

ELIOT CHAPEL BOARD OF TRUSTEES  
MEETING MINUTES  
January 9, 2018

**Present:** Angie Bowland, David T. Cox, Karen Fuchs, Trina Priese, Todd Stark, Allison Hibbs, Brian Krippner, Barbara Gadon, Camille Novak

**Absent:** Dave Salivar

**Gather**

- Chalice lighting & Opening Reading (We Will Rise - Maya Angelou)

Consent Agenda

- Approval of new members:
  - Sandra Ragsdale
  - Chris and Lora Chiusano
- Accept December Minutes
- Accept calendar review
  - o Dec 15                                      Survey Ends
  - o Jan 03                                      Executive Meeting
  - o Jan 09                                      Board Meeting

**New Business**

Survey Results Sneak Preview

- Number of survey responses are higher than previous surveys.
- Reviewed some graphs showing demographics and quick overview of answers.
- Only plan to use the ends questions to review Rev. Barbara. Will not use a specific random percentage of respondents for compliance.

Way forward on Sanctuary Church Effort

- David is neutral about effort despite the previous email with legal concerns.
- Even though this law is in place that creates risk, the law is immoral and unjust.
- If we could focus our attention on challenging the law, the congregation may be more willing to take the risk to become a Sanctuary Church.
- Board is not allowed to present means, picking the program, but the congregation will want to know if the Board is behind it.
- We could potentially also decide to offer services to others, but that is not for the board to decide.

Review Minister's Incidental Report

- Highlighted notes on the Sabbatical.
- Trina and Allison asked how many of the 470 people who were sent pledge cards are current pledging members to discern how our donors are being cultivated for maximum giving?
  - 36 people stated no increase

- 201 families did not respond at all.
- 233 families increased their pledge or gave one time gifts.

EXECUTIVE SESSION 8:12 - 8:25

### **Old Business**

- Barbara to work with Brian to develop a formula to ensure we are staying with covenant on our bank loan.

### **Meeting Summary:**

#### **Assignments for next month**

- End Statements Barbara
- 3.1 Unity of Voice David, Trina
- 3.2 Lead Minister Accountability Allison, Todd
- 2.2.4 Investment performance review Brian
- 4.6 Financial Condition and Operation Barbara
- 4.10 Gifts and Planned Giving Rewrite Barbara
- Treasurer acknowledgement of discretionary fund review (as per Appendix A)

#### **Actions**

- 2.4 & 2.5 will be moved to Policy Rewrites for any further review or notes.
- Board members to read handouts on Sanctuary Church before February Retreat
  - *New Sanctuary Movement*
  - *Resistance and Solidarity*

#### **Decisions**

- Minister's Incidental Report Accepted.
- Treasurer's Report Accepted.
- Will Discuss further Barbara's request for change to her Sabbatical timing in next meeting.

#### **Transparency Report (Allison)**

**MEETING ADJOURNED: 8:35 PM**

### Meeting Evaluation Form

*This meeting evaluation form is intended to guide the board in assessing and improving its performance. Each meeting will have a designated meeting evaluator who will facilitate discussion by the full board of its performance at the conclusion of the meeting.*

**Meeting Date:** 1-9-17

**Legend:** S indicates 'Satisfactory'; NI indicates 'Needs Improvement'; UNS indicates 'Unsatisfactory'; and NA indicates Not Applicable

	<u>S</u>	<u>NI</u>	<u>UNS</u>	<u>NA</u>
<b>Preparation</b>				
The Board was prepared for this meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Chair was prepared for this meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agenda</b>				
Items on agenda dealt with the board's job (i.e. "Ends") only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issues and intended outcomes were clear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate time was allocated for each agenda item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action items were assigned with deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Participation</b>				
Each board member had an adequate opportunity to participate in discussion and decision-making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Board Chair</b>				
Board chair kept to the agenda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board chair facilitated answers to questions & issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The board adhered to its adopted governance style:</b>				
Emphasized outward vision over management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged diversity in viewpoints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercised strategic leadership more than oversight of administrative details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintained a clear distinction between Board and Staff roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used collective decision making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looked to the future	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treated all with courtesy, fairness and dignity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obedied the Trustee Code of Conduct as outlined in Policy 2.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any action the Board directed the Lead Minister to undertake was recorded as a passed motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any authority the Board delegated to an individual or group was recorded in a passed motion that is specific and states the limitations of the delegated authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Evaluation Form

Transparency Issues to Consider

1. What items discussed in the meeting need to be communicated beyond the minutes? To whom, how and who is responsible for the communication?
2. Did visitors seem to have a clear idea of what to expect from the meeting?
3. Are there any outstanding transparency issues that need handling? Who will handle, how, when?

Comments:

Evaluator: Deborah Hicks

Form Revised: Jul-2015