

# Minutes Eliot Chapel Board of Trustees Meeting February 14, at 7 pm

*This Year's Board Theme: "Living into Our ENDS"*

**Present:** Cindy Lau, Bruce MacKenzie, Angie Bowland, Karen Fuchs, Trina Priese, Dave Salivar, Todd Stark, Rev. Barbara Gadon

**Absent:** David T. Cox

**Meeting Called to Order:** 7:02

- Chalice lighting words opening and closing & Opening Reading (Karen)
- Check-in. What has been on your mind about Eliot's Board?

**Visitor Comments** - Louise Bradshaw - see below \*

## Consent Agenda

- Approval of new members:  
Leon Goldstein  
Theresa Jones  
Kathryn Becker  
Christina McClarren  
Diane Garritson  
Jennifer Stauber Potluck  
Carole Glauser
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- Accept January Meeting Minutes (Angie)
- Accept Treasurer's Report (Dave S.)
- Accept Monitoring Reports:
  - 3.2 Lead Minister Accountability                      Bruce, Todd
  - 4.10 Gifts and Planned Giving                              Barbara
- Accept calendar review:

Feb. 14	Board of Trustees Meeting
Feb. 18	Board Winter Retreat (9:00 am – 2:00 pm)
Feb. 18	Transylvania Potluck
Mar. 3	Youth Coffeehouse
Mar. 12	Covenant Enrollment
May 21	Annual Congregational Meeting

## New Business

Board Member's Yearly Pledges and increase goal. \*Louise Bradshaw provided an overview of this year's pledge theme

- *Eliot Strong* - building a foundation (health insurance, property insurance increases).
- Goal is \$708k (10.5% increase over last year and covers expected shrinkage)...Fundraising generally increases after a capital campaign.
- Would like the Early Givers & Leadership team to come up with approximately 50% of the total. Requesting 15% increase over last year.
- Madeline Harris joined the team, and is pushing strategic plans over and above the

- year-to-year canvass.
- Timing: 2/26 Early Givers, March 5 Celebration Sunday, wrap up by end of March.

#### End Statement Review of the Year. Barbara

- Reviewed document Barbara created and made suggestions on how she could augment the achievements supporting the means execution of the ends. Barbara will alter or not at her discretion.

#### **Items Removed From Consent**

- Monitoring report - 3.1 Unity of Voice: there was a breach in September that was addressed and resolved...but needs to be reflected on the report.
- Accept Minister's Incidental Report: no additional conversation, just wanted to make sure Pledge Drive information was completely covered by Louise.
- New update on Nominating Committee and Leadership Development Proposal: \$9k for training requested for next year's budget to be considered.

#### **Old Business**

##### Update on Bergfried Process. Barbara and Trina

- Thrilled with participation size. Helped to recruit by groups. Witnessed some courageous conversations in meetings. The platform worked well with small groups allowing people to share feelings which would likely not have happened in a town hall forum.
- Financial picture was difficult to understand and communicate.
- Not helpful to give numbers on the process/spectrum.
- Barbara will provide her recommendation at the Board Winter Retreat and then the Board will deliberate.
- We need to consider what the next steps would be if we don't get a quorum or the proposal is voted down.
- Will plan to discuss how we handle grief regardless of decision.

Report on Deficit on PP 3 of Page 3 of 4.6 Policy from last month. Barbara (5 min)

##### Winter Retreat Preparation

## Meeting Summary:

**Transparency Report:** Todd

### Assignments:

- o Winter Retreat Pre-reads before Saturday
- o Lead Minister Evaluation and Compensation Review. David, Dave, and Todd
- o Revise Appendix A of Policies to add Permanently Restricted Funds of the “Contingency Fund” and the “FECA Fund”—see 4.5 and allocation of the Pree gift. Should we name one of the two funds for Virginia Pree? (a suggestion by Gary Grey) Dave

### Policy Monitoring for Next Meeting

- |  |              |
|--|--------------|
| o 3.3 Delegation to Lead Minister          | Angie, Todd  |
| o 3.4 Monitoring Lead Minister Performance | Bruce, Karen |
| o Lead Minister Discretionary Fund review  | Dave S       |
| o 2.2.4 Investment performance review      | Dave         |

### Meeting Actions

- Board members to return Pledge Cards no later than 2/22.
- Todd will email menu to all board members so he can collect preferences to order lunch post retreat.
- Monitoring report - 3.1 Unity of Voice will be updated and be back on next month’s agenda.

### Meeting Decisions

- Accepted Consent Agenda
- Accepted Barbara’s End Statement Review (Bruce/Dave)
- Accept Minister’s Incidental Report (Karen/Trina)
- Accepted Report on Deficit on PP 3 of Page 3 of 4.6 Policy

**Closing Words** (Karen)



## 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: 14 FEB 2017

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action items were assigned with deadlines	<input checked="" 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 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*- Duration vs start/finish times*





**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? *N/A*
- 2. Did visitors seem to have a clear idea of what to expect from the meeting? *Yes*
- 3. Are there any outstanding transparency issues that need handling? Who will handle, how, when? *No*

**Comments:**

**Evaluator:** *[Signature]*

**Form Revised:** Jul-2015





