



## ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

### Board Affairs Committee Minutes of March 8, 2021 Meeting

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

**Absent:** n/a

**Assignments are in bold print.**

1. *Call to Order / Welcome*

John called the Zoom meeting to order at 5:02 pm. Patty Gillis joined the meeting as a guest and to provide insight concerning a draft of a “position opening” document for a Director of Mission and Ministry.

2. *Opening Prayer*

John led the committee with an opening prayer from *Little Black Book for Lent*. Prayerful discussion followed regarding patience during this time.

3. *Review Agenda*

The meeting Agenda was approved.

4. *Review CEO/Director of Mission and Ministry job description*

Note: change in order of topics from the meeting Agenda.

The change in order was to involve Patty Gillis, so she did not have to wait. Patty shared what was called a “position opening” document she created that is akin to an announcement of a job opening. It was noted in the document that there is a section about the benefits of being the Director of Mission and Ministry (DMM). Some discussion concerned editing the document and to move some of the sections to different places. **Cindy will be the editor of the document.** Where to post the document was discussed. Ideas were to post it with other religious communities, non-profit job boards, and a national search. Making the Ends Policies available to a prospective person was suggested. How the role fits with other positions was discussed. The committee also talked about the religious order’s relationship with the Archdiocese of Detroit. Cindy mentioned a need to report to other interested parties about where we are in the process of the DMM position opening document. The committee discussed the Policy Governance model and the DMM position. **John will send an email to Fr. Pat and Sandra about our progress. Cindy will email Elizabeth Velarde to set up a meeting to discuss the document.** Patty was thanked for all of her work concerning this matter, and she left the Zoom meeting.

5. *Review Minutes from last meeting*

There was incorrect information on item 8 Review of Board Service Matrix. The correct information is “John will update the document and confirm that second terms are accepted by Board Members.”

Toby motioned to approve the minutes with the change. John seconded the motion, and all approved.

6. *Discuss action plan on polling members on extension of terms of service*

The committee talked about if the one year extension applies to everyone or just those members whose term is expiring this year. It would be best if the officers continued on for one more year. **John will draft an email and share with the committee regarding who will be asked to extend terms or continue a second term.**



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7. *Round Table Discussion*

Members expressed gratitude for the work of the committee. The committee discussed new ends policies and the process to initiate new policy.

8. *Closing Prayer*

The meeting closed with a Glory Be prayer.

9. *Adjournment*

The meeting was adjourned at 6:38 pm.

Minutes respectfully submitted,  
Roger Frank  
Board Affairs Committee Secretary