

# Eliot Chapel Board of Trustees Meeting Minutes

November 15, 2022

Held in person in Adam's Hall

**Board members present:** Claire Wyneken (2023), Toni Saunders (2023), Chuck Schuder (2024), Sara Fleming (2024), Kalen Ponche (2024) Steve Swift (2024) (joined via phone) Carole Glauser (2025)

**Not Present:**

**Ministers, Volunteers & Guests:** Susan Bell; Rev. Doug Wadkins

## Gather (5 min)

- Chalice lighting & Opening Reading Toni
- Welcome and Introductory comments Claire

## Check-ins of highs and lows (15 min)

## Visitor Comments (2 minutes per visitor) (5 min)

### Meeting Preparation (5 min)

- Finalize agenda
- Transparency Ombudsperson's Report
- Confirm meeting assignments:
  - o Timekeeper - Kalen
  - o [Process & Transparency](#) Observer - Steve

### Consent Agenda (5 min)

- Approve October 2022 Meeting Minutes
- Affirmation of New Eliot members (Bylaws, Article III, Part A):
- Approve moving review of policy 4.9 to January  
[https://drive.google.com/open?id=oBwTrzAfK\\_YPuRFJpNHZjNkFTQUo](https://drive.google.com/open?id=oBwTrzAfK_YPuRFJpNHZjNkFTQUo)
- Accept Policy Monitoring Reports: (See [Policy Compliance Record](#))  
The board moved consideration of policy 3.5 to December.
  - o [3.5 Policy Non-Compliance](#): Toni and Kalen

*Chuck moved and Sara seconded to approve the consent agenda. The motion was unanimously approved.*

### Treasurer's Report [Sara and Sue] (10 minutes)

In September, expenses were down, including staff salaries and programming. In addition, pledges and contributions were up in the month, leading to a shortfall of just \$9,127.

The budget included \$60,000 in fundraising for the fall.

### Trends related to financials and management [Rev. Doug]

Rev. Doug spoke to the dual reality of there both being an increase in people visiting and also being generous, and the truth that unless things change, the church is anticipating spending down a lot of reserves.

This year, Rev. Doug said, we will try to determine what size our church is right now and try to make plans going forward.

### **New Business: (25 min)**

- Issue Survey for Search Committee Nominations (10)
  - Criteria: The person must be trusted to represent you, collaborative and open-minded,
  - 3 nominations per person
  - Submit via Survey Monkey, make a written form available
  - The survey will go out the first week of December.
  - The board will make final decisions on whom will be on the search committee at the February board retreat. Five people will serve on the committee. The board will work to ensure the board represents a wide range of viewpoints.
- Governance and Ministry: Rethinking Board Ministry by Dan Hotchkiss discussion
  - Governance becomes more important as you hold the tension of religion being transformative while boards or governance being conservative.
  - Good governance is a unified structure for making governance decisions.
  - A unified structure for making operational decisions.
  - An open, creative, and accountable atmosphere for ministry.
  - Difference between a committee and a team
  - Viewing the work as volunteering vs being part of a team doing the maintenance.
  - We are in a transitional time.
  - The system needs to be adaptable enough so that it always knows how it is doing on the three points listed above.

### **Board Development (20 minutes)**

- Leadership as a Spiritual Practice dialogues: Nov-Jan
  - **What's Your Why?**
    - What's Your How? - To be discussed in November. How are you showing up? How do you want to show up? What are the ways you want to be on this board that help you fulfill on your why.
    - What's Your What's Next? - Jan
- If the board and minister have good rapport - it ripples out

### **Unfinished Business (5 Min)**

#### **Minister Incidental Report**

The board met for the November 15 board meeting at Adam's Hall. Some highlights include the positive news that September financial reports were more favorable than anticipated, with expenses at less than expected and income higher than expected.

Rev. Doug spoke to the dual reality of there both being an increase in people visiting and also being generous, and the truth that unless things change, the church is anticipating spending down a lot of reserves this fiscal year.

The board and church will send out a letter in the next few weeks asking you to make an additional contribution to help achieve the budget goals we set in May.

The board will be sending an email survey to the congregation in December with an opportunity to identify the people you would trust to be on the search committee. Our goal is to have the search committee identified by the end of March.

The board discussed the first two chapters of the book “Governance and Ministry: Rethinking Board Leadership” by Dan Hotchkiss. The board is reading and discussing the book this year. Plan to read chapters 1-4 and join us at the December board meeting.

## **Meeting Summary:**

### Process & Transparency Report

### Decisions/Actions Taken/Follow Up

- Adopted Consent Agenda

### Assignments for December 20, 2022 Meeting

#### Policy Monitoring Scheduled for December Meeting

(See [Policy Compliance Rec](#))

**8:35** Adjourn and Social at Bar Louie for those who can join us

## **Reminder Dates**

Next Board Meeting: December 20, 2023 at Adams Hall

Policy Reviews:

[3.5 Policy Non-Compliance](#): Toni and Kalen

By Rev. Doug

4.1 [https://drive.google.com/file/d/oBwTrzAfK\\_YPuXo44ODBoYlFTZoU/view](https://drive.google.com/file/d/oBwTrzAfK_YPuXo44ODBoYlFTZoU/view)

4.2 [https://drive.google.com/open?id=oBwTrzAfK\\_YPuN1lCSExfUnlzdjQ](https://drive.google.com/open?id=oBwTrzAfK_YPuN1lCSExfUnlzdjQ)