

ELIOT CHAPEL BOARD OF TRUSTEES MEETING  
Nov 10, 2020

**Decisions in bold**

**Action items highlighted**

- Meeting called to order at 6:31 pm
- Board members present: Brian Krippner (2021), Cathy Converse (2021) Ken Denson (2021), Jordi Prats (2021), Paula Fulks (2022), Steve Harvey (2022); Toni Saunders (2023); Claire Wyneken (2022); Barbara Gadon
- Opening reading from Rep. John Lewis - Steve
- Check-ins
- No visitors
  
- OMBUDSPERSON'S REPORT - as of last week, financials were a month behind. Being corrected.
  
- **CONSENT AGENDA - adopted**
  - **Approve Oct 2020 Meeting Minutes**
  - **Accept Policy Monitoring Reports:**
    - **3.5 Policy Non-Compliance**
  
- BEGINNING WITH THE ENDS IN MIND
  - Linkage
    - Congregational Survey - Early Results - Cathy
      - Closed last week with 221 completions, compared to 236 last year, so quite pleased with continued level of engagement.
      - **Cathy and Jordi to report out after analysis at Dec meeting**
  
- Preparing for Project Renew
  - **Brian setting up discussion week of Nov 16 with people involved in prior Mission/Vision exercise**
  - Brian reached out to Laura Park about this. She asked, "Are you comfortable with your Mission and Values or do you just need to renew the Ends?"
  
- Monitoring
  - Financial Reporting Committee
    - 1st Meeting (Ken/Brian/Cathy) for Interpretation of 4.6(a)
      - Meeting not complete due to technical difficulties
      - **Ken to reschedule meeting on this.**
    - **Monitoring of 4.6 deferred to Dec as above item was not finished.**
    - Brian met with Camille regarding accounting for PPP loan. Camille was going to share with CPA firm.

- **Motion by Claire, seconded by Ken: Fix Jun 2020 year end financials to reflect the proper accounting for the PPP loan and to annotate prior months affected by PPP transaction. Motion passed.**
    - Board to be extra cognizant of monthly comparison data
- Board Development
  - IDI - Toni/Paula
    - Cost estimates from different providers are about the same
    - **Defer decision to proceed until Jan**
  
- TREASURER'S REPORT
  - Financial Dashboard and Variance Report
    - Brian observed that "Adjusted Net Income" line makes sense and that entries below that (rollover fire funds and prepaid pledges) affect cash, so "Rollover Net Income" should not apply
    - Paula asked for clarification on Asylum Fund notes.
  - Review for 1st quarter - July 1 - September 30
  - Update on PPP Loan Accounting questions from prior meeting (see recap above in Beginning with the Ends in Mind / Monitoring / Motion....)
  
- OLD BUSINESS
  - Recap Board Orientation Session - Steve
    - Very positive feedback from Toni & Claire
  - Recap Board Bits communication plan - Steve
    - Will be done weekly, in modest sized chunks
    - Suggestions from Paula:
      - Do "getting to know a Board member" stories
      - Invite people to our virtual Board meetings
  
- LEAD MINISTER'S INCIDENTAL REPORT
  - Replacing carpet in the Tower with vinyl laminate
  - Noticing drop in Sunday virtual attendance -- aligns to what other churches are experiencing
  - COVID cases in St. Louis County increasing. Have noticed increases within congregation. Rev Krista spearheading effort to have funds to help people with needs.
  - Spark team to look at Meadow plan (land between 222 plot and parking lot). Land on 222 must settle for 2 years before anything can be built.
  - Planning some kind of event for Christmas Eve
  
- NEW BUSINESS
  - Preparations for Town Hall Budget Meeting
    - **All Board members to read over script in preparation for Budget meeting on Nov 12**

- PROCESS & TRANSPARENCY OBSERVATION - Ken
  
- MEETING ADJOURNED at 8:34 pm.
  
- REMINDER DATES
  - Nov 12 - Budget Town Hall Meeting for Congregation
  - Dec 15 - Board Meeting - 6:30PM - via Zoom (different account for this meeting)
  - Jan 12, 2021 - Board Meeting 6:30PM - Via Zoom
  - Feb 9, 2021 - Board Meeting 6:30PM - Via Zoom - Chair Elect 2021-22 Election
  - Mar 9, 2021 - Board Meeting 6:30PM - Via Zoom
  
- Policy Monitoring Scheduled for Dec Meeting
  - 4.1 - Treatment of Congregants
  - 4.2 - Treatment of Staff Members
  - 4.6 - Financial Condition and Operations
  - 4.9 - Board Communication and Support

Respectfully submitted,  
Jordi Prats