



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

Board Affairs Committee Minutes of April 12, 2021 Meeting

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

Absent: n/a

Assignments are in bold print.

1. *Call to Order / Welcome*
John called the Zoom meeting to order at 5:02 pm. Elizabeth Velarde was welcomed as a guest to share her knowledge regarding the creation of a Director of Mission and Ministry job announcement.
2. *Opening Prayer*
John led the committee with an opening prayer from *Living Faith* a prayer booklet with daily prayers. The Holy Spirit and the effect of the unseen Spirit at work were central to the passage.
3. *Review Agenda*
The meeting Agenda was approved by the committee.
4. *Review Minutes from last meeting*
John motioned to approve the minutes, and there was unanimous approval.
5. *Review CEO/Director of Mission and Ministry job description*
It is better to plan even though nothing is changing at this time. We are referring to the document as a job or position announcement. Elizabeth made a point that it was good to put policy governance at the front of the announcement. Addendums or attachments can be added later. For example, it may be a good idea to attach ends policies or the one page document with the 10 principles of policy governance. This is especially important if the Director of Mission and Ministry (DMM) is a lay person. The title of the position may need to change depending on the circumstances. A suggestion from Elizabeth is if the title is DMM, then add that the DMM serves as the Chief Executive Officer (CEO) of the organization. Other retreat centers use different titles. We may be able to pull language other center's use for the announcement. Some discussion ensued on how other centers hired for the position. Toby brought up much depends upon Passionist leadership. Elizabeth shared information on the process Christ the King Retreat Center hiring process for a director. Our retreat center is blessed to have strong leadership and skilled employees. Toby mentioned we will eventually need to settle on a document that can be used as a template. The current document should be looked at as a draft and will change as necessary. **Elizabeth will send her edits to the committee, and Cindy will be the keeper and editor of the document.** Elizabeth said that some of her edits should come from the Passionists. Elizabeth also suggested it may be helpful to include a half or one page summary of what St. Paul's does in the course of a year. There was some discussion about a potential DMM needing diversity training. Cindy brought up having diversity, equity, and inclusion language in the document.
6. *Status on polling board members on extension of terms of service. Update board service calendar*
Dennis and Sue will finish their terms at the fiscal year end on June 30, 2021. They opted not to continue for a one-year extension. Officer's terms are being extended one year. Other board members agreed to a second term.



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

7. *Round Table Discussion*

Roger will work on possible changes to the board member self-survey. Other committee members are encouraged to send revisions, additions, or deletions to Roger. The survey has been converted to a Google Form thanks to John and his team. The goal is to send the survey to board members in early May. Toby brought up a need to revise the Board Affairs Calendar. **John will work on a draft.** Toby recommended an eight-part series called *The Chosen*. It is about the life of Christ.

8. *Closing Prayer*

The meeting closed with a Glory Be prayer.

9. *Adjournment*

The meeting was adjourned at 6:09 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Secretary