

Eliot Chapel Board of Trustees Meeting

Promoting Transparency and Trust

Agenda

February 13, 2018 7:00pm

Board Meeting Minutes

February 13, 2018

Present: Angie Bowland, David Cox, Karen Fuchs, Trina Priese, Todd Stark, Allison Hlbbs, Brian Krippner, Sheryl Foster, Barbara Gadon

Meeting Called to Order: 7:02 pm

- Chalice lighting & Opening Reading by Allison

Consent Agenda

- Approval of new members:
 - Bonnie & John Robinson
- Accept January Minutes
- Accept Monitoring Reports
 - o End Statements Barbara
 - o 3.2 Lead Minister Accountability Allison, Todd
 - o 4.10 Gifts and Planned Giving Rewrite Barbara
- Accept calendar review
 - o Feb 24 Executive Meeting
 - o Mar 13 Board Meeting

New Business

Ratify email vote on new loan David

Choose Successor Treasurer Sheryl Foster for remainder of 2017-2018 church year David

Review Treasurer's Report Camille

Review Monitoring Report on 4.6 Financial Condition and Operation Barbara

- moved to next month

Survey Results Final Analysis (pre-reads) David

Address Ongoing Sanctuary Church Issues David, Barbara

- Barbara discussing Columbia's listening session process with SJA team associated with Immigration.
- Will try to host sessions in March/April.

Review Minister's Incidental Report Barbara

- Minister's Incidental Report: Barbara was very enthusiastic about Leadership Program and participation.
- Trina asked if we could potentially do it again for people who were unable to make it this past weekend.

Task Force to re-visit Ends policies - volunteers Todd & Allison David

Select Chair-Elect - Brian Krippner David

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Board Ed - Reading & Understanding Finance Statements

David

- Watched You Tube Video together.

Consider changing our overall policy review/monitoring schedule

David

- Allison suggested we reconsider changing our overall policy review/monitoring schedule. Maybe we go through and determine what policies need to be reviewed more frequently or less frequently.
- Trina & Allison to review policy monitoring schedule and come back with a recommendation for potential timing change.

Discuss meaning of Policy 2.1 “encouragement of diversity of viewpoints”

David

- 2.1 conversation: Remaining silent when people bring up diverse opinions is not encouraging different viewpoints. Be open about discussing these opinions versus negative body language, sighing, etc.
- Be more verbal when processing detailed information or interpreting someone’s concern.
- Deeper conversation regarding Financial Conversations veering from Budget understanding into Means as a gray area.

Auction Trivia Night update

Todd

- Landed on a date and time. Are working with volunteers to get underway.

Old Business

- COMPLETE: Barbara worked with Brian to develop a formula to ensure we are staying with covenant on our bank loan.
- Barbara’s request for Sabbatical Terms to move to 3 months every 4 years.

Meeting Summary:

Assignments

- Treasurer acknowledgement of discretionary fund review (as per Appendix A) Sheryl
- 2.2.4 Investment performance review Brian, Sheryl
- 3.1 Unity of Voice David, Trina

Actions

- David to put 4.6 on Consent Agenda for March Meeting
- David to follow up with Cindy to determine schedule regulating Lead Minister’s Review timing by March Board Meeting.
- Angie to review previous minutes to find schedule change for Lead minister evaluation timing/process by March Board Meeting.
- Todd & Allison to revisit Ends Policies to ensure they are still valid and aligned with Vision/Mission by April Board meeting.
- Trina & Allison to review policy monitoring schedule and come back with a recommendation for potential timing change by May
- Trina to convert Word Docs to Google Docs as they are reviewing above timing.
- Barbara to access Unity Consulting to get an opinion regarding financial discernment with Board. Board Officers will be involved and/or whole board.

Decisions

- Consent Agenda adopted
- Ratified email vote on Balloon Note in public meeting Karen/Todd.(Email motion was made by

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- Brian and seconded by Allison).
- Sheryl Foster selected as Treasury Successor for rest of Board year. Allison/Brian.
- Treasurer's Report accepted Trina/Allison
- Board selected Brian Krippner as Chair-Elect for 2019-2020. Todd/Trina
- Barbara's request for Sabbatical Terms to move to 3 months every 4 years. Angie/Karen

Transparency Report

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Meeting Evaluation Form

This meeting evaluation form is intended to guide the board in assessing and improving its performance. Each meeting will have a designated meeting evaluator who will facilitate discussion by the full board of its performance at the conclusion of the meeting.

Meeting Date: 2-13-2018

Legend: S indicates 'Satisfactory'; NI indicates 'Needs Improvement'; UNS indicates 'Unsatisfactory'; and NA indicates Not Applicable

	S	NI	UNS	NA
Preparation				
The Board was prepared for this meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Chair was prepared for this meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agenda				
Items on agenda dealt with the board's job (i.e. "Ends") only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issues and intended outcomes were clear <i>Re-Visit of End?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate time was allocated for each agenda item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action items were assigned with deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation				
Each board member had an adequate opportunity to participate in discussion and decision-making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Chair				
Board chair kept to the agenda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board chair facilitated answers to questions & issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The board adhered to its adopted governance style:				
Emphasized outward vision over management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged diversity in viewpoints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercised strategic leadership more than oversight of administrative details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained a clear distinction between Board and Staff roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used collective decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looked to the future <i>lots of here & now.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated all with courtesy, fairness and dignity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obedied the Trustee Code of Conduct as outlined in Policy 2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any action the Board directed the Lead Minister to undertake was recorded as a passed motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any authority the Board delegated to an individual or group was recorded in a passed motion that is specific and states the limitations of the delegated authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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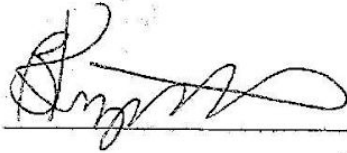
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Transparency Issues to Consider

1. What items discussed in the meeting need to be communicated beyond the minutes? To whom, how and who is responsible for the communication?
2. Did visitors seem to have a clear idea of what to expect from the meeting?
3. Are there any outstanding transparency issues that need handling? Who will handle, how, when?

Comments:

Evaluator:



Form Revised: Jul-2015

