, we met face-to-face with Local Arrangements twice in Saint Paul. This approach proved effective, and I recommend it to the next Steering Committee. Not only were we able to coordinate our work, our fellowship deepened in relationship with each other—true bonds of friendship and care that I will continue to cherish greatly.

In addition to planning this Consultation, the Steering Committee applied itself to a revision of our policies and procedures manual and our by-laws. Vice-chair Diane Maloney was instrumental in guiding this process, and we are most grateful to her. Over the years, our practice as an Association had evolved in ways not reflected in these written documents. They have now been revised in a manner that reflects current practice and should prove helpful to successive members of the Steering Committee and Local Arrangements Committees.

The Biennial Consultation itself continues to be the main vehicle by which we resource each other as theological field educators, and it continues to be the greatest demand on our time and attention in the Steering Committee. I am convinced that this is actually a very good use of our time, but it should certainly not be the exclusive focus of our energies. Especially with the high degree of turnover in our vocation, these biennial meetings are key for the sharing of resources and the support we can give to each other. Still, there is untapped potential for other ways of networking—web-based resources and localized gatherings or caucuses. I'm hopeful the next Steering Committee can continue to move in these kinds of directions.

We are challenged by continued declines in membership and finances. It is a fact that many of our seminaries are also facing similar declines in enrollment and revenue. But I think the decline faced by ATFE is related to that same high turnover that makes our organization so needful and helpful. It takes vigilance, however, to ensure continuity of membership. This is a challenge that will face each iteration of the Steering Committee, and for which the next slate of officers is well aware and prepared.

Raising funds and maintaining members are not ends in themselves, however. We do these things to give us a chance to improve our practice as theological field educators. We do these things so that we can support each other in our common vocation. We are able to find resources to improve our effectiveness and to discover ideas that inspire our work. We are able to cross institutional divides in order to be real guild, a community of practice. And we are able to cross denominational divides in order to be the body of Christ. It is, indeed, an honor and a pleasure.

REPORT OF THE NOMINATING COMMITTEE
Joseph Bush, Chair

Our By-Laws state:

Steering Committee Members shall be elected by a majority of members present at scheduled business meetings during Consultations of the Association, except that the Local Arrangements Coordinator must be approved by the Steering Committee. The Steering Committee shall designate a Nominating Committee to serve on behalf of the Association in order to present a slate of officers to present to the Members during the next Consultation. Nominations may also be made from the floor during the Consultation.

Our practice recently has been that the current chairperson of the Steering Committee form a Nominating Committee along with the previous two chairpersons of the Steering Committee. The two previous chairpersons, though, are no longer active in theological field education and preferred not to serve in this capacity for this biennial meeting. At its meeting on October 6, 2016, the Steering Committee designated the Nominating Committee to consist as follows: Joseph Bush, Tom Fuller, and Barbara Sutton.

The Nominating Committee is pleased to nominate **Barbara Blodgett** at Lexington Theological Seminary to continue to serve as the Chairperson of the **Research and Publications Committee**.

The following individuals are nominated to serve on the **Steering Committee** for this next biennium. Their institutions are given here below their names.

Tracy Hartman, chairperson
Baptist Theological Seminary at Richmond

Barbara Sutton, vice-chairperson
Saint John's School of Theology and Seminary

Lee Beach, secretary
McMaster Divinity College

John Senior, treasurer
Wake Forest University School of Divinity

Glenn Prescott, communications
Gateway Seminary

Allison St. Louis, at large member
Virginia Theological Seminary

Barbara Blodgett, at large member
Lexington Theological Seminary

ATFE MEMBERSHIP 2015-2016 Report

Comparison years 2011-2016

Calendar Year	Emeritus Memberships	Individual Memberships	Non-US Institutional Memberships	US Institutional Memberships	Total # of Memberships	Total # of Persons
2016	2	2	4	56	64	95
2015	1	3	7	41	52	77
2014	1	9	7	57	74	98
2013	1	7	5	44	57	86
2012	1	11	11	72	95	130
2011	3	16	14	89	112	148

# Institutions paying dues for 2015 only and not 2016	27
# Institutions paying dues for 2016 only and not for 2015	56
# Institutions paying dues for both 2015-2016	28
Total # Institutional within the biennial	111

NOTE: ATFE memberships should be renewed annually. To maintain accuracy institutions should be encouraged to pay annually and updated annually.

Respectfully submitted,

LaTaska Nelson

ATFE Registrar 2014

SUMMARY OF ATFE STEERING COMMITTEE ACTIVITY 2015-2017

Prepared for the 34th Biennial Consultation
January 19-21, 2017
St. Paul, MN

Members and Meetings

Members of the Steering Committee elected at the 33rd Biennial Consultation in January 2015 included: Joe Bush, Chair; Diane Maloney, Vice-Chair; Tracy Hartman, Secretary; Timothy Johnson, Treasurer; Axel Shoeber, Communications; John Senior, Jennie Salas, Lee Beach Members at Large; Charlotte Berres and Allen Kuss, Local Arrangements.

