

Eliot Chapel Board of Trustees Meeting Agenda June 11, 2019 7:00pm

Board members: , Trina Priese (2019), Todd Stark (2019), Brian Krippner (2020), Jon Spiesman (2021), Cathy Converse (2021), David Cox (2020)
aBSENT: Karen Fuchs (2019), Ken Denson (2021)

7:00. Gather (5 min)

- Chalice lighting & Opening Reading

Jon

7:05 Check-ins (15 min)

7:20 Visitor Comments (2 minutes per visitor) (5 min)

7:25 Meeting Preparation (5 min)

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

Brian
David

7:30 Consent Agenda (5 min)

- Approval of new members: Sharon Morgan
- Approval of May 14, 2019 Meeting Minutes **APPROVED**
- Accept Policy Monitoring Reports:

Carryover from Prior Months

- o 2.8 Complaint and Inquiries Regarding Board Policies
- o 3.5 Policy Non-Compliance
- o 4.9 Board Communication & Support
- o Review of Activity for Dunlap/Nutt fund

Todd, Karen
Jon, Trina
Exec Team
Ken

Scheduled for Current Month

- o 2.9 Gifts
- o 4.3, 4.8, 4.10

Ken
Exec Team

7:35 Old Business (15 min)

- Annual Meeting Recap/Follow Ups Todd
Trina & Todd: check notes per meeting recording, missing lunch as promised.
Trina: suggested schedule 1 service on annual meeting Sunday,
- Actions from prior meeting (See p. 2 of minutes of 5-14-2019 Meeting in Drive)
Camille made the requested budget changes before the annual meeting
- Lead Minister Evaluation (usually in April or May) Todd
Todd proposed a statement saying that "Before Barbara's LOA, her performance was consistent with prior year's evaluations." Discussion on how to measure LM performance and how to formulate the fall survey questions.
Brian: Discuss with LM about how she should be evaluated for the months she was in position. What does she do for staff evaluation?

Jon: no specifics for performance metrics or objectives. Need something to communicate to the staff on what to focus on.

Brian: Board can look to policy to get M to set up performance reviews and best practices.

(Leave this as an open item for chair elect Brian)

- Chair-Elect Options for 2019-20 (no discussion)

7:50 Treasurer's Report (20 min)

Ken

First time this year we've had previous month's numbers to review at mtg -yay!

In Expenses, numbers **under** budget show in red (little confusing)

YTD \$60.4k over budget

Lead Minister Discretionary Fund Review

Ken

(reported per Ken's 6/11/19 email)

"The Treasurer reviewed transactions in the Minister's Discretionary Fund between July 2018 and May 2019, and found no transactions that appeared inappropriate to the purpose of that fund." Kenneth B Denson -- June 11, 2019

"The Treasurer reviewed transfers of income from the Dunlap-Nutt Fund into the Minister's Discretionary Fund during the July 2018-May 2019 time period, as well as the expenditures from that separately tracked Dunlap-Nutt balance, and found that those expenditures met the additional constraints of the Dunlap-Nutt Fund, namely that such expenditures should be for the benefit of Members and Friends of Eliot Chapel." Kenneth B Denson – June 11, 2019. **ACCEPTED**

- Move/Consider Final Budget for 2019-20

Ken/Camille

Moved to pass the budget as written: **Cox/Krippner: PASSED**

Discussion: not usual budget setting with analysis and plan to raise the money. Idea list for

8:10 Lead Ministers Incidental Report (15 min)

[Gary][Jeanne]

Jeanne: Carol Moreland resigned as fundraiser.

4.5: (4.5.2 Currently reporting Compliance although there is no solid plan for fund-raising activities) Discussion on specifics resulted in a decision to not accept this as reported, but to ask for it to be presented again next month with more details.

8:35 New Business (20 Min)

Review 2019-20 Board Meeting Plan

Brian

- Broke up actions by month to plan next year's agendas. Segmented by duties and broken up by Ends. Camille has gone over this document and wants a board member to help with this.

- Board member access to Docs, etc

Need to Review Monitoring Schedule and Assignments

Volunteer...

Board Retreat - August 2-3(?) Plans and Sharing Ideas

Brian/Board

Carryover from Prior Months

o 2.8 Complaint and Inquiries Regarding Board Policies

Todd, Karen

o 3.5 Policy Non-Compliance

Jon, Trina

o 4.9 Board Communication & Support

Exec Team

o

Scheduled for Current Month

o 2.9 Gifts

Ken

8:55 **Meeting Summary:**

Assignments for June Meeting

Scheduled for June Meeting

- 2.1 Governing Style (Annual)
- 2.2 Board Job Description (Annual)
- 2.3 Annual Agenda Planning (Annual)
- 2.4 Officer Roles and Responsibilities (Annual)
- 2.5 Board Member Code of Conduct (Annual)
- 4.6 Financial Condition and Operation (Quarterly)

Brian
Brian
Brian
Brian
Jon/Nancy
Exec Team

Carryover from June Meeting

Other Items:

- Election of Board Chair Elect and Board Secretary
- Formation of task forces to coordinate: a) Survey; b) Linkage Events
- "End" of the Month: Sharing and Connecting within our Covenant

ACTIONS:

- Trina & Todd: check notes per annual meeting recording
- Brian: pursue LM evaluation going further
- Trina: post April & May approved minutes to APPROVED minutes
Brian: Assess the review schedule for Policy reviews (especially 3.5)
- 4.5: (Jeanne) request Executive team to present 4.5: again next month

DECISIONS:

none

Transparency Report: (David) Emphasis on outward vision over management and exercise strategic leadership over details