

## ELIOT CHAPEL BOARD OF TRUSTEES MEETING

May 11, 2021

[Approved by the Board of Trustees on Jun 15, 2021](#)

### Decisions in bold

#### Action items highlighted

- Meeting called to order at 6:33pm on Tues, May 11
- Board members present: Brian Krippner (2021), Cathy Converse (2021) Ken Denson (2021), Jordi Prats (2021), Paula Fulks (2022), Steve Harvey (2022), Claire Wyneken (2022), Toni Saunders (2023), Barbara Gadon
- Guests: Camille Novak, Chuck Schuder
  
- Chalice lighting & Opening Reading
- Check-ins (15 min)
- Visitor Comments (2 minutes per visitor) (5 min)
- Meeting Preparation (5 min)
  - Finalize agenda
  - Transparency Ombudsperson's Report: All up to date
  - Confirm meeting assignments:
    - Timekeeper - Jordi
    - Process & Transparency Observer - Steve
  
- **Adopted Consent Agenda**
  - **Approve April 2021 Meeting Minutes**
  - **Affirmation of New members (Bylaws, Article III, Part A): Andrea Kajok, Nick Kajok.**
  - **Accept Policy Monitoring Reports:**
    - [3.5 Policy Noncompliance](#)
  
- Beginning with the Ends in Mind
  - Project Renew - Progress Report - (Brian/Steve/Paula)
    - Nested Bowls Retreat - Follow Ups
      - Next Meeting Thurs - 5/27/2021 7:00-8:30PM
      - [Ask Laura Park to include link to most current version of Ends \(Brian\)](#)
      - Plan for rollout of new Ends to Congregation
  
- Budget for 2021-22 and longer term financial planning
  - Rev. Barbara and Camille Novak
  - Lead Minister's Incidental Report
  - Brian moved, Steve seconded. **The motion to approve the 2021-2022 budget passed.**
  
- Beginning with the Ends in Mind (continued)

- Preparations for Annual Congregational Meeting - May 16th
    - See [Annual Meeting Folder](#)
    - Assignments and deadlines
      - Jordi-Minutes
      - Cathy - Zoom Host (Backup Host is Claire)
        - Double-check Zoom settings for Eliot account on Sun at 11:30am. Set up public Zoom meeting with Cathy for this purpose (Jordi)
      - Quorum - Paula
      - Congregational Covenant/Backup Chair - Steve
      - Financial Presentation - Ken / Barbara
    - Parliamentarian - David Cox
  - Monitoring
    - Treasurer's Report - Review through March 2021 (3 quarters)
    - Budget Meeting - tomorrow at 7PM on Zoom
      - Send reminder out to Congregation tomorrow 12may, in addition to the Annual Meeting packet email (Brian to send to Debby)
  - Board Development
    - onBoarding - Steve and Claire
      - Steve walked through agenda for 19jun
- Old Business
    - None
  - New Business
    - None
  - Meeting Summary:
    - Process & Transparency Report - Steve
    - Decisions/Actions Taken/Follow Ups - Jordi
    - Assignments for June 15, 2021 Meeting
      - Policy Monitoring Scheduled for June Meeting (See [Policy Compliance Record](#))
        - [2.9 Gifts](#) (Ken)
        - [4.3 COMPENSATION AND BENEFITS](#) (Barbara)
        - [4.6 FINANCIAL CONDITION AND OPERATIONS](#) (Barbara)
        - [4.8 TEMPORARILY RESTRICTED AND PERMANENTLY RESTRICTED FUNDS](#) (Barbara)
    - Other Items:
      - See "[Board Meeting Planner 2020-21](#)" and [Policy Compliance Record](#) in Drive
      - Invite and encourage incoming Board members to the June Board meeting and send advance copy of agenda (Steve)

- Adjourned at 8:35pm
  
- Reminder Dates
  - May 12, 2021 - Budget Meeting 7PM
  - May 16, 2021 - Congregational Meeting (New Trustees Elected)
  - May 27, 2021 - Project Renew - Follow up discussion 7:00 - 8:30
  - June 15, 2021 - Board Meeting 6:30PM - Via Zoom - Final Meeting of Church Year
  - June 19, 2021 -- Board Onboarding event 9am - 1pm
  - June 30, 2021 - End of Fiscal Year
  - July 13, 2021 - First Board Meeting of 2021-22
    - Election of Board Secretary
  - August 27-28 - Summer Board Retreat

Respectfully submitted,  
Jordi Prats, Board Secretary