

Eliot Chapel Board of Trustees Minutes-DRAFT
September 11, 2018 7:00pm

Members present: Trina Priese (2019), Todd Stark (2019), Cindy Duhigg (2019), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), Cathy Converse (2021)

7:00. Gather (5 min)

- Chalice lighting & Opening Reading Cathy

7:05 Check-ins (25 min) (**everyone get the 'convert to Gdocs' email?**)

7:30 Visitor Comments (2 minutes per visitor) (5 min)

Guest: Tripp Narup - asked if the monitoring reports are available? Yes

7:35 Meeting Preparation (5 min)

- Finalize agenda
 - Review Board Meeting Procedures
 - Confirm meeting assignments:
 - o timekeeper Ken
 - o process and transparency observer Jon
- Ron & Yvonne Kirkpatrick
Mirjam Collegeman

7:40 Consent Agenda (5 min)

- o Approval of new members:
 - 2.6 Board Committee Principles Todd,
 - Brian
 - 4.7 Asset Protection Barbara
 - 3.2 Lead minister accountability Trina, Cindy
- APPROVED**

New Business - Todd add 'Board Meeting procedures', Cathy Policy Review

Schedule turned into Gdoc -

7:45 Review/Accept Aug Minutes *Ken/Jon* **APPROVED**

7:50 Review Accept Monitoring Reports (20 min)

- 4.4 Lead minister succession (w/ action item done by Nov'18
Jon/Ken APPROVED Barbara

DISCUSSION: Barbara said she and Gary are meeting to go over the checking account for funds/sources not in our investment account to determine what these are and what we should do with them? There is \$7,000 as a reserve but for what? Brian - what's our free cash vs: our real operating funds? Cindy - are there account numbers assigned to these funds? Ken

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shared that QuickBooks is in the future, and Barbara says Camille wants to bring this back in-house. (Tripp asked if we have an account for long term funds???) Barbara explained FECA fund)

- 4.6 Financial Condition and Operation (qtrly) Barbara
Adding Ken's note on 4.6.1 and need an action item for 4.6.8 will bring this into compliance **Move to October agenda** Jon/Cindy **APPROVED**
(Jon Process Evaluator shared we are getting into means with these discussions)
- 4.5 Financial planning /budgeting (yrly) Barbara
- **DISCUSSION:** 4.5.6 non compliance? Planned spending and allocated funds are not clear, so the meeting with Gary will help to clarify this. $\frac{7}{8}$ board members must approve Barbara's survey which she will provide a week before the Oct board member.
Move to October agenda Ken/Cindy **APPROVED**

8:10 Lead Ministers Incidental Report (35 min) Barbara
Sabbatical plan overview. Todd asked that Barbara to clarify what the Board will and will not do.
Brian: concerned that Camille's saving include savings on a CPA review. Believes that \$2500 will not get us an accurate review. Camille likes the new person, so will wait and see how the reports appear.

8:45 Treasurer's Report (Ken 15 min) Ken
Ken: went over reports and Revised Budget. Brian recommends changing 'budget' to 'forecast'. Does not need to be approved, this is for discussion. Barbara shared that Camille and Christie are getting payments on pledges that weren't made. Going to contact these folks to clarify these payments. Discussed that column H should be the presumed to be the budget update. Add column I with budget differences from May and now. Barbara asked how often do you want to see this info? Todd: wait until we take the survey and then see what the plan is based on the results. Cathy: column H (forecast - as of when? Not as of 9/5/18. Ken - Camille set this 'forecast/budget' of where she wants to be by at the end of the year.

- **Move to table until October:** Brian/Cathy **APPROVED**

9:00 Linkage event Update (15 min) Cathy, Jon
Cathy and Jon need help with organization. Todd will set up the signup sheet for names, dish, child care, Trina will create a Doodle poll for all of us to sign up for clipboard signup duty, Cindy help with tax free purchasing and make coffee,

9:15 **Old Business** (5 min)

9:20 **Meeting Summary:**

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Assignments October

- 2.8 COMPLAINT AND INQUIRIES REGARDING BOARD POLICIES
Cindy, Karen
- 4.8 TEMPORARILY RESTRICTED AND PERMANENTLY RESTRICTED FUNDS Barbara

Assignments Past Due (move to October)

- 2.1 Governing Style Todd
 - 2.2 Board Job Description Todd
 - 2.3 Annual Agenda Planning Todd
 - 2.4 Officer Roles and Responsibilities Todd
 - 2.2.4 Investment performance review Ken, Jon
-

Actions

Barbara:

4.4 Lead minister succession approval pending talking to the sabbatical team to clarify what the Board will & will not do during her sabbatical (**by Nov.18 mtg.**)
- make 4.5 survey and share one week before the Oct board member.
need an action item for 4.6.8 will bring this into compliance

Todd: will get emails and tasks out per the Meeting procedures doc

Todd: Find and share sign up sheets for potluck, other docs if possible

Ken: add note on 4.6.1

Trina: set up next mo's folder

Board Linkage:

Cindy: help with tax free purchasing, make coffee etc

Trina: Doodle poll for clipboard issue

ALL:

Check 'Past Due' list and prepare for October mtg

Turn on the '**Convert uploaded docs to Gdoc**' feature.

Decisions:

MOVED TO OCTOBER:

Remainder of the 'Assignments Past Due'

Sept. Treasurer Report - (see above)

4.6 Financial Condition and Operation -

4.5 Financial planning /budgeting (yrly)

Transparency Report: didn't follow protocol for preparing docs, way off on time schedule, did not set clear expectations for visitors (Todd did this verbally but did not

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give expectations handout.

Mtg adjourned at 10:14