

**Memo**

**To:** Raymond Bonwell

**From:** Aimee Moiso

**RE:** July 16, 2024 Letter

**Date:** July 22, 2024

**Cc:** Andrew Pomerville, Tyler Mayfield, Mary Mitchell, Alicia Anderson

This memo serves as a response to the “final warning” letter I received on July 16, 2024. Note that none of the accusations leveled against me have been brought to my attention at any time prior to receiving the letter, nor was I provided any prior warnings.

I am accused of insubordination for “challenging the qualifications and credentials of the interim executive director of the Louisville Institute,” and of excluding the interim executive director from “information and processes relating to the Louisville Institute based upon your own purported opinion the interim executive director is not qualified.” I have not questioned the interim executive director’s approval by the LPTS president and Board of Trustees. I have stated factually that because the interim executive director does not have a PhD or appropriate academic research experience, by the standards of the Louisville Institute he does not possess necessary qualifications to adjudicate the grants and fellowships for which we generally require our selection committee members and our applicants to have or be pursuing doctoral degrees. At no time has the interim executive director disputed this. He has not been excluded from information, since all processes were covered in his onboarding and materials are available in our office Dropbox. The interim executive director also participated in the only adjudication process that has taken place since his arrival.

I am accused of suggesting the interim executive director is “disloyal” to the organization. I have not questioned his loyalties or motives, nor do not know to what this accusation refers.

I am accused of overstepping the bounds of the associate director’s job responsibilities. On this point, we find some agreement — but not in the way the letter suggests. For more than two years, under transient and inconsistent leadership from successive executive directors, I have stepped in to fill vacuums in programmatic function in order to keep the Louisville Institute running. Not to do so would have meant breaking commitments to our grantees and fellows, as well as our grant agreement with the Lilly Endowment, Inc. None of this has been nefarious or secret. I have on multiple occasions reported my overextension to the last two executive directors, the LI Advisory Board, and the LPTS president. I have been praised repeatedly for my efforts to keep our programs running under incredibly difficult circumstances, including from Lilly Endowment officers and senior leaders of the Lilly Ecology group. To be critiqued for extraordinary work that I have taken on openly and competently, and which has kept the Louisville Institute operational for the past two years, is baffling.

I am accused of “seizing the adjudication processes for certain fellowship programs which the associate director has not formally been tasked with administering.” I assume this refers to the Vocation of the Theological Educator Program. If the interim executive director had at any time asked me about my responsibilities or discussed my job description with me, he would have known that I took over this program in 2022 in response to former executive director Edwin Aponte’s concerns about his overextension, and our shared efforts balance responsibilities between the executive and associate directors. I have coordinated this program under the previous two executive directors, neither of whom raised any concerns about my doing so.

I am accused of attempting “to exclude the interim executive director from those processes/ unilaterally determined which programs the interim executive director is eligible to access or

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engage.” I do not know to what this refers. All of our programs were thoroughly covered in his onboarding. All of the documents related to our programs are in our shared Dropbox, to which he has access. At each weekly staff meeting, we report on what we’re working on and our progress. Until now, the interim executive director has never suggested that he felt excluded, nor brought any concerns to my attention.

I am accused of not following the directions of a direct supervisor when I prepared a handout for the May 2024 Advisory Board meeting and did not circulate it beforehand. I do not recall any directive to do so. I received the assignment in question at the last minute, and completed it on Sunday afternoon before the Board meeting began Monday morning. It was a synthesis of data from the year, and was not new information for the Board. I let the team, including the interim executive director, know that I had prepared a handout and would bring copies with me, which is not an unusual practice for our Board meetings. No one requested a copy of the handout at that time, nor were any concerns expressed. At the meeting, I was praised for the report.

I am accused of violating LPTS policy related to office hours based on the 2020 Employee Handbook. The expectation that staff should be in their offices from 8:30 to 5:00 has not been the practice of the Louisville Institute at any time during my tenure. To accommodate childcare schedules and family obligations, as well as to support healthful practices in our work life, the staff communicates weekly about when we will be in the office and when we will be working remotely, and we ensure responsibilities are covered equitably. The executive director has shared in this practice since his arrival, and has expressed no concerns in the three months he has served.

I am accused of violating LPTS policy related to vacation time. The vacation I have taken during the tenure of the interim executive director was approved prior to his arrival. The Paycom system has had multiple glitches since its implementation; I was unable to chart recent vacation hours because my earned hours are currently incorrect. It is my understanding that this system continues to be adjusted, and I am happy to comply with procedures as they are operable.

The July 16 letter states that it is “inappropriate to engage selection committee members for any program without an express discussion to coordinate the work of the associate director with the interim executive director.” This is inaccurate. In fact, recruitment and gathering of selection committee members has been part of the associate director’s portfolio since before I began in 2021. At no time until receipt of this letter did the interim executive director express any concerns about my responsibility for this process.

The July 16 letter states that it is “inappropriate to unilaterally engage speakers for Winter Seminar 2025.” This is inaccurate. Planning for Winter Seminar and the Pastoral Study Project Consultation has also been under the purview of the associate director since before my tenure. I have engaged multiple speakers and leaders for events, both unilaterally and in consultation with appropriate colleagues, as has been the ongoing practice of the Louisville Institute.

It appears that the interim executive director has been using the associate director job description as it appears in the LI Policies and Procedures manual in order to fabricate charges against me. Though the manual was last updated in June 2023, the associate director job description that appears in the manual was last updated in 2018. At no time has the interim executive director engaged me in conversation about this job description or my actual, current responsibilities.

I find the letter I received from the interim executive director inappropriate and deeply troubling, as it demonstrates a serious misrepresentation of reality, a disturbing lack of knowledge about our work, and a dramatic overreach for an interim leader with a three-month tenure. This incident has caused me great concern about the stability and future of the Louisville Institute. I respectfully request a retraction of the accusations against me and an investigation into the conduct of the interim executive director.