

**Eliot Chapel Board Meeting Minutes Approved 11/13/18
October 9, 2018 7:00pm**

Board members present: Todd Stark (2019), Trina Priese (2019), Karen Fuchs (2019), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), *Barbara Gadon (call in)*

Absent: Cindy Duhigg (2019) (moving), Cathy Converse (2021)

7:00. Gather (5 min)

- Chalice lighting & Opening Reading Brian

7:05 Check-ins (20 min)

7:25 Visitor Comments (2 minutes per visitor) (5 min)

7:30 Meeting Preparation (5 min)

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

7:35 Consent Agenda (10 min)

- Approval of new members: **Jane Tucker**

Monitoring Reports:

- 2.8 Complaint and Inquiries Regarding Board Policies Cindy, Karen
- 4.8 Temporarily Restricted and Permanently Restricted Funds Barbara
- 4.7 Asset Protection Barbara
- 2.1 Governing Style Todd
- 2.2 Board Job Description Todd
- 2.3 Annual Agenda Planning Todd
- 2.4 Officer Roles and Responsibilities Todd
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- 2.6 Board Committee Principles Todd, Brian

New Business

7:45 Review/Accept Sept Minutes **APPROVED**

7:50 Review/Accept Monitoring Reports (10 min)

- 4.6 Financial Condition and Operation Ken/Trina APPROVED Barbara
- 4.5 Financial planning /budgeting Barbara

DISCUSSION: Jon - mentioned that we shouldn't change a budget.

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Ken - voted no because the final budget has a deficit.

Brian - suggests that going forward that Barbara might designate a preliminary budget in April May, followed by a Final budget in June/July. Then the budget comparison shows 'actual' expenditures compared to the final budget and forecast.

4.5.6 Per Brian, B & C will include a contingency line item in the budget to be in compliance.

Barbara: Clarify the survey response

- 2.2.4 Investment performance review

Ken, Jon

DISCUSSION: Centered around the interpretation. Will discuss next month Move to change interpretation on '2.2 Board Job Descrip Revision Oct. 2018'

Jon/Ken: **APPROVED interpretation change**

Move the monitoring report to Nov 2018

8:00 Lead Ministers Incidental Report (45 min)

Barbara

As part of the Strategic Plan, the Committee is putting together a plan for 3-5 Operational Goals (SJ, Spiritual Maturity & Caring Community)

Sabbatical Monitoring report schedule adjustment listed - note this will occur every sabbatical and the Board will deal with it similarly.

Congregational Survey - do we need this to evaluate Barbara and how will Barbara get the information she needs for her. Unity Temple's survey is all ENDS, and Barbara is uncomfortable with all the questions on means

Jon said there will be a table survey at the Oct. linkage potluck.

Todd will talk with Barbara about what information she needs to do her job.

8:45 Treasurer's Report (15 min)

Ken

Brian - Net income of \$118k is about the same as where we were last year.

Ken- We have the metric in 2.2.4 for the question of how are our investments doing?

9:00 Linkage event Update (15 min)

Cathy, Jon

Jon: Board linkage - new evaluation or in compliance with old evaluation?

New considerations: capacity numbers changed in the sanctuary (moved to 80) events both Fri night and Sun am, and making sure we're paying people for extra work.

Discussed time frames, one person per table report out on their End convo, play time by ear (15 mins then see if more time needed),

Using both Adams Hall and the sanctuary?

9:15 **Old Business** (5 min) (none)

9:20 **Meeting Summary:**

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Assignments November

- 3.1 Unity of Voice
- 3.5 Policy Non-Compliance

Brian, Cathy
Jon, Trina

ACTIONS:

Barbara -

4.5 Financial planning /budgeting - clarify the survey response, then this goes into Consent agenda for Nov

Todd -

Talk with Barbara about what survey information she needs to do her job.

2.2.4 semi-annual combining with 2,2 for policy review? (email Jon and Ken about 2.2.4 evaluating our funds -how to do approach this).

Discuss w/ Brian re: Cindy replacement

Trina - talk with Debby L about updating the Board webpage (old board members, mtg notes, -*

DECISIONS:

Move to change interpretation on '2.2 Board Job Descrip Revision Oct. 2018'

2.2.4 Investment performance review

Ken, Jon **APPROVED interpretation change** Jon/Ken: **APPROVED**

4.6 Financial Condition and Operation **Ken/Trina APPROVED**

Move the monitoring report to Nov 2018

2.8 Complaint and Inquiries Regarding Board Policies (replace Cindy) Karen

Transparency Report: Jon

Started late, issues with internet, self-corrected out of means back to ends, flexible with time and ended up pretty much on time. Everyone contributed.

Brian: Comments for the good of the order

Trina/Karen meeting timeframe should be scheduled from 7 - 9pm. (Treasurer's report were more understandable so should take less time. Fitting more topics in so should be less going forward)