The Steering Committee met 21 times during the biennium period:

1. January 25, 2015 – Santa Fe, NM
2. April 13-14, 2015 – Minneapolis MN
3. April 22, 2015 – Virtual conference
4. May 13, 2015 - Virtual conference
5. June 17, 2015 - Virtual conference
6. July 22, 2015 - Virtual conference
7. September 10, 2015 - Virtual conference
8. October 21, 2015 - Virtual conference
9. November 12, 2015 - Virtual conference
10. December 12, 2015 - Virtual conference
11. February 27-29, 2016 – St. Paul, MN
12. March 31, 2016 - Virtual conference
13. April 21, 2016 - Virtual conference
14. May 25, 2016 – Virtual conference
15. June 16 2016 - Virtual conference
16. July 8, 2016 - Virtual conference
17. September 9, 2016 – Virtual conference
18. October 8, 2016 - Virtual conference
19. November 14, 2016 - Virtual conference
20. December 9, 2016 - Virtual conference
21. January 9, 2017 - Virtual conference

January 25, 2015 (Santa Fe): Retiring and newly-elected members of the Steering Committee met together following adjournment of the biennial consultation in Santa Fe. Joe Bush opened the meeting with prayer, and the group processed the consultation meeting. Charlotte Berres assumed responsibility for local arrangements in Minneapolis/St. Paul, MN for the 2017 Consultation. The committee made tentative plans to gather in Minneapolis/St. Paul in April 2015. After expressing appreciation to the outgoing officers, the meeting adjourned.

April 13-14, 2015 (Minneapolis/St. Paul): Members of the Steering Committee met in Minneapolis/St. Paul. Charlotte Berres arranged for tours of the following hotels: Millennium Hotel, Hyatt Regency, St. Paul Hotel, Crowne Plaza, Double Tree and Radisson Blu. The committee reviewed the budget from the biennium in Santa Fe and approved a budget for the

2017 meeting in MN. They also discussed issues related to membership and communications. Diane Maloney committed to review and revision of the Policy and Procedures Manual.

April 22, 2015 – Virtual Conference. The group evaluated potential sites and narrowed the choices to two.

May 13, 2015 – Virtual Conference. The group chose the St. Paul Hotel as the site for the 2017 meeting. We spent time talking about division of responsibilities since we do not have a conference planner for the next biennium. We also began discussion of a theme and reviewed matters of membership, registration, and finances.

June 17, 2015 - Virtual Conference. Planning continued at this meeting. We also talked about updating the website and the policy and procedures manual. We addressed a number of questions from the Local Arrangements Committee, who will do a substantial amount of work over the summer.

July 22, 2015 – Virtual Conference. This meeting focused on a theme for the biennium. We discussed the greatest needs we face as field educators and how the biennium might address those. We also discussed how to handle online registrations and marketing in the absence of a conference planner.

September 10, 2015 – Virtual Conference. The committee continued to discuss theme without consensus. We also discussed IT proposals, immersion options, and pre-conference offerings.

October 21, 2015 – Virtual Conference. The committee agreed on the theme “Across the Divides,” for the biennium. We also talked about the conference schedule and began to research dates for an onsite meeting in early 2016.

November 12, 2015 – Virtual Conference. The committee began to discuss possible plenary speakers and topics for break-out sessions. We selected Feb. 27-29 as the dates for an onsite meeting in St. Paul.

December 12, 2015 – Virtual Conference. Discussion continued on plenary speakers and topics, caucus work, and a budget update. Plans were made for the St. Paul visit.

February 27-29, 2016, St. Paul, MN. The Steering Committee and Local Arrangements Committee gave extensive time and effort to planning all aspects of the conference. Special attention was given to break-out sessions; we reviewed proposals we have already received and brainstormed topics that would be of most help to our members. We compiled a list of potential breakout leaders that we would invite. We also spent significant time discussing immersion options proposed by members of the LAC.

March 31, 2016 – Virtual Conference. The committee affirmed Tony Hunt as our plenary speaker and reviewed and advanced progress on break out session and immersions.

April 21, 2016 – Virtual Conference. At this meeting the committee decided to use Eventbrite for online registration, determined conference fees, and began to discuss worship for the biennium.

May 25, 2016 – Virtual Conference. Planning continued with focus on the banquet, registration particulars, and a budget update.

June 16, 2016 – Virtual Conference. The committee discussed the Auburn Survey on Field Education and voted to affirm the project. LaTaska Nelson, ATFE Registrar, provided a membership report and conference planning continued.

