St. Paul of the Cross Passionist Retreat and Conference Center



**Minutes of September 28, 2020 Board Meeting**
**Attending:** **Regrets:**

Sandra Arnould Sue MacDonald

John Bodary

Pat Brennan

Father Pat Brennan

Roger Frank

Kari Klinski

Cindy LaFond

Jim McKelvey

Faith Offman

Bob Salter

Neil Sobeck

Greg Soule

Father Alex Steinmiller

Toby Tabaczynski

Elizabeth Velarde

Dennis Wagener

**I. Welcome/Call to Order – Toby Tabaczynski called the meeting to order at 6:34 p.m.**

**2. Consent Agenda** – Toby Tabaczynski reviewed the consent agenda;

**MOTION** – approval of the consent agenda

Pat Brennan moved to approve the consent agenda.
Bob Salter seconded the motion.

The motion passed unanimously.

**MOTION** – approval of June 22, 2020 minutes

John Bodary moved to approve the June 22, 2020 minutes.
Greg Soule seconded the motion.

The motion passed unanimously.

**3. Charism Sharing** – The Charism committee led by Father Pat facilitated discussion among board members.

**4. Monitoring Report Review Global Ends policy EL #1, 2, 8, 11** – shared highlights, no questions noted.

**5. COVID-19 Operating Plan, Retreat Update** - Father Pat and Sandra Arnould provided updates and highlights, noting that staff are back in the office (flex schedules), two retreats have taken place since our reopening (positive feedback), one retreat was cancelled due to low attendance. Precautions are in place to keep individuals safe; individuals are going back to their parishes and letting folks know it is safe to participate.
Father Pat noted that we are looking to coordinate activities outside (Stations of the Cross, rosary, etc.) We live streamed a retreat, posted to Facebook. Faith Offman noted there are virtual opportunities for folks who cannot get out. Continue to follow executive orders and guidelines for safe meeting protocols.

**6. Current Income Statement review- questions Financial update** – Father Pat noted he is very proud of the work Sandra has been doing; this has been consultative and in the best interest of the retreat center. Continue to schedule retreats (less number of participants), have taken a hit on the cancelation of special interest groups that would normally have been in attendance during the week. School participation and retreats are uncertain at this time.

Ideas for new business – Sandra Arnould noted that we are looking at more private retreats - how to define a private retreat - spend the week with us, work with a spiritual director, walk the grounds, etc.

Highlights from the Income statement - did well for being closed for 3.5 months we were on track for a great year, July and August were weak, we have been fortunate that benefactors have stepped up, our ‘non event’ fundraiser was positive. The project for HVAC system, we will need to spend resources on this.
Greg Soule noted that this does not reflect income from the PPP, we will know in next couple of weeks if this will be forgiven - at the SBA currently for forgiveness.

John Bodary – explore the option for a funeral and bereavement – we have the ability for social distancing.

**7. Board Education - Visioning Committee Updates –** Discussion of highlights or recent activity.
Sandra Arnould - Technology & Marketing - had 2 meetings, just getting started.
Elizabeth Velarde - new partnership - 8 projects - distributed 5 of the 8 to the resource groups within the Province - looking for assessments, will get feedback toward the end of the year.
Three projects that haven’t yet been distributed - cross border, have not sent these out formally due to the pandemic.

Faith Offman – Ministry group - virtual hybrid retreats - working to have one for Advent leadership day, for our Province. Plans are to reach out to first responders - hospital staff are on ‘their last leg’; chaplains are helping them. This is a critical piece to get moving on, this will be virtual. Not grief counselors, but charism focused discussion.

Father Pat - want to follow up on this opportunity- we know that compassion is needed, we have that - invite people to come here to be quiet - next priority to act on this.
The archdiocese is in discussion - clusters / merged, we need to know who we are communicating with, our work with our captains has been outstanding, but this is changing. What does partnering mean now?

**8. Board Education – New Board Member discussion of goals and criteria under the Policy Governance model** – Toby Tabaczynski noted that we are looking for new board members – Toby has participated on a Zoom call with other Board Chairs (from other retreat centers) to discuss. Topic of how boards are made up, number of members, policy governance model - recognizes how this may change - what is our role as a board. Items to think about: selection, growth, diversity of board members. Other retreat centers struggling with this also.

Elizabeth Velarde- invited to moderate conversation and provided a presentation on policy governance and board roles to help direct conversation about new board member qualifications.

How do we approach new board member recruitment under policy governance and looking for diversity in our board - think differently with regard to governance, definition of roles and responsibilities. The role and responsibilities of the board have increased.

Recruit board members - first priority - best suited to do the work we are assigned to do. Let the candidates know that this is a policy board.

Step 1 - define the attributes you are looking for (productive part of the organization)
Commitment to the mission,
Values and vision in the long term
Function as a team
Focus on governing work, opportunities for learning outside of the standard meeting schedule

Step 2 - identify candidates based on criteria
Use networks of the org or individual board members
Approach the candidate. Be clear on the benefits and investment
Interview - formal process
Evaluate make up of the board. Board members contribution.

Our written policy is great, how has the policy been followed.

Discussion of celebrated differences - racial, gender, who is the population the board, represents (people you serve, where you operate).

Diversity - attracting more diversity in retreatants, working committee?
Father Alex – shared information about Father Sebastian McDonald and his initiative to recruit members from the community.

John Bodary noted that this is an excellent time to look at this; there has never been a better time to accomplish this.
Do you need to be Catholic to be on the board? Not a requirement at this time - if you want to make this a requirement you could – discussion.

Toby Tabaczynski askedhow do we reflect our local community {Representational integrity}. Discussion of
next steps. He noted that Black retreatants have decreased, we have tried to do outreach, and this hasn’t worked.
What are the needs of black Catholics today? We want to position ourselves to respond to real needs of our community.
If members want to be involved - Father Alex, Toby, please send an email to Toby if you are interested in further discussion.

Thank you to Elizabeth Velarde.

**9. Owner Linkage update –** Quarterly meetings with other board chairs taking place to share best practices and common issues. Fr Joe and others from Provincial office in attendance.

**10. Round Table / Special Announcements: TBD** – Discussion of board calendar; proposed new board meeting dates: 11/9 proposed new board date and December date of 12/7. Please assume that the meeting will be virtual.

**MOTION**
Pat Brennan moved that the next board meeting date is November 9, 2020; then set a date for the December board meeting.
Bob Salter seconded the motion.

The motion passed unanimously.

Discussion of what is the criteria to meet in person? Up to 35 people (as posted by the CDC, MIOSHA and the Governor’s executive orders). It was noted that we are in Phase 4, if you can work from home, continue to do so.

John Bodary noted that confidentially agreements need to be signed. These will go out by email, please return to Sandra.
It was noted to make sure that the self evaluation for next year is updated.

Father Pat noted upcoming mass dates: Tuesday morning 9:15 a.m. mass for staff, any board members who are able to attend, being held in the big chapel. October 20 - 10:30 a.m. mass in chapel.

Father Alex is coordinating workshops on racism; the Passionists are conducting an open invite (10/8/2020) call Father Alex for additional information.

Bob Salter discussion on the board retreat - consider how to schedule virtual or in person.

**11. Closing Prayer** - Father Pat led the board in a closing prayer.

**12. Adjournment** – The board meeting was adjourned at 8:41 p.m.