

Minutes - Eliot Chapel Board of Trustees Meeting May 9, at 7 pm

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

PRESENT: Cindy Lau, Bruce MacKenzie, Angie Bowland, David T. Cox, Karen Fuchs, Trina Priese, Dave Salivar, Todd Stark, Barbara Gadon, Brian Krippner, Charlie Lewis

Meeting Called to Order: 7:01 PM

- Chalice lighting words opening and closing & Opening Reading (Angie)
- Check-in. What has been a good experience and a hard experience during your service on the Board? (2min each)

Consent Agenda

- Approval of new members:
Terry Miller and Jack Barnett (Returning Members)
Carol Fujii
Zoe Heaton
- Accept April Meeting Minutes (Angie)
- Accept Monitoring Reports:
 - a. 3.1 Unity of Voice Angie, Karen
 - b. 3.5 Policy Non-compliance Bruce, Todd
 - c. 2.7 Cost of Governance Bruce, Trina
 - d. 4.9 Board communication and support Barbara
- Accept 4.5 Interpretation (Barbara)
- Accept calendar review:
 - May 9 May Board Meeting
 - May 21 Annual Congregational Meeting
 - May 26 Family Campout at Bergfried
 - June 13 June Board Meeting
 - June 21-25 GA in New Orleans

New Business

Budget for 2017-18. Barbara

- Budget item "Endowment Earnings" \$8000 may need to be voted on by the Board - added a vote (see decisions made below).
- 15% health insurance increase in Personnel. Also, trying to increase marketability of Charlie's position & giving Myron more hours plus a raise to take on Facilities.
- Board of Trustees line includes reinstating Sikitch, retreats & linkage.
- Mortgage contains only Adams Hall expansion, not 222. Current balance \$140k to be paid off in a few years.
- 222 is being covered by Pree Gift & surplus from contributions from 222 fund raising, so is not shown, but we would like to see it added for transparency.*
- Please add a footnote saying why Sabbatical is at \$0 (funded by Pree Gift).*

Items Removed From Consent

- Accept Treasurer's Report (Dave)
 - oCindy wanted to review the \$10k shortfall in pledges and it sounds like we are trending towards reducing the deficit.
 - oMission includes increase in half of share the plate contributions that increases the outreach.
- Accept Lead Minister's Incidental Report - What to do about Barbara's monitoring Reports slated for next meeting since she will be on vacation?

Old Business:

Planning for the Annual Meeting.

Discussion of final processes. (Do we need a professional parliamentarian? What is a point of order?)

1. Review of Tasks and updates.
 - a. Updated Membership statement to include *Commitment* - David will speak to this and make a motion (no need for printed copies).
 - b. Charlie to review next year's budget.
 - c. Barbara to address shortfall this year and sacrifices made in the 17-18 budget due to the smaller canvass than expected. She will also introduce "Matching" concept. She will have additional Pledge Cards available.
 - d. David shared information about Chris Dickey, proposed Parliamentarian, about discussion he had with her regarding our Annual Meeting.

Summary:

Transparency Report: Dave

Assignments:

Each Member to Participate in the Annual Meeting

Policy Monitoring for Next Meeting

- 4.3 Compensation and Benefits Barbara
- 4.5 Financial planning /budgeting Barbara
- 4.8 Temporarily Restricted and Permanently Restricted Funds Barbara
- 2.9 Gifts Dave S
- Chair elect to provide assessment of the Chairs' agenda for the year (see 2.3)

Meeting Actions

- David: 4.1.4c Report of Grievances Barbara - moved from June to July
- David: 4.10 Gifts and planned giving Barbara - moved from June to July
- Cindy - Move last bullet of Meeting Rules to top
- David - Coordinate with Parliamentarian.
- Dave - Treasurer's Report for Annual Meeting due to Terri 5/15
- Barbara - Annual Meeting Report due to Terri 5/15
- David - finalize ballots and have in folder.
- Cindy - move 2.7 Cost of Governance reinterpretation to next month

Meeting Decisions

- Consent agenda adopted
- Approve Budget with alterations requested*. David/Karen
- Approve distribution of current Endowment Fund earnings to be allocated 100% to church operations for church year 17-18. David/Dave
- Accept the Treasurer's Report. Angie/Trina
- Accept the Lead Ministers Report Angie/Todd
- Will use a professional parliamentarian.

Closing Words (Angie)

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: 5/9/17

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

	S	NI	UNS	NA
Preparation				
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"/>
Agenda				
Items on agenda dealt with the board's job (i.e. "Ends") only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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"/>
Participation				
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"/>
Board Chair				
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"/>
The board adhered to its adopted governance style:				
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" 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"/>

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?

Matchy GITS - CINDY / BOBADA
✓ PARLIAMENTARIAN ✓ DAVID C
DON

2. Did visitors seem to have a clear idea of what to expect from the meeting?

N/A

3. Are there any outstanding transparency issues that need handling? Who will handle, how, when?

N/A

Comments:

Evaluator: DAVID SAKNAR

Form Revised: Jul-2015