



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

June 13, 2022 Meeting Minutes - Board Affairs Committee

Attendance: John Bodary, Roger Frank, Cindy La Fond, Jim McKelvey, Toby Tabaczynski
Zoom meeting.

Absent: n/a

Assignments are in bold print.

1. *Call to Order / Welcome*

John called the meeting to order at 5:03 pm.

2. *Opening Prayer*

John led us in prayer with the June 16th entry “Alertness to God’s Presence” from *Living Wisdom Every Day* book.

3. *Review Agenda*

The committee reviewed the agenda, and there were no changes.

4. *Review Minutes from Last Meeting*

The members reviewed the meeting minutes. Jim motioned to approve the minutes, and Cindy seconded the motion. The members voted unanimously to approve the minutes and current agenda.

5. *New Board Candidate action plan:*

- *Brief review of mentee/mentors.*

We reviewed the mentee/mentor assignments. Jim reported that all Board members agreed to their assignments.

- *Brief review of new board member terms of service*

There was a discussion concerning the Board members terms of service, and the committee agreed it would be a good idea to let the new Board members know their terms of service prior to the next Board meeting. **Toby will include the Board Service Matrix Excel sheet in the meeting documents he sends before the Board meeting.**

6. *Review Board Affairs calendar.*

A. - *Election of officers – Prepare officer ballots and names of interested board member for June meeting and review proposed slate of officer positions/candidates*

Toby confirmed that Matt is interested in the Board Chair position. The committee agrees that Greg would be best to continue as treasurer. Cindy volunteered to take on the secretary position. We discussed the possibility of a new Board member taking the role of vice chair. The committee agreed postponing the election for the vice chair role until October could be a possibility because this would give new Board members a chance to become acclimated to their roles on the on the Board and the Passionists.

John will send an email to the Board prior to the 6/27/22 board meeting reminding them

about open officer positions.

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B. Receipt and summary of Board Self-Evaluation Form

We had a brief discussion of the survey responses. **Jim will present the information at the next Board meeting.**

7. Update on the St. Paul's Portal.

The work is ongoing. **Toby will report on the progress at the next meeting.**

8. Orientation for New Board Members

We reviewed the items on the agenda that Jim shared via email. Who will present each item was also discussed.

John will contact Greg about attending and presenting the operating budget at the Board member orientation meeting on Monday, June 27.

Prior to the meeting, Jim and Roger will discuss how to present the Board of Director Policy Handbook at the meeting.

In preparation for the meeting, Jim will

- **contact Kari about attending and sharing information about “Assignment of Mentors and Discussion of Roles”**
- **update the BOD Contact Information document and Service Matrix • create a PowerPoint that highlights the items in the digital binder for new members**
- **after receiving slides from Toby, prepare information for John to use at the meeting regarding Policy Governance**
- **finalize the agenda for the meeting**

In preparation for the meeting, Toby will

- **contact Jim Bologna to get the most current operating budget, reserve the library for the meeting, and dinner**
- **send Policy Governance slides to Jim**

9. Review/Revise the Exit Interview format

The committee determined that we should continue to use and adapt as needed the interview document with questions for exiting members. Bob Salter and Jim McKelvey are leaving the Board at the end of June 2022 and will need to be interviewed.

10. *Prepare the “Board Member Commitment” for September all day meeting.* We agreed that the Board Member Commitment Statement and Annual Confidentiality Agreement are good to use at the Board retreat in September.



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11. *Brainstorm ideas and forward recommendations on topics to the planning committee for the all-day retreat.*

Suggestions for topics at the all-day Board retreat were

- Policy Governance
- Laudato Si'
- Diversity, Equity, and Inclusion
- Recordings/handout from the Holy Cross Province Assembly that took place June 7 – 9.
- Board's role as a visionary board

12. *Round Table Discussion*

Discussion centered on the recent Holy Cross Province Assembly.

13. *Closing Prayer*

John led the group in the Glory Be prayer.

14. *Adjournment*

John adjourned the meeting at 6:13 pm.

Note: The next meeting will be the Board of Directors New Member Orientation Monday, June 27, 2022 at 5:00 pm. The Board of Directors meeting will be on the same date.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Recorder

