

# Eliot Chapel Board of Trustees Meeting

*Promoting Transparency and Trust*

**Minutes - Approved Aug 14, 2018**

**June 12, 2018 7:00pm**

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

7:03 - Meeting

Gather - Chalice lighting & Opening Reading

Brian

Check-ins

Visitor Comments - N/A

Meeting Preparation

- Confirm meeting assignments:
  - timekeeper
  - process and transparency observer

Todd  
Brian

Consent Agenda

- Approval of new members:
  - Nadia Decker
- Accept May Minutes
- Accept Monitoring Reports
  - 4.3 Compensation and Benefits
  - 4.8 Temporarily Restricted and Permanently Restricted Funds
  - 4.10 Gifts and planned giving
  - 2.9 Gifts
- Accept calendar review
  - June 23 Executive Meeting
  - July 10 Board Meeting

Barbara  
Barbara  
Barbara  
Sheryl

**New Business**

Treasurer's Report

Sheryl

- There were two months of income that were negative. Sheryl asked Gary Gray about this, and he said there is frequently a lag in May & June.
- Bequest for Kristofitz is not included here so we may not be in the red at all once that is factored in.
- Sheryl met with Ken Denson (along with Gary Gray) to orient him.
- Sheryl mentioned the variance category that the Board had requested be included in future Treasurer Reports.
- Investments went up approximately 2.5%.
- Trina P. asked: if there is software that would do projections to make the job of Admin or Treasurer easier, could we investigate that and invest in something? Or is it training that needs to be done? Barbara said we make our best guess, but there are things that we can't predict. Is this more meansy? Have we outgrown the financial operating model that we currently use? Camille is looking into alternate review companies

besides Sikitch due to errors having been made.

### Review Minister's Incidental Report

Barbara

- Allison wanted to state that she is uncomfortable adding a Membership Coordinator when we need to beef up fundraising. Barbara indicated that colleagues indicate that Membership Coordinators end up paying for themselves in a year.
  - Trina asked if part of that person's job is fundraising and the answer is no, additional fundraising will be done by committee.
- David encouraged us not to assume immigrants will be Spanish speaking.

### Discuss Proxy Voting Strategy

David

- Absentee Balloting is not relevant to a meeting. This is acceptable for Yes or No. If we are using motions with amendments, absentee voting should not be used. Proxy Voting could be used. Idea is that you have assigned somebody to place your vote on your behalf. Could also be able to speak on behalf of that person. Could potentially be able your own vote AND that person's vote. This could be a solution for an older congregation that is infirm or caring for someone who is infirm, but still has an interest in being heard.
  - Brian suggested that the person assigned also be a member. Also, should we consider raising the quorum from 10 to 15-20%? State law allows proxy votes to count towards quorum, but we could alter that via our bylaws, if desired.
  - Todd says that next year's board will create a task force to research and educate the congregation on the use of proxy (not absentee) voting. Three things require quorum: property, elections & bylaw changes. But do we have any concerns about members disagreeing about proxy votes being used in those three areas? Have to design it for those three things, but will still use it for other voting processes.
  - David suggested we not hold special meetings about Proxy Voting, due to fatigue. But Barbara and Trina think that it actually may be a good idea to do it so that we could potentially use Proxy Voting at the next Annual Meeting.

### Discuss Progress on incorporating Allison's Motion into interp 4.6

Allison

### Annual Meeting Debrief

David

- People seemed very happy with the way the meeting went
- Liked the Quaker Meeting House set up where we could all see each other.
- Thought Chris Dickey as the Parliamentarian was very positive and should continue.
- Names separated more for check in or have more than one check in sheet so we can help check people in faster.

### **Old Business**

- Trina & Allison to review policy monitoring schedule and come back with a recommendation for potential timing in June Meeting.
- Trina continues work on Google Docs

### **Meeting Summary:**

## **Assignments**

- For July
  - 2.1 Governing Style Todd
  - 2.2 Board Job Description Todd
  - 2.3 Annual Agenda Planning Todd
  - 2.4 Officer Roles and Responsibilities Todd
  - 2.5 Board Member Code of Conduct Ken, Trina
- For August:
  - 4.5 Financial planning /budgeting Barbara
  - 4.6 Financial Condition and Operation Barbara

## **Actions**

- Board will discuss incorporating Allison's Motion into interpretation 4.6 at a future meeting.
- Meeting Minutes from Annual Meeting to be posted on the website by Todd with David's help by next month.
- Angie to give Annual Meeting check in sheets to Camille Novak to keep with permanent records.
- Get copies of Transparency Report created. - Put into root directory for meetings & make a template document.

## **Decisions**

- Accepted Consent Agenda after moving Monitoring Report 4.5 to next month
- Ken Denson will has started the process to become a signatory to sign our checks by July.

## **Transparency Report**