Board Affairs Committee Minutes of Feb. 10, 2020 Meeting

**Attending:** John Bodary, Roger Frank, Cindy La Fond, Toby Tabaczynski

**Absent:**

**Assignments are in bold print.**

1. Meeting was called to order by John at 5:03 p.m. with a prayer by John from the Living Wisdom for Every Day book.
2. There was a motion to approve the Minutes from the Dec. 9, 2019 meeting made by Roger, seconded by Toby, and unanimously accepted.
3. The Committee reviewed the meeting agenda, and a change was made to add approval of Board Affairs meeting minutes from December 9, 2019. There was a discussion about recruiting Board members, as this was a topic at the previous meeting. The committee agreed that it would be good to invite prospective Board members to start by serving on a committee. John made a motion to approve the December meeting’s minutes, and Toby seconded the motion. All approved the motion.
4. The committee reviewed the Board Affairs calendar. We agreed to delete item number 2, “Prepare annual performance appraisal…” **John will clean up the calendar to reflect the work the committee will be doing. Roger will update the Board Affairs Charter.**
5. The Outstanding Assignment Spreadsheet was reviewed, and no changes were made.
6. The Board “Self-Survey” was discussed. This is the annual survey that Board members fill out. **John will follow up with former Board Affair’s Chair Jim McKelvey to obtain the self-evaluation form used last year.** The evaluation will be reviewed by the committee and distributed to the Board at the April 20, 2020 meeting.
7. Cindy led a discussion on the need for a Director of Mission and Ministry Job Description. A description from the Mater Dolorosa Passionist Retreat Center was shared with Fr. Pat for his feedback. **Cindy will continue to follow up on this matter.** An emergency succession plan was also discussed. Elizabeth Velarde may be able to provide more information on this if needed.
8. The committee engaged in a round table discussion. The date of the June Board Retreat was discussed. The date will need to be confirmed because of the Province Assembly in Detroit in June. The need for updated committee charters was also discussed. Toby will address this issue at the Board meeting tonight, February 10, 2020.
9. There was a closing prayer, and then the meeting was adjourned by John at 6:05 pm.
10. The next regular meeting is scheduled for April 20, 2020 at 5:00 pm

Minutes respectfully submitted,

Roger Frank

Board Affairs Committee Secretary