

Eliot Chapel Board of Trustees Meeting

Promoting Transparency and Trust

Agenda

July 10, 2018 7:00pm

Board members present: Karen Fuchs (2019), Trina Priese (2019), Todd Stark (2019), Allison Hibbs (2020), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), Cathy Converse (2021)

7:00. **Gather** (5 min)

- Chalice lighting & Opening Reading: Karen

7:05 **Check-ins** (40 min)

**Allison shared that due to medical factors, she's moved to a desk job from 3-11pm and no longer will serve on the board.*

7:45 **Visitor Comments** (2 minutes per visitor) (5 min) *NONE*

7:50 **Meeting Preparation** (5 min)

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

Jon
Allison

7:55 **Consent Agenda** (5 min) explanation

- Approval of new members: - None for July
- Accept Monitoring Reports - None in July
- Accept calendar review
 - August 10-11 Board Retreat
 - (May 19, 2019 Annual Meeting)

NEW BUSINESS

8:00 **Treasurer's Report** (10 min)

Ken

8:10 **Determine Secretary for 2018-2019** (5 min)

Todd

*(split duties - Trina notes, Action items dbl? Karen - do new member cards?
Trina nominated: Allison/Ken - APPROVED*

8:15 **Review Monitoring process and scheduling** (15 min)

Trina, Allison

explained current process, showed previous process, go back to 16-17 reports for interpretations, metrics

8:30 Linkage Discussion and assignments (5 min)

Todd asked Karen to lead linkage events instead of Brian (Karen, Jon & Cathy)

Get Nov. 3rd for first, decide second date

Todd

1st linkage event is intentional, make 2nd event the same?

Ideas: poetry, music, show (discuss at board retreat)

Trivia night: Oct 20 Karen will prep and bring Board linkage sign-up that night

8:35 2.5 Board Code of Conduct read/review (10 min)

Todd

All: read before retreat

8:45 Within, Among, and Beyond - ends Sanctuary discussion (15 min)

Todd

How does the Board manage questions and and do we need to be having discussions about sanctuary as it exists outside Eliot? Discuss boundaries, outside support, costs, etc.

As leaders we need to be ready to answer questions based on our ends.

1) History of sanctuary at Eliot (press release)

press asked: discussed internally at Eliot in the 80's, and how did we manage this?

2) Nursery school, contractual effects

3) interactions with other religious organizations in St. Louis

9:00 Signatory discussion for Commerce accounts (10 min)

Todd

Barbara recommends that Chair, Chair-elect, Secretary & Treasurer all become signatories on accounts and investments. (currently Chair, Treasurer & Secretary)

Brian - is Barbara a current signer? (Ken: probably not. We need someone on Commerce checking account designated as signator, and someone on investment account)

Why are we doing this? Is it to meet Commerce requirements or ours? (does Commerce needs a resolution on file approving signers - Brian looked over Commerce docs and doesn't need

Trina - why does secretary needs to be on this list? Todd: might need to be an elected official.

9:10 August Board Retreat (10 min)

Aug 10 & 11th at Marianist Center in Eureka/Wildwood off 109

Todd will provide tentative agenda with assignments available next week

Todd

9:20 OLD BUSINESS (5 min)

- DONE: Trina & Allison to review policy monitoring schedule and come back with a recommendation for potential timing change by May
- Allison & Barbara to collaborate on parameters/components of canvas history and written fundraising plan (Allison & Barbara met, will meet again in Aug)
- Trina: continue organizing Google Docs

9:25 MEETING SUMMARY:

Assignments

- 2.1 Governing Style
- 2.2 Board Job Description

Todd

Todd

- 2.3 Annual Agenda Planning
- 2.4 Officer Roles and Responsibilities
- 2.5 Board Member Code of Conduct
- 4.6 Financial Condition and Operation
- 4.5 Financial planning /budgeting

Todd
 Todd
 Ken, Trina
 Barbara
 Barbara

ACTIONS:

(moved to Aug mtg) accept/approve June Minutes & Treasurer Report

Trina: future policy discussion captured clearly in meeting minutes

Trina: create shared doc for retreat beverages and treats

Trina: Get July transparency report scanned and uploaded, and make as form for future mtgs

Brian & Cathy: create assignment calendar for monitoring report spreadsheet with when, who, and suggested review intervals

Karen & linkage committee: decide & confirm spring date for linkage event

Todd: provide tentative retreat agenda with assignments available week of July 16

Todd / Ken: investigate Commerce signatory needs

ALL: Read/review 2.5 Board Code of Conduct before retreat

Decisions:

Karen will lead linkage events with Jon & Cathy)

Karen - in charge of new member welcome cards

Transparency Report: (Allison): “adherence to governance style: people talked over each other and got into minutia”