

These minutes were approved at the July 2022 board meeting.

## **Eliot Chapel Board Meeting**

**June 14, 2022 630pm**

**Decisions are in bold. Action items are highlighted.**

Board members present: Paula Fulks (2022), Steve Harvey (2022), Claire Wyneken (2023), Toni Saunders (2023), Sara Fleming (2024), Kalen Ponche (2024), Steve Swift (2024), Chuck Schuder (2024), Rev Barbara Gadon

Not Present: Rev. Krista Taves

Guests: Carole Glauser (2025), Susan Bell

Steve Harvey called the meeting to order at 6:33pm. The board checked in personally with one another and welcomed guests.

### Meeting Preparation

- Finalize agenda
- Confirm meeting assignments:
  - o Timekeeper - Kalen
  - o Process & Transparency Observer - Paula

### Consent Agenda

- Approve May 2022 Meeting minutes
- Ombudsbuddy report approved (New! Now here in the consent agenda.)
- Affirmation of New Eliot members (Bylaws, Article III, Part A):
- Accept Policy Monitoring Reports: (See Policy Compliance Record)
- 4.3 Compensation and Benefits [Barbara]
- 4.8 Temporarily and permanently restricted funds [Barbara]

*Chuck asked to move 3.5 off of the consent agenda for later discussion. **The board approved the consent agenda unanimously.***

### Interim minister progress

Rev. Doug asked the church to help look for housing. Steve Harvey assembled a small committee to look for housing in the area and found something suitable. That group will help him get settled. He will record a greeting to the congregation that will be sent out in early July. He asked the board to form a transition team.

**The board decided to reach out to several people to serve on a transition team to assist Rev. Doug. Claire and Chuck will reach out on this issue.**

### Financial updates

The investment funds are down. The April financial report shows a deficit of \$21,000

### Board Development and linkage

- OnBoarding event June 18th – try to be there!
- NomCom updates & Leadership development event – Steve hopes that the nominating committee will offer a leadership development in the coming year.

Short break (5 minutes)

3.5 Policy non-compliance [Toni and SteveH\*] (\*SteveH filling in for Chuck)  
(See Policy Compliance Record)

**The board discussed and approved the report on policy non-compliance.**

Ad Hoc January Committee Recommendation-

When the board looked at adding the list of the names of check writers the list included Gary Gray who is a volunteer and member of the executive committee but not a staff member or an elected person. He writes check reimbursements of employees who spend personal money on behalf of the church. This raised questions about the checks available for financial control of the church.

Paula filed a report on behalf of the committee on the board's possible options going forward which included feedback from Rev. Barbara.

Considering policy 4.7.9 Dispersal of funds – this is pertinent to the check-writing policy.

Barbara believes that the working of the church and the staff has carried out the obligations of the policy. Unless the board wants to give more policy direction, there would be nothing else to do.

Paula raised concerns whether the annual financial review goes through as thorough of an examination as an audit and recommends we investigate this further.

She recommended that the board consider changing the policy and also requesting the new minister offer an interpretation of it.

***Paula moved to defer consideration of this issue until the new board is seated and can take it up. Kalen seconded and the board approved.***

Lead Minister's Incidental Report -

Rev. Barbara reported an excellent summer plan for worship services. She also announced that the church will continue to have one service at 10 am moving forward in the fall.

Meeting Summary, and looking ahead: (5 min)

Decisions/Actions Taken/Follow Up

- The board unanimously approved the consent agenda.
- Chuck and Claire will reach out to the nominees for the transition committee before the July board meeting.
- Sara will look into the fund performance for the endowment account before the July board meeting.
- Sara will look into the annual review report to see what is included in terms of depth of review before the July board meeting.

## Process & Transparency Report -

### Monitoring assignments for July 12, 2022 Meeting

- 2.1 Claire/Sara
- 2.2 Claire/Sara
- 2.3 Claire/Sara
- 2.4 Claire/Sara

8:00 Adjourn

### Reminder Dates

- June 18, 2022 – Onboarding event.
- July 12, 2022 -- First meeting of new Board
- July 16 or 23 – Leadership Development event. (canceled)
- Aug 1, 2022 – New interim minister begins
- August ?? 2022 -- Board retreat.
- May 21 2023 — Annual Meeting