

## Eliot Chapel Board of Trustees Meeting Minutes, February 11, 2020

Present: Rev. Helen, Nancy, Jordi, Brian, Ken, Steve, David (Paula by phone), Rev. Barbara joined us for the Executive Session.

Started at 7pm sharp

Chalice lighting and opening reading.

No visitors

Brian thanked everyone for being well prepared for this particular meeting. Noted the leadership session was very well done and he thanked those board members that participated.

Transparency ombudsman report (Ken gave the report) noted both treasurer's report and minutes are up to date.

Consent agenda (moved two items to the regular agenda).

Steve moved and Ken seconded a motion to adopt the consent agenda. Motion passed.

### Old Business

Review of actions from prior meeting. Brian noted he now has the email address needed to control documents for updating. Cindy was still listed as owner, but that has been updated. Ken noted he found other items that needed similar attention and noted they are in the folder called policy interpretation updates. **Brian said he would search for the folder and get those changed.** Brian will pass ownership to next chair so they have power to edit documents.

Ideas for dashboard. Updated our input at winter meeting. Brian talked to Camille while Ken was away and made some good progress on the dashboard.

Budget review at half-year. Brian noted a number of tasks have gone away for a number of reasons.

Published survey results in the newsletter. We weren't sure whether it was in the email blast. Published pancake breakfast in the newsletter (no YouTube video though).

Discrepancies between meeting planning and policy review schedule have been resolved by Brian.

Linkage event. There is a report in the meeting folder. Steve reviewed the report details with the board. Helen updated us on publicity related to all the stewardship related events, including this one (in report). Targeting families. Helen noted we shouldn't refer to it as low-key. Said someone on the board needs to direct pledge cards to be put into the box designed

for them. Hope the evites will give us a rough headcount. We are concerned about getting the right number. Brian asked that we as a board get a reminder to attend. Paula asked about the means/ends. Helen noted the board was invited to “host” an event. This is the board running a pledge event. Steve noted he/we aren’t involved in the “canvass” part of it. Brian noted as a linkage event we have never had a day event, never targeted families and never have served breakfast. Jordi asked if it will be advertised as a stewardship event. Helen said “yes”. David gave overview of the linkage part of the event.

Check-ins (late in meeting)

Treasurer’s report (half-year)

Ken reviewed the report summary. Summary of the variance report. Ken noted the plan is to share the entire document with the congregation. Moved the narrative up front. Jordi asked about the December variance in salaries & benefits. Brian noted Ken can take this question back to Camille. Brian noted it should flush itself out when we see next month’s report (if we can remember to follow up on that). Jordi noted we found out the insurance policy is for replacement. Asked about the amount listed for the deductible.

Barbara joined our meeting at just before 8pm.

Barbara noted there will be costs that the deductible won’t cover, like expanding Camille’s office.

Paula said the amount of deductible is commercially reasonable. Then asked about the reason for music being so much over budget. Wanted to know if we can expect this going forward. Barbara noted we really cut back on programming funding this year, but we hope next year to go back. Barbara noted there were fewer performers willing to volunteer, etc. Paula said we need to revisit how the executive team approves a more than 100% increase in any program’s budget. She also said the idea of telling someone they don’t need to worry about the budget is another way of saying they don’t have a budget (apparently in reference to what Jan had been told). Brian noted that is a means issue. Barbara noted Jan tried to stay within budget. Paula noted she would like to know the details. Brian noted the financial oversight task force may work on some of these issues.

Minister’s Incidental Report

Helen wanted to give us a stewardship update. Total pledging households approached will be 371. Households who have not yet pledged but had before went from 97 to 36 (will target with focus groups, appreciative inquiry style). There are 25 households (30 members) that have not contributed in over 2 years. Bylaws indicate they should not be considered members anymore so the total number of members (503) is no longer accurate. This didn’t just happen last year. It involved an update not conducted in the last years. We sent out 124 email letters to sustaining friends (board, leadership of drive). 16 have been returned. Board has a zero

response rate to date. For Breakfast, targeting invites to 80 families. Helen clarified our deadline is end of February.

Barbara reviewed remainder of the incidental report. Will be looking at electrical system this week. Barbara noted the strategic plan is intended to cover 5 years. Jordi asked how that process will integrate with our next iteration of the next vision and mission process.

EXECUTIVE SESSION (started at 8:25)

Ended at 8:53

Put 3.2 back into the consent agenda.

Appendix A & B Ken found no record of anything coming in or out of the restricted funds during the first half of the year. Discretionary review coming up in March. Jordi wanted to clarify what exactly our action will be on this issue.

### New Business

Nominations for chair elect effective July 1 to be chair for 21-22. Brian nominated Nancy Rubin, Steve seconded. NO discussion. Motion carried.

Recommendation to form financial review committee to look at 4.6. Brian moved, Paula seconded. Brian noted what led to this was all the feedback on the financial reporting. May come back with recommendations for no changes. Consider limitations on holding LM accountable. Suggestions for members? Jordi noted we will not add members but tap into resources as necessary. Motion passed. **Jordi and Ken to report back in March on committee activity 4.6 recommendations.**

Brian asked Paula to help with LM evaluation. **Will present LM evaluation next month.**

Added August 7-8 as board retreat save the date.

Helen noted Jan's last Sunday is May 10 (retirement)

Transparency report. Found chair and members prepared. Ends only agenda (financial exception). Mostly appropriate time allotted to items. Reviewed all items on the list and found no discrepancies.

Meeting adjourned around 9:30pm