

*These minutes were approved at the August Board Meeting.
Eliot Chapel Board of Trustees Meeting
July 13, 2021*

Decisions in bold

Action items highlighted

In attendance:

Board members present: Paula Fulks (2022), Steve Harvey (2022), Claire Wyneken (2023), Toni Saunders (2023), Chuck Schuder (2024), Sara Fleming (2024), Kalen Ponche (2024), which is enough for quorum.

Not Present: Barbara Gadon (on vacation), Steve Swift (2024) (on vacation)

Meeting was called to order at 6:39pm.

Gather:

- Chalice lighting & Opening Reading: Steve
- Welcome and Introductory comments: Steve
- Check-ins (15 min)
- Visitor Comments (2 minutes per visitor) (5 min)
- Meeting Preparation (5 min)
 - Finalize agenda
 - Transparency Ombudsperson's Report (Cathy): All is up to date.
 - Confirm meeting assignments:
 - Timekeeper - Toni
 - Process & Transparency Observer - Paula

Consent Agenda (5 min)

- **The board approved the consent agenda by a voice vote.**
- **Approved June 2021 Meeting Minute**
- **Affirmation of New Eliot members (Bylaws, Article III, Part A): None this month.**
- **Accept Policy Monitoring Reports: (See [Policy Compliance Record](#))**
 - **[2.1 GOVERNING STYLE](#) (Steve/Claire)**
 - **[2.2 BOARD JOB DESCRIPTION](#) (Steve/Claire)**
 - **[2.3 ANNUAL AGENDA PLANNING](#) (Steve/Claire)**
 - **[2.4 OFFICERS' ROLES AND RESPONSIBILITIES](#) (Steve/Claire)**
- **Kalen Ponche elected as Secretary of the Board**
- **Steve Swift designated as Ombudsbuddy**
- **Approved Banking resolutions 1 and 2. The Board established that a quorum is present. Steve Harvey, Sara Fleming, Claire Wyneken and Gary Gray are authorized to act on behalf of the church.**

The new ends

- Claire reported on a meeting with Rev. Barbara about how to roll out the new end statements to the congregation. They discussed including ways to make the ends more visible to the congregation. Ideas include using them in banners, translating them into simpler language, and incorporating them into sermons.
- Claire will look at the past board bits and find a way to incorporate the new ends into future board bits by July 31.
- Chuck, Kalen and Sara volunteered to be on the committee to conduct the congregational survey to assess the success of the ends. **The board decided to survey the congregation over the new end statements so the board will have a baseline for future. The committee will have a rough draft of the survey by the September board meeting.**

Board Development

- Onboarding event debrief. Steve asked for feedback on onboarding new Board Members and Chuck said he'd like more time for questions.
- Claire provided an update on the upcoming Board Retreat scheduled for August 27-28. This will be at Toddhall Retreat Center in Illinois, from late afternoon Aug. 27 through early afternoon on Aug. 28. The Board Retreat will include time for connection, a chance to hear about Eliot's social justice efforts, fun activities and more! There are single occupancy rooms, room to space apart at the hall and beautiful grounds. All board members are vaccinated. **Claire will provide the board with more retreat details by July 31.**
- Toni updated the board on the Intercultural Development Inventory. The board will be asked to take the Intercultural Development Inventory and the scores for each individual and as a group will be reported during the retreat. The report can give you ideas to raise your awareness of cultural issues. The purpose is to spark discussion and thought.

Treasurer's Report

Meeting Summary:

Process & Transparency Report - Paula

Decisions/Actions Taken/Follow Up- Kalen

- Adopted Consent Agenda
- Claire will look at the past board bits and find a way to incorporate the new ends into future board bits. Deadline is July 31.
- Chuck, Kalen and Sara volunteered to be on the committee to conduct the congregational survey to assess the success of the ends. **The board decided to survey the congregation over the new end statements so the board will have a baseline for future. Committee will have a rough**

- draft of the survey by September board meeting.
- Claire will provide board with more retreat details by July 31.
- Steve will follow up with Camille and Sara to address email issues.
- Claire will email Debby about changing the time of the meeting on the website.

Assignments for August 10, 2021 Meeting

Policy Monitoring Scheduled for Aug Meeting

(See [Policy Compliance Record](#))

- 2.2.4 Investment performance review. - Toni and Sara
- 2.5 Board Members Code of Conduct - Paula and Chuck
- 4.5 Financial Planning/Budgeting - Barbara

The meeting was adjourned at 8:22pm.

Reminder Dates

- July: Rev Barbara on vacation for month of July
- August 10, 2021 - August Board Meeting
- August 27-28 - Summer Board Retreat
- February Board Meeting - Election of Chair-Elect (to be chair beginning 7/1/2023)

Respectfully submitted,

Kalen Ponche, Board Secretary