



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

June 28, 2021 Meeting Minutes - Board Affairs Committee

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

Absent: n/a

Assignments are in bold print.

1. *Call to Order / Welcome*
The meeting began at 5:03 pm.
2. *Opening Prayer*
John led the committee with a prayer from *Living Faith* a prayer booklet with daily prayers. The reflection was on discipleship.
3. *Review Agenda*
The meeting agenda was approved by the committee.
4. *Review Minutes from last meeting*
Minutes were unanimously approved.
5. *Review CEO/Director of Mission and Ministry job description*
Cindy shared the suggested edits from Elizabeth Velarde via email previous to the meeting. We reviewed hard copies and discussed the proposed changes. Roger raised a question about including CEO in the title as it may be too corporate or business like for a place with spiritual retreats. Toby recalled the conversation about this topic from a previous meeting, and it was decided that given who the position would be marketed to and the job duties, that it would be best to keep the CEO in on the title. The committee agreed. There was discussion about a line referring to “preaching experience” in the “requirements” section. It was decided to keep this line, and add a parenthetical note that it can be removed if needed based on the needs of St. Paul’s. It was noted that this is a draft and can be adapted when it is needed. The committee decided to move the information in the bullet point labeled “characteristics” to the first bullet point position. This will prioritize the line “an active and participating member of the Catholic faith...” It was decided to add text stating that training regarding Policy Governance and spirituality is provided by the Passionist Provincial Office. The committee thanked Cindy for her hard work on the job announcement. **Cindy will make final edits to the document.**
6. *Plan Remainder of Calendar Year for Board*
There was discussion about a Board retreat in September. The committee also discussed a need to recruit new Board members and the assistance that the Outreach Committee can provide in this endeavor. **John will revise the previous calendar with new dates and information as needed for the coming year.**
7. *Review Board Self-Evaluation Results*
The results of the online survey will be shared at tonight’s Board Meeting. We discussed the valuable comments that members gave in the survey. These comments could be useful as discussion topics at the Board Retreat.



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8. *Round Table Discussion*

Cindy shared thoughts about diversity. All members agreed about how we were thankful to have our first in-person meeting since the Covid-19 pandemic started.

9. *Closing Prayer*

John led the group in a Glory Be prayer.

10. *Adjournment*

The meeting was adjourned at 5:59 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Secretary