

ELIOT CHAPEL BOARD OF TRUSTEES MEETING

Apr 13, 2021

Approved by the Eliot Board on 11may2021

Decisions in bold

Action items highlighted

- Meeting called to order at 6:30pm on Tues, Apr 13
- 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.
- Opening reading by Toni
- Check-ins

- OMBUDSPERSON'S REPORT - after 1 correction, all is in order.

- **ADOPTED CONSENT AGENDA**
 - Approve March 2021 Meeting Minutes
 - Accept Policy Monitoring Reports
 - [3.4 MONITORING LEAD MINISTER PERFORMANCE](#) (Brian/Steve) (From March 2021)
 - Lead Minister Discretionary Fund Review (Ken) - (From March 2021)
 - [2.7 Cost of Governance](#) (Ken/Steve) Note: Contains the following amendment:
 - Add this sentence to the end of 2.7.1a) : *This will include training to improve the Board's understanding of the finances of the chapel.*
 - 4.6 Financial Condition and Operation (Barbara)

- Budget for 2021-22 (First Draft) - Rev. Barbara and Camille Novak
 - Board will vote on a final budget at May meeting

- Beginning with the Ends in Mind
 - Recap Progress and Next Steps:
 - Linkage
 - Project Renew - Progress Report - (Brian/Steve/Paula)
 - Review [Project Renew Schedule](#)
 - Facilitator Training Recap
 - Board Observers at each session!
 - Communication Plan - Jordi
 - Congregational Outreach by Board
 - Brian to ask Christie about sign ups or find out through [Realm](#)
 - Board members to continue their outreach

- Sessions in Progress!
 - Data Gathering has begun
 - Nested Bowls Retreat
 - Preparations for Annual Congregational Meeting - May 16th
 - **Approved Proxy Voting Rules**
 - See [Annual Meeting Folder](#)
 - Assignments and deadlines
 - Jordi to ask Front Office to set up Boardsecretary@eliotchapel.org
 - Brian to add email above to Proxy Voting Rules
 - Jordi to ask Front Office to post membership rolls. Brian to include language in meeting announcement asking people confused about their membership status to contact Front Office.
 - Parliamentarian?
 - Brian to ask David Cox to serve as Parliamentarian
 - Short form Rehearsal - at May Board Meeting
 - Nominations Committee Candidates
 - Budget Meeting to precede Congregational Meeting
 - Monitoring
 - Treasurer's Report - Short Review through February 2021
 - Financial Reporting Committee - (Ken/Brian/Cathy) - Final Report
 - Rev Barbara to provide procedure for recording pledges in the May incidental report
 - Steve to determine when to tackle 4.6.11 (accountant's compilation), 4.4 and 4.5 (borrowing) policy updates in 2021-2022 church year.
 - Board Development
 - IDI Update & Feedback - Toni
 - Toni to send IDI out to 2021-2022 Board members in June
 - onBoarding - Steve and Claire
 - Will have 4 new Board members next year
 - Onboarding event planned for June 19 (incoming Board members)
 - Steve and Claire to add IDI topic
- Old Business
 - Rev. Barbara's Performance Evaluation for 2020 is complete.
 - Steve - Recap Board Bits communication plan
- Lead Ministers Incidental Report - Rev. Barbara

- New Business
 - **Approve Recommendation of Brian (2021-22) and Cathy (2021-23) to the Nominations Committee**

- PROCESS & TRANSPARENCY OBSERVATION - Jordi. All good.

- REMINDER DATES
 - April 12- May 2: Project Renew Listening Sessions - In progress.
 - May 7-8, 2021 - Nested Bowls Retreat - May 7 @ 7:00-8:30pm and May 8 @ 9:00am-4:30pm
 - May 11, 2021 - Board Meeting 6:30PM - Via Zoom
 - May 11, 2021 - Rehearsal for Congregational Meeting
 - May 12, 2021 - Congregational Budget Session
 - May 16, 2021 - Congregational Meeting (New Trustees Elected)
 - 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
 - August 27-28 - Summer Board Retreat

- POLICY MONITORING SCHEDULED FOR MAY MEETING (See [Policy Compliance Record](#))
 - 3.5 Policy Non-Compliance (Jordi/Paula)
 - 2021-22 Budget (Final Draft - for Approval) (Barbara)

- The meeting was adjourned at 9:00 pm.

Yours in service,
Jordi Prats