

Eliot Chapel Board of Trustees – Monthly meeting minutes – Tuesday, January 14, 2020, 7:00pm

Present: David Cox, Paula Fulks, Steven Harvey, Cathy Converse, Brian Krippner, Ken Denson, Jordi Pratts, Nancy Rubin, Rev. Barbara Gadon

Started meeting shortly after 7pm

Paula did the chalice lighting and gave the opening words

Check-ins occurred

Discussed agenda generally

The Board confirmed the consent agenda

Discussed the need to post approved minutes from past meetings. David used this opportunity to explain why the minutes posted in the meeting folder still contained notes from executive sessions. He explained that part of the minutes will be removed prior to forwarding the minutes to Debby for posting.

#### Old Business

Reviewed action items from prior meeting

Brian noted the board's dashboard tool is not just for financials

Cathy asked if we would still have a financial dashboard. Brian said the dashboard is being expanded but will still address financials. Brian said we would discuss it during our winter retreat.

Pamela and Ken addressed variance report questions. General discussion of the report followed. Brian noted Rev. Helen would speak on budget issues at the winter retreat.

Cathy updated the Board on the congregational survey results. She noted she had circulated to the Board members a draft announcement but got no response. On discussion, the Board agreed we should publish the results announcement in both the next newsletter and the weekly email blast.

Discussed linkage event and using Chris Cakes. Event scheduled for March 7<sup>th</sup> at 9:30am to 12:00pm. We agreed to put an announcement in the next newsletter and to discuss how to gather a headcount (needed by Chris Cakes). Once option suggested was to work with Debbie to use our Realm software to facilitate sign-up. It was suggested that we include a link to the Chris Cakes YouTube video. Someone also suggested we post notice of the event on the bulletin board in the hallway of the chapel.

Discuss Board Chair election to take place at the February 2020 Board meeting.

### Treasurer's Report

Barbara notice there are different ways to evaluate "variance" and she wants to talk about the issue with Camille. Paula noted that flagging big items of variance helps. The Board discussed and agreed that it did not want to see negative numbers when reporting on expenses. Ken said he would speak to Camille about this. The Board then noted there are also negative number on the balance sheet. Ken said he would raise both issues with Camille (asking her why she currently uses negative numbers (and indicates them in red) in these places (balance sheet and expenses). Jordi said he would like to see how we are doing against expectations. He said that should be our main concern as a board. Brian noted we need improvement on the reporting numbers now. He said he would like to see a comparison between this point this year and the same point last year.

### Lead Minister's Incidental Report

Barbara noted there is still much to do in recovering from the fire. We need insight into insurance coverage she noted, such as whether our policy is a replacement cost policy or not. She said she will ask the Board for endowment funds to cover fire-related expenses. A member of the congregation donated \$10,000. We still need to paint and clean and replace or repair items damaged. We need to evaluate the safety of our current workspaces such as placement of exits. We may need more or different space, she noted. The Board then discussed an update to the budget.

### Executive Session (9:11pm start)

(9:25pm end)

### Winter Retreat

David offered to do the opening words. Jordi offered to do the closing words. We reviewed the agenda.

Reviewed next month's assignments.

Jordi pointed out a discrepancy between the annual planner for policy review and the policy review guide. Brian said he would look into that.

Adjourned at 10:10pm