

Eliot Chapel Board of Trustees

Promoting Transparency and Trust

Minutes

August 8, 2017 7:00pm

MINUTES - AUGUST BOARD MEETING

8/08/17

PRESENT: Angie Bowland, David T. Cox, Karen Fuchs, Trina Priese, Dave Salivar, Allison Hibbs, Brian Krippner, Camille Novack VIA PHONE: Barbara Gadon, ABSENT: Todd Stark

7:02. Called to Order

- Chalice lighting (Angie)

Meeting Preparation

- Review agenda
- Confirm meeting assignments: timekeeper (Trina), process and transparency observer (Allison)

Consent Agenda

- Approval of new members: Kathy Casey (from last month--had no cards)
- Accept Monitoring Reports:
 - 2.2.4 Investment performance review (Brian, Dave)
 - 3.2 Lead Minister Accountability (Angie, Trina)
- Accept July Minutes
- Accept calendar review
 - Aug 11-12 Board Retreat
 - Aug 26 Executive Agenda Planning Session
 - Sep 12 Board of Trustees meeting
 - Nov 4 Potluck (Linkage Event)

New Business

Review Year End Financial Reports

BALANCE SHEET:

- Balance sheet does not balance. Could we see category subtotals and final total for each Assets and Liabilities?
- Is the difference a cumulative deficit?
- How did Sikitch deal with the fact that we didn't have a Balance Sheet in their past reviews?

BUDGET VARIANCE:

- Barbara is trying to discern if there are late payments. Operations Support dollars are for "other emergencies" and came from Mrs. Pree.
- Brian is concerned that we could be out of covenant with our bank loan with the current deficit. Take Net Income, divide it by amount of annual payments, should be 1.1 or more. It's a profitability ratio that says "are you making enough money to keep your obligations to the bank?" Calculation of the covenant is something board should see semi-annually.
- We don't feel great about using the entire "Operations Support" all at once for deficit.
- Board is feeling uncomfortable about current Accounting Practices.
- Barbara is interested in seeing a narrative to accompany the budget variance report.

Assign Fall Linkage Event Task Force and Discuss Goals

- Karen will be our Task Force leader.
- Should give us the pulse of the congregation on any potential policy issues. Need direct connection.

Review Annual Retreat Preparation

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- Van riders meet at 4 PM. AB will meet at Marianist Center.

Assign Congregational Survey Team

- David will lead team, looking for someone who knows survey development.
- Brian and Trina will be on team.
- Kit Klein and Jordi Pratts may be good resources since they worked on last survey.

Items Removed From Consent

- 2.5 Board Member Code of Conduct (Karen) - Compliant
- 3.1 Unity of Voice (Brian, Karen) - Compliant
- Treasurer's Report

Board Education and Leadership Item (Google Docs Training)

- Drive - please ensure your settings (Gear in top right corner) are set to Convert Uploaded files to Google Docs.
- Right Click go to upload and grab your Word file and it will automatically upload as a Google Doc.

Minister's Incidental Report

- Developing Mission & Vision for Strategic Planning. This is not official Mission & Vision for the congregation, but is for the Lead minister and Barbara feels that it is very similar to what we already have.
- Board members' feedback is that the revised Mission/Vision statement could be seen as incongruous to published statement.

Old Business

Live broadcast of Board Meetings -

- David's goal is to improve transparency.
- They would be archived on Facebook.
- How will this change the minutes, will there be a need for transcription?
- Some feel inhibited by recordings. Maybe we can encapsulate meeting and make a link on Facebook/Social Media to drive them to Board website page.
- The appearance of transparency is a powerful tool. Just knowing that you could listen to our board meeting enhances that feeling.

Finalize Policy Review Task Force and Timeline

- David, Brian and Trina will be on task force.

Meeting Summary:

Transparency Report

Assignments

- 2.6 Board Committee Principles (David, Todd)
- 4.4 Lead minister succession (Barbara)
- 4.7 Asset Protection (Barbara)
- Chair elect to provide evaluation of Chair's annual agenda (see 2.3) (Todd)
- 2.2 Board Job Description (Todd) moved from last month.

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Actions

- Barbara will check on Balance Sheet questions listed above before deciding to release to public and will advise if she needs Board input.
- Barbara to work with Brian to develop a formula to ensure we are staying with covenant on our bank loan by next month.
- Dave will find prior Sikitch reports and share link with Board before next meeting.
- Barbara will find an explanation for overage in facilities account before next meeting.
- Karen will follow up with Steve Mennerick to see if can review the linkage event details.
- Barbara is going to ask the consultant why they wanted a different Mission Vision statement from her than what is published as the congregational Mission by next meeting.
- Board members are to direct questions regarding format of Treasurer's Report to Dave, if necessary.
- Trina to provide a document for us to comment on regarding ideas for improving visibility and transparency of our meetings.
- Camille to develop BOARD MEMBER name tags for us to wear when greeting at the doors on Sundays.
- David will define a schedule for policy rewrites in the "2's" and share by next meeting.
- David will move Transparency Report AFTER Actions/Decisions.
- Angie to get more cards for us, ok to reach out to Meczy.
- Move Kathy Casey (from last month--had no cards) to next month.

Decisions

- Adopted Consent Agenda
- Accepted 2.5 Board Member Code of Conduct - Trina/Angie
- Accepted 3.1 Unity of Voice - Brian/Karen
- Accepted Treasurer's Report
- Board will greet on Sundays at doors & make concerted effort to acknowledge people with blue mugs.

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Transparency Issues to Consider

1. What items discussed in the meeting need to be communicated beyond the minutes? To whom, how and who is responsible for the communication?
2. Did visitors seem to have a clear idea of what to expect from the meeting?
3. Are there any outstanding transparency issues that need handling? Who will handle, how, when?

on going conversation about transparency

Comments:

Evaluator: Allison Hibbs

Form Revised: Jul-2015