

Eliot Chapel Board of Trustees Meeting  
August 16, 2022  
Adams Hall

**Board members present:** Carole Glauser (2025), Claire Wyneken (2023), Toni Saunders (2023), Chuck Schuder (2024), Kalen Ponche (2024), Steve Swift (2024), Rev. Doug Wadkins  
**Not Present:** Sara Fleming  
**Volunteers and Guests:** Sue Bell

The Board gathered and Claire offered a chalice lighting. Each person checked in. No visitors were present.

#### Meeting Preparation

- Finalize agenda
- Transparency Ombudsperson's Report (Steve)
- Confirm meeting assignments:
  - Timekeeper : Chuck
  - Process & Transparency Observer Steve

#### Consent Agenda

- Approve July 2022 Meeting Minutes
- Affirmation of New Eliot members (Bylaws, Article III, Part A): Welcome and approve new member: Karen Jacques
- Accept Policy Monitoring Reports: (See [Policy Compliance Record](#))
  - [2.2.4 Investment Performance Review](#) (Toni/Sara)
  - [2.5 Board Members Code of Conduct](#) (Chuck/Kalen)
  - [2.9 Gifts \(Kalen\)](#)

*Kalen moved and Chuck seconded to approve the consent agenda. The consent agenda passed unanimously.*

#### [Treasurer's Report](#) [Sue Bell]

*The church ended the fiscal year with a \$97,000 deficit.*

*Kalen raised a question about membership numbers and the process for updating those.*

*Rev. Doug noted that the staff usually handles that process.*

#### **New Business**

- Acknowledge Banking Signatories

*For Commerce Bank Brokerage: As of July 1, 2022, Steve Harvey is removed as a signatory for Eliot Unitarian Chapel's Commerce Bank Brokerage Account.*

*As of July 1, 2022, the following people will remain as signatories for Eliot Unitarian Chapel's Commerce Bank Brokerage Account:*

*Claire Wyneken, Board Chair  
Sara Fleming, Board Treasurer  
Gary Gray, Executive Team Member  
Camill Novak, Director of Finance & Operations*

- Acknowledge for the record that Rev. Doug Wadkins's housing portion of compensation is estimated to be \$2400.00 per month.
- Acknowledge for the record that Rev. Krista is splitting her housing costs with Alton at \$1,000 each. This would be \$1,000 per month or \$500 per paycheck. This \$500 per paycheck started with the 07/31/22 paycheck (covers 07/1 to 07/15/22).

## **EXECUTIVE SESSION**

**The board entered executive session at 6:57pm. The board exited the executive session at 7:13pm.**

### Board Development

- Pre Reads/Watches and assignments for upcoming retreat
- The board will meet at Toddhall Retreat Center Aug. 26-27.
- David Pyle will join us at the retreat.
- Friday- check in at Toddhall, dinner, etc. Team building exercises. Bring a quote or statement or ideas about leadership that we will bring and share. Leadership as a spiritual practice. Saturday - morning walk or yoga, breakfast, pack to leave rooms. 4 areas of work: Education for year, interim ministry - expectations, group photos, the year ahead - the search committee, how are we going to communicate to the congregation, linkage activities for the year, reflection, check out at 4:30pm.
- Bring snacks and beverages to share.
- Bring several success symbols in a paper lunch sack. Three objects that represent success symbols in your life.
- *Claire will send email before Wednesday.*

### Unfinished Business (10 Min)

- Discussion around congregational survey scope and scale
- *Kalen moved and Chuck seconded that we postpone conducting the annual survey until the spring. The motion was passed unanimously.*
- Remind people of the ends via linkage.
- Board Directive related to policies 4.2 and 4.7–
- *The board decided to table the directive related to policies 4.2 and 4.7 and requested that Doug and Camille discuss the issue and come back next month.*

### Interim Ministers [Incidental Report](#)

*Rev. Doug mentioned he will be conducting interviews with around 80 people from the congregation during the next month. He wants to be in conversation with a wide range of people to learn more about the congregation and share what works for them about the congregation, what could use some work and what they understand as being the mission of the church? Rev. Doug said he mostly listens for big themes and will share those themes with the board particularly if those themes suggest a change in priorities for the interim work.*

What process will we use to talk covid protocols?

*Rev. Doug said he will likely convene a group to make these decisions.*

### Meeting Summary:

Process & Transparency Report - no problems a little behind on time.

### Decisions/Actions Taken/Follow Up

- The Board of Trustees unanimously approved the consent agenda.
- Claire planned to send an email about the retreat to board members by Wednesday.
- The board unanimously approved a plan to postpone the annual survey until the spring.
- The board voted to table changes related to policies 4.2 and 4.7 and requested Doug and Camille discuss the issue and return in the next month.

### Assignments for September 13, 2022 Meeting

Policy Monitoring Scheduled for September Meeting  
(See [Policy Compliance Record](#))

- Evaluation of 2.3 for the 2022-23 church year (Sara)
- 2.6 Board Committee Principles (Steve/Sara)
- 4.4 Emergency Lead Minister Succession (Rev Doug)
- 4.5 Financial Planning/Budgeting (Rev. Doug)
- 4.8 Temporarily Restricted and Permanently Restricted Funds (Rev. Doug)

The Board Adjourned at 8:25pm.

### Reminder Dates

- August Retreat 26-27 at Todd Hall
- September 13, 2022 Board Meeting