



ST. PAUL OF THE CROSS PASSIONIST RETREAT AND CONFERENCE CENTER

October 25, 2021 Meeting Minutes - Board Affairs Committee

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

Absent: n/a

Assignments are in bold print.

1. *Call to Order / Welcome*

The meeting began at 5:04 pm. Jim McKelvey was welcomed back to the Board Affairs. Jim had been serving on another committee.

2. *Opening Prayer*

John led the committee with a prayer from *Living Faith* a prayer booklet with daily prayers.

3. *Review Agenda*

The meeting agenda was approved by the committee.

4. *Review Minutes from last meeting*

Toby moved to approve, and Cindy seconded the motion. They were unanimously approved.

5. *Preview of tonight's report to the board on potential Board openings, re-election status, and recruitment*

There was a discussion about Board Affairs Committee member's length of term on the committee. From the Board Affairs Charter:

- Individuals may serve only two (3) years as the Chair or Vice Chair
- Individuals may serve on the committee for no more than eight (8) years; they may rejoin the committee after a minimum period of one year off the committee.

Roger will review previous meeting minutes to check on length of time served by current members. Jim volunteered to update the Board Service Matrix. The committee discussed the need to update the Board of Directors Orientation Binder. **Jim will begin work on updating the binder.** The committee discussed the management and process of adding documents to the St. Paul of the Cross portal on the Passionist.org website. The naming of files in a year/month/day format would help the organization. **Toby and Jim will look at the portal and begin the work to bring it up to date.** Cindy brought up Sandra leaving her position. We discussed the vacancy and its relationship to the draft of the CEO Job Announcement. At the end of the fiscal year, we need new officers for the Board. Regarding new Board members, Jim shared two names, and Dennis Wagener shared two names in his exit interview. We discussed the need to reengage with the action items on the Board Affairs calendar.

6. *Preview of tonight's report to the board on feedback/recommendations of the Retreat Day*

Cindy will gather feedback from Board members at the meeting.

7. *Review of St. Paul's CEO Job Announcement*

We discussed the announcement and look at is a template that can be tweaked as needed.



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8. *Plan Remainder of Calendar Year*

The committee reviewed the Board Affairs Calendar. John will ask Board members to notify him if they plan on resigning/not standing for re-election. As previously recorded in these minutes, Jim will work on the Board Service Matrix. The committee decided it would be wise to meet before the next Board meeting. The date of November 15, 2021 from 5:00 pm to 7:00 pm was chosen for the next Board Affairs meeting. **Jim will put together a matrix on policies that are not being monitored by the board.**

9. *Round Table Discussion*

Members welcomed back Jim and talked about creativity and the Board's work.

10. *Closing Prayer*

John led the group in a Glory Be prayer.

11. *Adjournment*

The meeting was adjourned at 6:05 pm.

Minutes respectfully submitted,
Roger Frank
Board Affairs Committee Secretary