Governance Committee Minutes of 2019-09-09 Meeting

**Attending:** John Bodary, Roger Frank, Toby Tabaczynski,

**Regrets:**  Cindy LaFond

**Assignments are in bold print and policy decisions are both bold and underlined**. Attachments to the minutes are highlighted in yellow.

1. Call to Order. John opened the meeting at 4:30 PM and read the reflection and prayer for the day’s date from “Living Faith – Daily Catholic Devotions.” Minutes from the May meeting were approved, and the agenda accepted.

1. Election of Officer: Chair – John Bodary, Vice Chair – Roger Frank, Recorder – John Bodary agreed to handle in the interim.
2. Review Jim McKelvey’s Summary email: Jim’s email was reviewed and his service to the Committee noted and appreciated.
3. Review Board Affairs Calendar. The calendar was reviewed and revised to reflect the actual meeting dates for the 2019-2020 year. New calendar is attached.
4. Review outstanding assignments. The outstanding assignment spreadsheet is updated and attached.
   1. **Roger will follow up on updating the Committee Charters with their new officers.**
   2. Review/rewrite the job description for the Director of Mission and Ministry. The current SPC job description and the one from Mater Dolorosa were briefly reviewed and it was suggested that the new job description should contain a reference to both the Ends Policies and Executive Limitations against which the DMM will be monitored. **Patty will ask Holy Name Passionist Retreat Center in Houston for their current job description**. The task of rewriting a job description for St. Paul’s DMM was assigned to **Jim who will put together an Ad Hoc committee later this year**. **ON-GOING (This task will need to be picked up by the new committee members.)**
   3. Exit Interviews for Outgoing Board Member - who, when, and where to conduct Exit Interviews with the outgoing board members. **Jim will coordinate the exit interviews with the three departing board members** – Patty, Matt, and Chuck. **ON-GOING**. **(This item will need to be picked up by the new committee members.)**
5. Update Board Service Matrix. The Board Service Matrix is updated and attached.
6. Round table discussion.
   1. The committee discussed updating the “skills matrix” of the board so the Board can be thinking about what skillsets might be helpful for future Board Members. The updated skills matrix is attached.
   2. The committee discussed the need to confirm next year’s planning day. (This was discussed at the Board Meeting and will likely be part of the Provincial Assembly next June 15-18, 2020.)
   3. The committee discussed the importance of having their documents shared to the provincial portal. **JB to make sure our documents are sent to Kari to be uploaded.**
7. New Business
8. Meeting adjourned at 5:55pm with a reading of the prayer for the day taken from the Passionist “Living Wisdom for Every Day” book.

Our next regular meeting is Monday October 21st, 2019 at St. Paul of the Cross Retreat Center.

Respectfully submitted,

John Bodary, Chair

Board Affairs Committee