



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

### Board Affairs Committee Minutes of 2019-10-21 Meeting

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

**Assignments are in bold print..**

1. Call to Order. John opened the meeting at 5:05 PM with a prayer from St. Paul of the Cross in honor of the feast day.
2. Minutes from the September meeting were approved by Roger, seconded by Toby and unanimously accepted.
3. The Committee reviewed the Board Affairs calendar. Even though this is not an election year, members are encouraged to seek possible recruits for the future. **Cindy suggested a possible candidate that she is encouraging to pray and discern whether she might be interested in board membership in 2020.** Other tasks on the calendar are related to a year in which election takes place. These are not applicable now, but will be in the future.
4. The December meeting will review the board service matrix and audit procedures.
5. John reviewed the outstanding assignment spreadsheet. The job description for the Director of Mission and Ministry will be discussed at the December 9<sup>th</sup> meeting. In the meantime, **Patty will be consulted by Cindy, and Elizabeth and Fr. Pat will be asked for possible job descriptions to work with. Jim McKelvey volunteered to write a future job description. Cindy will assist.**
6. Jim McKelvey conducted an exit interview with Patty Gillis. **Toby will assist in interviewing Chuck Anway . Matt Greenough still needs to be interviewed by a committee member.** Policy handbook will be updated when and if needed.
7. In reviewing the board service matrix it was noted that Fr. Enno will not serve on board committees. Fr. Alex Steinmiller (sp? ) will serve as board liaison. It needs to be determined which committee(s) he will serve on. **John will update the matrix** with this addition.
8. There are some outstanding assignments.. **John will email Elizabeth re. issuing some summary statement of monitoring policies at end of the year. The skills matrix will need to be updated. Exit interviews need to be completed.**
9. Meeting adjourned at 5:55 with a prayer read by Toby.
10. The next regular meeting is Monday, December 9<sup>th</sup> at 5 p.m..

Respectfully submitted, Cindy La Fond, Board Affairs Committee