July 8, 2016 – Virtual Conference. Planning for the meeting is on track. Joe Bush attended the ATS Biennial Meeting and reported on his impressions of the meeting.

September 9, 2016 – Virtual Conference. Planning for the biennium continued with conversation related to registration, IT, worship and the banquet.

October 8, 2016 – Virtual Conference. Conversation centered around meeting details including compiling a book list, worship details, and initial work on a slate of officers for the next two years.

November 14, 2016 – Virtual Conference. The committee continued to fine-tune details for the upcoming meeting, revising the banquet schedule slightly. We also spent time discussing potential sites for 2019.

December 9, 2016 – Virtual Conference. We continued to work on the conference, assigning leadership roles and tasks for specific events as needed. We identified areas that still need attention before we gather in St. Paul and set a final virtual meeting for January 9, 2017.

January 9, 2017 – Virtual Conference. The committee attended to final details and looks forward to the meeting next week!

Respectfully submitted,
Tracy Hartman
Secretary

Treasurer's Report
Association for Theological Field Education
34th Biennial Consultation
January 19-21, 2017
2 – YEAR OPERATIONS BUDGET

BUDGET REPORT FOR 2015-2016 and PROPOSED BUDGET FOR 2017-2018

EXPENSES	2-Year Budget 2015-2016	Actual End-of- Biennium Totals for	Difference: Between Budget & Actual for	Proposed 2-Year Budget for 2017-2018
Administration	700.00	495.64	204.36	500.00
ATS	2200.00	1963.12	236.88	2200.00
Journal of Reflective Practice	2700.00	2700.00	0	3200.00
Membership Recruitment-Post	100.00	0	100.00	0
Miscellaneous	100.00	74.30	25.70	300.00
Proceedings	100.00	0	100.00	0
Research & Publications	4,000.00	3500.00	500.00	3500.00
Steering Committee	15,000.00	12,223.51	2776.49	13,000.00
Website	400.00	250.70	149.30	300.00
Scholarship	500.00	0	500.00	0
Registrar (Fee & Travel)	1,000.00	1000.00	0	1000.00
Totals	26,800.00	22,207.27	4592.73	24,000.00
REVENUE				
Member Dues	23,800.00	16,330.00	7470.00	(A)24,000.00
Other Revenue	3,000.00	3870.17	870.17	0
Totals	26,800.00	20,200.17	6,599.83	24,000.00

(A) This balanced budget assumes an increase in membership dues. I would move that we increase dues as follows (this would not affect dues already paid at this Consultation for 2017 but would take effect at the conclusion of this Consultation):

USA Institutional membership: from \$150 to \$200

International institutional membership: from \$130 to \$175

Individual memberships: from \$110 to 150

Emeritus memberships: from \$35 to \$50

Treasurer's Report

Consultation Reconciliation					
Revenue					\$39,430.00
(95 registrants as of 1-16-17)					
Expenses					
Food & Beverage					\$22,000
Audio/Visual					\$4,800
Program					\$4,600
Amenities					\$300
Registrar					\$1,000
Event Brite fee					\$2,100
Room Attrition					\$4,254
Total Projected Expenses					\$39,054

ATFE General Account

Current Balance in Bank of America Account					71,322.40 *
	Money to be transferred from Event Brite				\$5,620.00
Total					\$76,942.40
Projected Expenses					(\$39,054)
Estimated Balance to begin new biennium					\$37,888.40

Balance beginning 2015 biennium after all costs paid \$44,634.00

*This includes \$17,182.00 deposited from close of UBS accounted closed 11-10-16.

New Corporate Address:
c/o Richard Cunningham
343 N. 74th St
Seattle, WA 98103-5025

To: The 34th Biennial Consultation

Association for Theological Education

January 13, 2017

From: Ting Gong

I have reviewed the Treasurer's Report and records of ATFE for this past two years.

I recalculated the income and expenses and the resulting figures matched those of the Treasurer.

In my opinion, the report accurately reflects the expenses, income and financial position of ATFE.

Respectfully submitted,



Ting Gong, CPA, MACC

Date 01/13/2017

Communications Officer Report

2015-2017

Axel Schoeber

I have enjoyed working with colleagues on the Steering Committee this past biennium and thank the membership of ATFE for entrusting this task to me.

Over the two years my focus has been on ensuring that the website (atfe.org) has been kept current. I have sought to respond promptly to requests for updates or corrections. I have also reorganized its pages to create what seemed to me—and several others whom I sought out for input—a consistent flow in the main pages and in the sub-pages attached to each one.

What has been lost is any sense of interactivity through this website—which may be something the members of ATFE would like to see going forward. My “point of clarity” is that managing such interactivity will take significant time—time that I doubt I could have put into the role.

I am happy to turn over this task to Glenn Prescott and the next Steering Committee for further development and improvement.

January 11, 2017
