

**Eliot Chapel Board of Trustees Meeting
Promoting Transparency and Trust
Agenda, July 11, 2017 7pm**

**BOARD OF TRUSTEES
MEETING MINUTES
JULY 2017**

PRESENT: Angie Bowland, David T. Cox, Karen Fuchs,, Trina Priese, Dave Salivar, Todd Stark,,
Allison Hibbs, Barbara Gadon

ABSENT: Brian Krippner

Gather: Chalice lighting & Opening Reading (David) - Admiral William McRaven Make your Bed

Consider Motion to Use Consent Agendas for Board Meetings

Consent Agenda

- Approval of new members:
 - Kathy Casey
- Accept Monitoring Reports:
 - 2.1 Governing Style (David)
 - 2.3 Annual Agenda Planning (David)
 - 2.4 Officer Roles and Responsibilities (Angie, Allison)
 - **2.9 Gifts (Dave S, Brian)**
 - 4.6 Financial Condition and Operation (Barbara)
- Accept June Minutes
- Accept Treasurer's Report
- Acknowledge Board Member Expectations (pre-read)
- Accept calendar review
 - Jul 22 Executive Agenda Planning Session
 - Aug 08 Board of Trustees meeting
 - Aug 11-12 Board retreat

New Business

Re-elect Secretary

Discuss Board mtg preparation & performance standards & review Google Docs tips (17 min)

- Reviewed document called BOT Meeting Guidelines
- Folders have been slightly reorganized/named.
- Will no longer log complaints that come in to the Board unless they are policy-related.
- Survey development is coming up.

Revised Monitoring Process

- New form developed for simplified monitoring.
- Still incumbent upon the rest of the Board to review the policy referenced in the form.
- Naming convention: Monitoring Report, number of policy, year (not month)

Discuss Fall Linkage Event and Transparency

- Theme for the year is Transparency/Trust - one idea is to use Eliot Chapel's Facebook Live to

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broadcast Board Meeting, or putting out a podcast like our sermons on our website.

- Will be more selective about what we go into Executive Session about, so will likely have fewer.
- Linkage Event for Fall - plan to schedule one.

Discussed Chair's Annual Agenda - Discussed "**Completely re-explore Ends policies**" and confirmed that this is in reference to Board Policies, not altering Ends themselves or interpretations.

Reviewed Annual Retreat Agenda

Items Removed From Consent

- 2.2 Board Job Description (Todd)
- 2.5 Board Member Code of Conduct (Karen)

Reviewed Board Contact Information document

Board Education and Leadership Item

Process for Overall Policy Review (1 per month for coming year) - our goal is to simplify our processes, if possible. In some cases, we have potentially over-burdened the Lead Minister with limitations.

- 1 per month, more than 1 person per policy. Park them as updated and hold drafts in a separate folder until FINAL is approved and then replace the policy. Interpretations will need to be revised/updated at a future date.

Old Business

- 2.7 Re-write (Trina) - see decision below.
- Year-end summary report (Barbara, Charlie) - on Charlie's list, will be provided at future date.
- What is the 2611 Bergfried Holding Account (Dave) - was used to hold the money from the Timber Harvest that would have put Bergfried Corpus over \$100k. Been drawing it down and there is not much left. Bergfried Corpus will likely need to start being used to pay for Bergfried

Meeting Summary:

Transparency Report Todd

Assignments

- 3.1 Unity of Voice (Brian, Karen)
- 2.2.4 Investment performance review (Brian, Dave)
- 3.2 Lead Minister Accountability (Angie, Trina)

Actions

- Include Kathy Casey next month in cards for new members
- Move Google Docs training to next month.
- David will schedule a date for the Potluck with the front office - first choice is Saturday Nov. 4 by next month.

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- Move two Monitoring Reports to next month's agenda:
 - 2.2 Board Job Description (Todd)
 - 2.5 Board Member Code of Conduct (Karen)
- Brian K, please update the Board Contact information document located here: [BOARD / CURRENT DOCUMENTS](#)

Decisions

- Accepted Motion to Use Consent Agendas for Board Meetings - Todd/Karen
- Accepted consent agenda
- Angie Bowland accepted as Secretary - Trina/Todd
- Will host another Potluck in Fall and will discuss more next session.
- Will assign first policy review next month with the same team doing rewrites every month. Will discuss changes being proposed in each monthly meeting.
- Park in Policy Re-Writes Drafts - 2.7 Re-write for future review as part of overall policy rewrites.